

CONFIRMED MINUTES

2024 BOT MEETING #1



At the **2024 BOT Meeting #2** on **28 Feb 2024** these minutes were **confirmed as presented**.

Name:	Silverstream School
Date:	Wednesday, 31 January 2024
Time:	6:36 pm to 9:00 pm (NZDT)
Location:	Silverstream School Staff Room , 27 Whitemans Road, Silverstream
Board Members:	Richard Adams, Clint Craig, Saurabh Dhawan, Erin Edmonds, Alistair Mitchell, Craig Stevenson, Lorraine Taylor, Sarah Toner, Corey White
Attendees:	Nicola Bonsey, Louise Waiariki
Apologies:	Anthony Tebbutt (Chair)
Notes:	RA attended the meeting via Teams, he left the meeting at approx 8 pm

1. Opening Meeting

1.1 Welcome/Apologies

Apologies from AT who has COVID.

Lorraine welcomed the BoT back for 2024.

Feedback from SD about the Kakano programme:

- The induction was great and the information to the parents was great.
- A different introduction to the school from when his first child started.
- Makes the start to school successful.

1.2 Opening Karakia

1.3 Vote - Presiding Member 2024

Nominations for 2024 Presiding Member

Only one name was put forward for nomination:

Craig Stevenson

- Nominated by: Clint Craig
- Secunder: Richard Adams

CARRIED

Craig Stevenson is the Silverstream School Board of Trustees Presiding Member for 2024. Craig took control of the BoT meeting from this point forward.



Vote - Presiding Member 2024

7 Supported: Alistair Mitchell , Clint Craig , Erin Edmonds , Lorraine Taylor , Richard Adams , Sarah Toner , Saurabh Dhawan

0 Opposed:

0 Abstained:

Decision Date: 31 Jan 2024

Outcome: Approved

1.4 Delegations 2024

Silverstream School Board of Trustees record of Delegations 2024 was tabled for review. The following items will be changed:

- Addition of "*Principal*" to Protected Disclosures authority
- Change the wording "*Chair*" to "*Presiding Member*".
- Delegation of Discipline Committee - change "*less than three members*" to "*less than two members*".

1.5 Confirm Minutes

2023 BOT Meeting #8 27 Nov 2023, the minutes were confirmed as presented.

The BoT minutes from 27 November 2023 were tabled with no changes.

- Moved: AM
- Seconder: ST
- All agreed

PASSED

1.6 Review Conflicts of Interest 2024

The BoT Presiding asked if there were any further conflict of interest by the current Board Members. No further conflict of interest identified.

It was confirmed that TS could be removed from the register due to her resignation.

2. Management Reports

2.1 Action Item List

Due Date	Action Title	Owner
27 Nov 2023	Lockdown Procedures Status: In Progress	Lorraine Taylor
27 Nov 2023	Review Health Education Policy Status: Completed on 1 Dec 2023	Lorraine Taylor
31 Jan 2024	Health Education Policy Status: Completed on 20 Feb 2024	Lorraine Taylor

2.2 Principal Report and NELP's

The roll is currently at 434 with approx. 18 pre-enrol to start next week and a further 6 to start in Cohort 2. This will see the roll up to approx. 455 by the end of Term 1.

Principal:

- The children have made a great start back.
- Thank you to the BoT for allowing her to go on Sabbatical.
- The Principal also advised she has been appointed as a member on the Ministerial Advisory Group that will review reading, writing and math. It is a tight timeframe but she is excited to be involved.
- Being appointed to the Ministerial review will also mean that Silverstream School will get to trial things early and give the teachers a good head start.

Personnel:

- The Principal briefed the Board Members about the Learning Support Co-ordinator (LSC) role and how it came about.
- Annual review of the needs to every school in the Upper Hutt cluster has not been conducted.
- Silverstream School has moved from 0.4 FTE cluster funded LSC to 0.8, fully employed by the Silverstream School BoT. Silverstream School now need the LSC full time.
- Presently the LSC is shared with Mangaroa School.
- At the next Upper Hutt Cluster Principals meeting on 22 Feb 24, the Acting Principal will advise that Silverstream School will be using the 1.0 allocated. Discussion on the transition will be between the two Principals. This change is supported by the BoT.
- A letter for Silverstream School BoT to the Upper Hutt Cluster advising of the change.

Professional Learning Development:

- Te Poumaomao. One course in Feb and one in Term 2.
- Sharp Reading.
- English/Maths Progression once written.
- Handwriting PLD. The teachers have had a PLD lesson on handwriting.
- There is lots of work to be done for handwriting
- BOT Member (RA) observation that writing is the biggest struggle but reading is the biggest PLD. The Principal advised that lifting reading and comprehension will assist with writing and writing will shift when handwriting mechanics becomes better.

Property was discussed but placed under Property item agenda.

Academic Reports

- All data includes the ORS students.
- Maths data is good.
- Need to lift the bottom students as well as stretching the top students
- Comparative data is great-
 - The team are doing really well.
 - BoT trusts the leadership team to get the best out of the teachers and students while balancing wellbeing/workload.
 - Need to ensure there is consistency and standards continue with the new staff members.
 - Continue consistency in reading, writing and math.
- BoT members feedback
 - Staff are to be commended.
 - The BoT is to provide a morning tea to congratulate the staff on a good job.

- The Principal said there are amazing staff at Silverstream and invited the BoT members to come in anytime and walk around and express their appreciation.

School Charter:

- Due to the MoE by March 2024. Review of the Annual Plan and Charter at the next meeting
 - Set academic goals and /or change the set of targets. BoT to drive targets for 2024.
 - The BoT needs to decide what the direction is of the School.
 - Academics are well looked after.
 - What is the next focus -
 - Articulate kids / building confidence
 - Oral language presentations
 - Focussing more in the extension level
 - Enviro schools

The UH Cluster of Schools has a leadership day coming up.



Letter to Upper Hutt Cluster

A letter to be drafted for the BoT Presiding Members signature in regards to Silverstream School requiring the LSC as a full time staff member due to the increase in students needs.

Supported fully by the BoT.

Due Date: 16 Feb 2024
Owner: Craig Stevenson



Letter to the Upper Hutt Cluster -

Fully supported by the BoT for a letter to the Upper Hutt Schools' Cluster.

Decision Date: 31 Jan 2024
Outcome: Approved



Charter / Annual Plan

The Charter / Annual Plan review.

Due Date: 28 Feb 2024
Owner: Craig Stevenson

2.3 Policy Reviews

There are no policy reviews scheduled for this meeting.

A policy review schedule will be promulgated for the next meeting. Louise to provide.

2.4 Finance Report

The 2023 financial outcome was a deficit of \$37k.

The BoT Members agreed as follows:

- The annual budget is always financially conservative.
- There needs to be a further conversation on spending.
- Anything Health and Safety needs to be addressed as priority.
- Donation increases to be considered annually as Ministry funding falls further behind.

- Finance be included as a topic in the Annual Plan - Position on Funding.

3. Other Business

3.1 Staff Rep

The BoT was advised on the policy for Staff Rep position for 2024 due to the BoT Staff Member being on sabbatical for two terms.

Advised from NZSTA:

1. The Staff Rep to request in writing to the BoT to continue as the Staff Rep.
 - The BoT to discuss the request to continue and the outcome as follows:
 - Approve the request - the staff member continues
 - Decline the request - triggers a bi-election.
2. The Staff Rep chooses to step down
 - This will trigger a bi-election.
3. The Staff Rep seeks leave from the BoT for the period of the sabbatical:
 - The BoT considers the request and the outcome as follows:
 - Approves the request - there will be no bi-election and no Staff Rep for the duration of absence.
 - Declines the request - the other options to be considered.

The bi-election is for the period until the next election not for the period of absence of the Staff Reps sabbatical.



Staff Rep to Action Request for BoT

EE to apply to the BoT for one of the options provided by NZSTA:

1. The Staff Rep to request in writing to the BoT to continue as the Staff Rep. Request is approved or declined by the BoT. The Staff Rep is notified of decision.
2. The Staff Rep chooses to step down, to be requested in writing to the BoT.
3. The Staff Rep seeks leave from the BoT for the period of the sabbatical. Request is approved or declined by the BoT. The Staff Rep is notified of the decision.

Due Date: 28 Feb 2024
Owner: Erin Edmonds

3.2 Centenary 2024

The Centenary Committee has not had a meeting in 2024. An update will be provided at the next BoT meeting.

3.3 BoT Reports 2024

The Principal asked the BoT what reports they would like to see presented at the meetings.

Current Reports are:

- Health and Safety
- Property

- Achievements (end of year, presented at first BoT meeting) come out of the Annual Report / Strategic Plan

Further Reports to be considered:

- Special Needs
- Any ad-hoc reports as requested by the BoT

Priority in the Annual Plan to consider:

- Contact the places the children at Silverstream School have come from, and
- Contact with places the children where they will go.

3.4 Property

Property

New works-

- The second quote for work for the Rooms 1-3 deck cover and extra room has been requested from Top Cat.
 - Blue prints for the areas to be sent to them.
- The Anzac area is to be commenced soon and should take a month to complete.

Previous works-

- New carpet has been laid from room one up the hallway as approved and in the entry way from the courts.
 - It would be good to get it consistent throughout once the other works have been completed.

Vandalism-

- During the break the garage and swimming pool were both broken into. A police report was made and one of the persons identified. The picture and name was given to the Police. Thanks to Daniel for the work on gathering the evidence.

Fort-

- The fort to be removed and bars put in its place. The fort is a H&S risk.

AED's-

- The two AEDs have been ordered and will be mounted once received.

3.5 Fundraising Team

There has been no fundraising committee meetings this year.

The FoSS have approved the money for the Anzac area.

3.6 Inwards Correspondence

Tory Slee resignation was accepted as of 15 December 2023 and was thanked by the BoT for her time on the Board.

3.7 Communications

- A piece in the school newsletter recognising the work of the staff and their contribution to the successful achievement results.
- Water restrictions -

- With level 2 water restrictions the school will legally have to close after 2 1/2 hours of no water or power on site.

3.8 General Business

Portfolios:

The BoT portfolios was tabled. Members are to review and advise what portfolios there are and if there needs to be any more added and which portfolio they wished to undertake for this year. This will be confirmed at the next meeting.

Resignation:

Anthony Tebbutts resignation from the BoT was formally recognised in line with his intent at the last BoT meeting in 2023. Anthony was formally recognised at the end of year Senior prizegiving.

BoT Members:

- The BoT will look to Co-opt replacements to fill the empty seats on the Board.
- Advertise for skills required for the Board.
- Look at eligibility for a Māori representative (elect/co-opt/direct appoint). This could be an MOU of the Kaumatua to be a member.

Science:

Erin briefed the BoT on her Science Award

- Erin has gained a Science award from the Royal Society.
- Erin thanked Lorraine and the BoT for the support in applying for the Science Teaching and Leadership Award.
- This is a great opportunity for the school. The depth of knowledge that Erin will be exposed to and the experiences will be immense.
- It will be a lot of work personally and will be able to bring back her growth in knowledge to the school.
- It is an amazing opportunity and feels very privileged.

EOTC:

- There was a discussion on EOTC risk management.
- All external Companies provide the school with a copy of their risk assessments.
- This could be a portfolio for a BoT member.

Misc:

- EE brought up there was a significant timeframe between the meetings in Term 1 and Term 2.
 - The Principal advised that the BoT can have as many meetings as required but must have a minimum of 6 per year.
 - Term 1 is eleven weeks making it longer between the two terms.
 - The meetings are scheduled annually at week 4 and week 8 of each term.
 - Extra meetings can be requested if necessary.
- The Principal advised that there was an extra Stat day at Easter - Easter Tues, which is in the Education Act for parents to buy children's winter uniform. This is during term time this year, where it is normally in the school holidays.

Disposals:

- The list of current administrative paperwork for destruction was presented to the BoT.
- The list for destruction was approved as presented.

3.9 In Committee

3.10 Closing Karakia

4. Close Meeting

4.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____



Date: _____