

CONFIRMED MINUTES



2023 BOT MEETING #3

At the **2023 BOT Meeting #4** on **19 Jul 2023** these minutes were **confirmed as presented**.

Name:	Silverstream School
Date:	Wednesday, 17 May 2023
Time:	6:10 pm to 8:33 pm (NZST)
Location:	Board Room (Kowhai), 27 Whitemans Road, Silverstream School
Board Members:	Anthony Tebbutt (Chair), Alistair Mitchell, Erin Edmonds, Lorraine Taylor, Richard Adams, Sarah Toner, Tory Slee
Attendees:	Corey White, Louise Waiariki
Apologies:	Clint Craig, Nicola Bonsey

1. Opening Meeting

1.1 Welcome/Apologies

1.2 Opening Karakia

1.3 Confirm Minutes

2023 BOT Meeting #2 22 Mar 2023, the minutes were confirmed as presented.

1.4 Conflicts of Interest

2. Management Reports

2.1 Action Item List

Due Date	Action Title	Owner
14 Jun 2023	Te Ao Maori Report Status: In Progress	Lorraine Taylor

2.2 Principal Report and NELP's

Roll:

- The roll is up and is being well managed.
- Year 1 has been closed to out of zone applications as there are no further classrooms available
- There are a few gaps in other year groups that could be filled.

- No further teachers are required for this year. The current Year 0-1 group should finish the year with a roll of approximately 23.
- There has been a lot of requests for out of zone enrolments. 2024 may see a ballot needed.
- MOE rules changes have children living with grandparents in a school zone can be accepted as can those in emergency housing.

Misc:

- The Principal feels that the school is running smoothly and appears settled.
- All appraisals (reflective practice journals) have been updated. The Principal has met with almost everyone. Teachers have become much more able to reflect on their next steps and are focused for the second half of the year.
- David Seymour (ACT) visited. He was provided some feedback on the Party's education policy from the senior leadership team.
- Other political party leaders have been invited to come and visit pre-election.
- Disabled parking issues on Whitemans Road are currently with the UHCC to solve as the parking spaces are not part of the school

Automatic Doors / BWOFF:

- The issue with the automatic doors continues.
- The doors have been installed since 2015 and the building WOF issued every October since.
- The new UHCC building inspector revoked the building WOF in January 2023 based on his belief the automatic doors require UPS backup. The automatic doors do in fact return to being normal doors in the event of a loss of electricity so we aren't sure why the UPS backup is required.
- The MOE will pay for the upgrade required of the doors so the building can be considered by the UHCC compliant (10k). The building consent has been submitted by the project manager Natasha to UHCC. Once agreed and fitted Argest will need to re-visit the school, update their paperwork and issue a BWOFF for the 2023/4 year.

Personnel:

- Mr Booth and Mr Searancke have tendered their resignations. Mr Booth is leaving teaching and Mr Searancke is heading overseas.
- Interviewing for the Year 3 teacher position will be on Thursday and Friday this week.
- The Year 1 teaching position will be covered by a current fixed term teacher.

Attendance:

- Attendance across the school has been good and is above the national average as well as the decile 10 average.
- There is follow up with parents for the children who are repeatedly absent.

Curriculum:

- Recent PLD has been run on the use of evidence and data for teachers, recognising the difference between data, information, wisdom and insight.
- The Principal has run a review of classroom books to see how much evidence there is of teaching and learning in books and what PLD teachers need in marking books and giving feedback.
- Structured Literacy -
 - Year 1 and 2 teachers are all now trained in the Liz Kane structured literacy approach.

- Pinehaven Principal is coming to observe the next professional development with Verity on authorship in writing to see if it is the right approach for them too.
- Te Ao Māori -
 - Hilary has run a staff hui with the teachers on the Maramataka calendar v Gregorian calendar as this is critical to our understanding of why we have 2 sets of words in Te Reo for days of the week and months of the year.
 - Kapa Haka is running really well with our lovely tutors.
 - Corey attended the last Kaitiaki group meeting in the cluster.
 - There is a cluster wide Kapa Haka group and 6 students have been selected by Stacey to be part of this group from Silverstream School.
- ERO -
 - The school has received a draft of the ERO report. It is positive but very short and non-detailed.
 - This is a change to their previous reports and gives much less information overall.
 - The Principal has sent some feedback to ERO with some suggested word changes.
 - The next review is in 3 years time and is the maximum review period by ERO with 4-5 year reviews now not possible.
 - The ERO advisor spoke to the Board Presiding Member to advise him that in spite of the lack of detail in the final report she was very impressed during her visit.
 - She advised that the approach to reading, writing and maths as well as reporting with parents is one she recommends other schools come and observe.
 - The Principal advised that during the visit, Silverstream School exceeded the scale in all the inspection criteria for ERO.
 - The BoT praised the work of the staff.
 - The ERO visit appeared to be less stressful for the teachers than previous visits as much of the visit focussed on the schoolwide processes, leadership and papertrails.
- Science -
 - The science programme is working well with Erin and the staff.
- Science Report -
 - The report on science was presented by the Principal and Erin.
 - The challenge across NZ is the lack of clear guidance for teachers in teaching Primary science programmes as compared to overseas models.
 - Erin provided further information around delivery of the science program.
 - It is hard for teachers to teach science without a science background.
 - The program is being taught from Year 2 at Silverstream.
 - Erin is unpacking the curriculum and ensuring that it is appropriate for each year group.
 - All strands will be covered over the period of Year 2-6
 - Erin advised the programme is very hand's on for the students
 - Resources from Science Alive and the Science Learning Hub are being used.
 - The Principal advised the framework for Science is being developed and at least two other teachers now have the capability to deliver the programme ensuring sustainability.

- Sharp Reading -
 - Erin is an accredited Stage 3 Sharp Reading Coach and has also been accredited as an assessor.
 - A further 5 teachers have been accredited from the latest training and some to complete the programme by the end of the year.
- Celebrating Success -
 - Silverstream School entered three teams in the Wellington STEMM competition. There were 51 teams in total and Silverstream School came 1st, 4th and 15th which is a great achievement. Silverstream School uses the Science Kits and there were a lot of questions at the competition from these resources.
 - The BOT is keen to celebrate the successes of Silverstream School through communications. The whole school community should be proud of the staff and students success.

2.3 Policy Reviews

EOTC- Education Outside the Classroom

- The review for EOTC is a timely reminder given the recent school tragedy in Whāngārei of the importance of the information required BEFORE going on any trips offsite.
- All staff need to ensure they know the process and timeframe to submit the documentation for any EOTC events.
- It was agreed that the documentation was to be submitted a Term in advance i.e Term 3 for Term 4 EOTC activities. This will allow time for any queries and changes to be made in a timely manner.
- There was a query whether there is a decision tree available for teachers to refer to. It was confirmed there is one.
- The Principal advised she will attend the Year 6 School Camp this year.
- The procedure for EOTC in a brief overview is the theory through to practice, reassurance, outlining risks, mitigating risks and reporting back.



Internal Review on Procedures

Review internal procedures for lockdown.

Due Date: 14 Jun 2023
Owner: Lorraine Taylor

2.4 Finance Report

Budget -

- The School is \$15k ahead of where it budgeted it would be. That is very positive.
- There was discussion around the 10 Year Property Plan (10YPP). It is advised that the funding will go further if spent within the first few years of receiving it due to inflation in the latter years.
- The IR Group will put in a claim to the MOE for the extra 10YPP funding shortfall that currently shows in the projected budget, this is mostly due to a drainage issue which needs to be resolved.

3. Other Business

3.1 Funding for Additional Needs

Funding Request For Additional Needs -

- The Principal advised the BoT that there will be an overspend in the additional needs budget by the end of Term 2. There are several factors for this -
 - A shortfall of direct funding from the MOE.
 - There are children requiring assistance but are not eligible for funding applications.
 - The MoE system for assessing and allocating funds means that students are missing out on the support they need.
 - It is important that parents understand that funding for additional needs, teacher aide support and resourcing comes from the MoE and that the school can do very little unless the funding is increased from MoE to schools.
- The BoT confirmed that the shortfall can be covered.
- Discussion on what action to take to ensure that the students do not miss out on the support they need.
 - If fully funded what will it mean?
 - How many additional teacher aides (TA's) will be needed to cover?
 - Can the BoT cover the shortfall?
 - The BoT requested a full report on the additional needs funding for the next meeting.
- The Principal advised -
 - The current Year 4 students started school during the March/April 2020 lockdown and were new entrants online from day 1 of their schooling. They had play based learning and no structured literacy learning in their first year too.
 - Structured literacy is being taught to the Year 1 and 2 students and teacher aides are working on structured literacy with the Year 3 and 4 students who still need it as they are not fluent readers yet.
 - The two teacher aides currently running this in Years 3 and 4 should not need to do this in 2 years time as the majority of students will have secure phonics knowledge.
 - TA's will still be required for the additional needs children.



Report on Additional Needs Funding

Produce a report for the BoT to discuss for the additional needs funding.

Due Date: 14 Jun 2023
Owner: Lorraine Taylor

3.2 Health and Safety

The Deputy Principal advised that the Fire Evacuation Plan had been completed and FENZ is now reviewing it.

3.3 Property

10 YPP was discussed -

- Most of the plan was centered around the work that needed to be done categories 2 and 3. i.e Drains, roofs, electrical, drainage and plumbing for hot water upgrades.

- If most of the need to do work is completed in the first 5 years the school would see most value for money, rather than wait as prices for building work increases each year but the funding for property from MoE is static.
- The proposed 10 YPP is accepted by the BoT. The IR Group who were contracted by MoE will be in touch once the first projects are ready to begin planning (after 1st July 2023).

License to Occupy -

The BoT discussed the License to Occupy the school pool for Silverstream Swim Academy. This is due for review and to the MOE by July 2023. Louise to raise the paperwork for the Presiding Member and Principal to sign on behalf of the school.

3.4 Fundraising Team

Tory attended the FoSS meeting and briefed the Bot on what was coming up. The team has lots of ideas and are a very good group of keen and supportive parents.

It was confirmed that the fundraising money raised has been tagged for the Anzac area of the playground in time for the school centenary in 2024. A draft plan for the area and costings have been provided by a parent who is a landscaper.

Grants will need to be applied for the \$150k required for the playground as this is a huge financial commitment. The School to work with the FoSS team for any shortfalls and will also give an indication of the amount of money the FoSS team need to raise.

3.5 Inwards Correspondence

The resignations of Mr Booth and Mr Searancke were acknowledged. Recruitment of teachers to fill the positions is underway.

The logos for the Centenary were presented and supported for use. Many thanks to Angela Jowitt (Daniel's partner) for designing them for us. It is much appreciated.

3.6 Communications

The BoT to look at communications to the wider community to celebrate the successes of Silverstream School staff and students in relation to the ERO report, STEMM success and sporting successes.

Draft communication on the above for the next meeting.

The Principal to put communications out to the community through the school newsletter to reassure the school community that the EOTC systems that the school has are sound and that the BoT will be reviewing them again.



Communications to the School Community

Communications to be drafted for the BoT to be released to the Community to celebrate Silverstream School successes in relation to the ERO report, STEMM success and sporting successes..

Due Date: 14 Jun 2023
Owner: Lorraine Taylor

3.7 General Business

The BoT discussed the day and time of the meetings. It was agreed that the meetings will remain on a Weds with a start time change of 6.30pm.

3.8 In Committee

3.9 Closing Karakia

4. Close Meeting

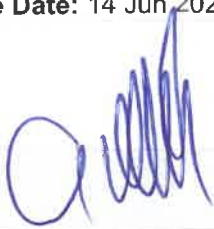
4.1 Close the meeting

Next meeting: 2023 BOT Meeting #4 - 19 Jul 2023, 6:10 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.3	Internal Review on Procedures Due Date: 14 Jun 2023	Lorraine Taylor
3.1	Report on Additional Needs Funding Due Date: 14 Jun 2023	Lorraine Taylor
3.6	Communications to the School Community Due Date: 14 Jun 2023	Lorraine Taylor

Signature: _____



Date: _____

6/9/23

