

CONFIRMED MINUTES

2023 BOT MEETING #1



At the **2023 BOT Meeting #2** on **22 Mar 2023** these minutes were **confirmed with the following changes:**

Change of Counsellor to Councillor.

Name:	Silverstream School
Date:	Wednesday, 22 February 2023
Time:	6:05 pm to 9:40 pm (NZDT)
Location:	SilverstreamSchool, 1 Whitemans Road, Silverstream, Upper Hutt
Board Members:	Anthony Tebbutt (Chair), Alistair Mitchell, Clint Craig, Erin Edmonds, Lorraine Taylor, Richard Adams, Sarah Toner, Tory Slee
Attendees:	Corey White, Louise Waiariki, Nicola Bonsey

1. Opening Meeting

1.1 Welcome/Apologies

The Presiding Member welcomed everyone to the first meeting of the year.

Apologies:

Al Mitchell and Sarah Toner

1.2 Opening Karakia

1.3 Vote 2023 Presiding Member / Confirm Appointments

One nomination for Presiding Member- Anthony Tebbutt:

Moved - Lorraine Taylor

Second- Erin Edmonds

- Votes For - 5
- Vote Against - 0
 - **Passed**

New Presiding Member for 2023 is Anthony Tebbutt.

1.4 Confirm Minutes

BOT Meeting #8 - 9 Nov 2022 9 Nov 2022, the minutes were confirmed with the following changes:

9 Nov 2023

2.1 - School roll, correct 2002 to 2020

BOT Meeting #9 - 2022 7 Dec 2022, the minutes were confirmed as presented.

Official vote for proposed increase in fees was passed in the minutes and further confirmation of a between meeting vote conducted. The increase in fees was passed.

1.5 Conflicts of Interest

No further interests advised during the meeting.

1.6 Action Item List

2. Management Reports

2.1 Principal Report and NAG's

Kapa Haka Instruction:

- The School made the BOT aware of the potential to pay for a Kapa Haka Tutor to develop the children further than what the teachers can.
- Cost will be \$1000 per term / \$4000 for the year.
- The Tutor has the Tikanga Maori knowledge to further the children in this area.

Charter - Annual Plan:

- ERO visited the school on 21 February 2023.
- The ERO representative has advised that they may not need any further visits.
- The information will be peer reviewed by two further ERO people and a report will be received back sometime in Term 2.
- It reiterates that the school is using best practice methods.
- The BOT acknowledged that this will be a positive view for the school.

Professional Leadership Development (PLD):

- This years PLD will focus on building on the learnings of 2022.
- NELP's are being introduced into school charters for 2023
- Other areas of focus are:
 - Sharp Reading.
 - Verity Authorship Programme
 - House of Science.

Science:

- Erin talked about the 2023 Science programme.
 - Parents have been positive with the introduction of the Science programme.
 - It is very busy but Erin is loving it.
 - Erin is unsure if the Year 2 groups are ready for the in-depth learning of the Science programme yet.
 - The programme is certainly adding value to the curriculum.
- PLD 5-6 days and Carol (House of Science educator) will go into the classes to support the teachers delivering the program.

National Education and Learning Priorities - NELP's:

- Previously NAG's and NEG's now called NELP's.
- The school is already covering most of the NELP's through the PEP's, science and best practice.
- The school is working on Objective 4 of the NELP's.
- The Principal to unpack the NELP's for the BOT at the next meeting.

Special Needs:

- The Principal advised she is proud of the progress in reorganising our special needs response. She is more comfortable where the school is placed in supporting the children.
- The Principal, Special Needs Coordinator (SeNCo) and Learning Support Coordinator (LSC) meet every Tuesday to go through children's data.
 - Each child will have a full plan.
- Lara Parry is released to look at the progress of all children in the school.

Fire and Emergency New Zealand - FENZ:

- There was a visit from FENZ to discuss the schools evacuation plan.
 - Evacuation Plan:
 - The current school evacuation plan was last reviewed in 1996.
 - The school is revising the plan. (Deputy Principal to complete.)

House Captains:

- House Captain and School Councillor selection has been completed and will be announced at the next school assembly.

Stand Downs:

- There has been one stand down this week. All required paperwork was completed.

Other Items:

- Thank you to Clint who attended the TOD as a invited presenter on team building.
- It is confirmed Units are \$4000 per year and there are limited fixed term Units available as per the operational funding notice.
- The new teachers are doing an amazing job and have been given mentor teachers and all meet regularly.
- **Silverstream School Centenary 2024:**
 - The school Centenary is in 2024 and planning will commence shortly.
 - The BOT was advised it is a Community Centenary not just being celebrated by the school.
- **Teacher Only Day (TOD):**
 - The BOT were interested in the feedback from the TOD.
 - The DP compiled the notes and will send out to the BOT to look at. There will be a relook at this is approx. 5 weeks to revisit the impact of the sessions.



Te Ao Maori Report

Te Ao Maori report to the BOT.

Due Date: 14 Jun 2023

Owner: Lorraine Taylor

2.2 Policy Reviews

Policy Reviews:

- The Principal asked if the BOT would like any other reports than those that were already provided (Science, Library, Ready Recovery). A specific Te Ao Maori mid year report will be provided to the BOT.
- A Board Member - RM observation was that it is being managed very well.
- There was discussion staff wellbeing. This can be monitored through the following channels-
 - Grow professional practice (Strategic Goal 2).
 - Reflective practice Reports.
 - Staff survey at end of Term 2- strategic goals / ownership.
 - NELP - Report on are 6 Quality Teaching and Leadership through the implementation of the NELP's.
 - The Principal to get feedback / Input from the Staff.

Policy Review Schedule (School Docs):

- Review the schedule.
- Term 2 - ETOC RAMS forms.
- Term 3 Maori success.
- School Docs has sent the 3 year review schedule.
- Add the review schedule to the BOT policy review schedule and include any other items.
- The Principal advised the BOT they need to sign off on the policy schedule calendar.

2.3 Finance Report

School Roll:

There was discussion on how the school roll affects school funding.

- Current school roll is 472.
- The school is gaining more new entrants as a direct result
 - Housing intensification.
 - New subdivisions.
 - Split families where one parent lives in zone and other does not.
- The school is now at the tail end of the roll decrease.
- The Principal advised that the school was not quite at the point of closing the out of zone applications due to the class sizes and roll maximum.
- The school will need to manage the out of zone enrolments as best as practical to prevent any potential problems in the future.
- Silverstream School is zoned for a maximum roll of 550.
- The school is funded for 1:27 students in a class.
- The school is entitled to 20 classrooms, but currently have a footprint for 21 classrooms (this includes the library, staff room and hall areas).
- The St Pats subdivision is approximately 3-5 years away before there would be any impact on enrolments. The buildings will be condensed / terrace housing)

- NETWORK are the MOE department who work out the growth of an area and projections on roll numbers.

January Finance Report:

The January finance report was presented to the BOT along with the Finance Committee review of the accountants report.

The BOT accepted the January 2023 finance report.

3. Other Business

3.1 Fundraising Team

Feedback by Richard Adams on the FoSS meeting held on 16 February 2023:

- A great and large group of people in attendance at the meeting.
- At the next meeting the BOT representative can ask the FoSS team how they can better assist the FoSS Committee.
- The FoSS team will start to use Kindo to gather the revenue for any fundraising activities. Funds will go directly into their bank account.
- Tory will attend the next meeting on behalf of Clint.

3.2 Inwards Correspondence

The BOT noted receiving the 5YA property funding letter and the Rates notice.

The BOT approved the disposal of items on the attached list.

The BOT acknowledged the library report and were advised that the library is a well stocked school library.

Brief on Science Programme:

- Term 2 Careers Expo-
 - Invite parents with a science background.
 - Pathways for science.
- Develop the science curriculum in 12 - 18 months.
- Request for the BOT to support the PD Science programme in Term 3.
 - If successful the programme pays for a reliever for the school.
 - There is no cost to the school.
 - There was discussion if this was a trial or permanent programme.
 - The school has a planned approach to the science programme.
 - If the BOT/School signs the application, they are aware they are signing a commitment, however there is a deferral option.
 - If successful a reliever will be required in Term 3 and 4 of 2023, with a deferral date of Term 1 2024 if the school is not ready.
 - The Presiding Member acknowledged the contingency piece in the plan.
 - **The BOT support and approved the application being submitted.**

End of Year Data Discussion:

- There was a query on the Year 2 data for those below level 1.

- The Principal advised that the start level is level 1 and if any child is below that level it is not captured in PaCT.
- The impact of Covid on the current Year 4's 2023 / Year 3's 2022. These students started school in 2020 during Covid.
- The school is addressing the concerns as follows:
 - Structured Literacy programme in year level 2.
 - Math programme being introduced by the AP into years 1 and 2.
- By addressing the concerns now, the school shouldn't see the same dip in the future.
- Areas focused on first are-
 - 2022 Year 2 - now 2023 Year 3 children.
 - 2023 Year 6 - writing
- The Principal advised that the school data is pretty good. She would like to see more children in the above range. It is not good enough to get the children just over the line and need to aim for above and does not think it is acceptable for Silverstream School.
- Silverstream School have 6 years to get students above the expected level.
- It is good to see that the school is not aiming for achieved but aiming higher for the at above range, of which the Principal has said that all students in the school could achieve at the expected levels.
- Well done to everyone so far.
- Further discussion on what the students are learning, for the future and what would we do differently.

A Board Member has heard feedback from the early childhood center's that they have been told not to send their students to Silverstream School and that Special Needs children are not getting well supported. The BOT is concerned over this message. The Principal will make contact with ECE's concerned to find out what the concerns are.

There was a discussion on Special Needs time allocated and funding allocation made by the Ministry for Special Needs children and Teacher Aides (TA). The BOT currently contributes a huge amount of money into additional needs support. MOE will need to contribute more to enable this to be more responsive.

3.3 Communications

3.4 General Business

Carparking:

- The BOT was briefed on the carparking situation:
 - The caretaker raised the issue of staff parking on NP yellow lines behind the classrooms where the exit doors are secondary escape routes.
 - The Health and Safety issue of backing out from the staff carpark.
 - FENZ visit to inspect the carparking and advised that it was a school decision.
- The Principal's view is that the NP should be kept free.
- The BOT has erred on the side of caution and are in total agreement that there is to be no parking on any yellow lines. Staff do not get a carpark as of right it is a privilege to have free / off street parking.
- The Principal to advise staff car parking is limited and safety in backing out is a priority.

2023 Budget:

- There was some questions on the 2023 budget to be clarified.
 - There could be some saving in Professional Development as the year progresses.
 - The budget is tight based on current income and expenditure.
 - The budget be provided in Excel to the BOT with a column to track the - + in each line items.
- The budget was approved by the BOT with the addition of \$4000 for Kapa Haka instruction (\$1000 per term).

License to Occupy - Silverstream School Pool:

- The License to Occupy the school pool for Silverstream Swim Academy is up for review in April 2023. This will need to be completed at the March BOT meeting.

The Principal will add the following to the next school newsletter-

- Thank you and reminder for the school donations.
- Parking within the school parking areas - entry and staff carpark.



Newsletter and Staff Communications

- Thank for school donations to parents
- Staff carparking and school parking areas.

Due Date: 24 Feb 2023
Owner: Lorraine Taylor

3.5 In Committee

Lorraine Taylor, Nicola Bonsey and Corey White left during the In Committee discussion. They returned for further questions to be asked.

Corey White requested to speak to the BOT.

3.6 Closing Karakia

4. Close Meeting

4.1 Close the meeting

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

Signature: _____

A handwritten signature in blue ink, appearing to be 'Orwell', written over a horizontal line.

Date: _____

A handwritten date '4/4/23' in blue ink, written over a horizontal line.

Presiding Member
Silverstream School
Board of Trustees

