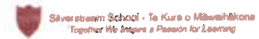


# CONFIRMED MINUTES

## BOT MEETING #4 - 2022



At the **BOT Meeting #5 - 20 June 2022** on **20 Jun 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Silverstream School
<b>Date:</b>	Monday, 23 May 2022
<b>Time:</b>	6:02 pm to 8:20 pm
<b>Location:</b>	Board Room (Kowhai), Whitemans Road, Silverstream School
<b>Board Members:</b>	Anthony Tebbutt (Chair), Alistair Mitchell, Charles Barker, Clint Craig, Erin Edmonds, Lorraine Taylor, Sarah Toner
<b>Attendees:</b>	BTSR Audit, Louise Waiariki, Nicola Bonsey
<b>Apologies:</b>	Jane Derbyshire, Corey White
<b>Guests:</b>	Sarah Parker
<b>Notes:</b>	Sarah Toner to join via zoom.

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

Sarah Parker was unable to attend as previous advised.

Sarah Toner attended via Zoom

Apologies - Jane Derbyshire, Corey White

Al Mitchell advised he would be late (6.56pm)

#### 1.2 Opening Karakia

#### 1.3 Confirm Minutes

**BOT Meeting #3 2022 21 Mar 2022**, the minutes were confirmed as presented.

#### 1.4 Conflicts of Interest

#### 1.5 Action Item List

Due Date	Action Title	Owner
1 Sep 2021	Submission to UHCC re change in Residential Zoning <b>Status:</b> On Hold	Jane Derbyshire
1 Mar 2022	Strategic Plan 2022-2024 <b>Status:</b> Completed on 19 May 2022	Lorraine Taylor
23 May 2022	Potential CIT Development <b>Status:</b> Completed on 19 May 2022	Lorraine Taylor

## 2. Management Reports

### 2.1 Principal Report and NAG's

The Principal outlined roll numbers - roll is stable

- Still taking a lot of enquiries about out of zone enrolments.
- Out of zone enrolments have filled the numbers that were lost in 2021 by the Year 6 leavers (83)
- The school should finish 2022 with a roll around 500-505.
- Prior to zoning the School was around 600 roll.

Discussion on the Strategic Plan:

- The School is tracking well against its goals despite disruptions with Covid.
- The cultural competencies is one area where the school is not yet achieving all of its goals.
  - There are not a lot of strong cultural connections and Kapa Haka tutors are hard to find.
  - Hilary Burrows and Corey White are on the Kaitiaki group for the Upper Hutt Cluster
  - Teachers are doing a lot of work towards Matariki.
- The teachers are doing incredibly well with PLD this term.
  - Some exemplary practice by the teachers in classrooms.
  - Most of the support required by teachers has been around developing greater confidence in their teaching.
- PLD has been exciting and great investment for the teachers. There have been the challenges of Covid and it will require time for things to fully embed in.
- Further data will be provided mid year on progress on the strategic plan and the mid year achievement data.

#### NAG 1:

- Discussion on the Minister of Education's upcoming visit on
- Silverstream School won the Schools Cross Country Trophy and several individual trophies.
  - There has been several queries on why the cross country was not run during the school week.
  - The Principal to approach the cluster to see if this is an option for the future.
  - There was discussion on how well mannered and supported the children were during the cross country and in particular one student who was positive and supported all the other students during the event.
- Silverstream School is the organizing school for the Upper Hutt Kapa Haka Festival.
  - The event will be held outside at Harcourt Park in Term 4.
- Upper Hutt Cluster Principals meeting was attended by Silverstream School Principal. There is at least 6 new Principals since last year.
- RE/RI Term 2 discussion:
  - It was highlighted that there is a difference between RE and RI.
  - School Docs Policy definition of RI outlines that the School must be closed instruction and the hours made up.
  - Silverstream is the only School in Upper Hutt running the RI programme (less the Catholic Schools).

- Previous consultation was 70% of Year 6 parents Opting in for their children.
- A survey to be sent to parents for consultation of what they want in the future. Silverstream are due to survey the parents in line with School Docs policy timelines.
- Years 1-3 are currently undertaking swimming lessons. There was a large uptake from the parents wanting the lessons.

### **NAG 3:**

- The new teacher has started and has immediately be used as a reliever teacher due to absences. This will in save the school significant reliever teacher funds.
- Discussion on Principal appraisal.
- Discussion on the teacher appraisal / reflective practice form.

### **NAG 4:**

- The audit was discussed at length:
  - The auditor advised they may not meet the deadline of 31 May 2022.
  - The Accountant provided the accounts to the Auditor late.
  - This is not isolated to Silverstream School as there was a shortage of auditors available to complete the work.
  - There will be a statement made in the Financial Statements that will say the Statutory deadline was missed.
  - Silverstream has met all all deadlines.
  - A big thank you to Sarah for the assistance and knowledge to get the audit completed.
- Budget discussions:
  - The accountant has been requesting the budget to be changed, however has been advised that the budget has been set and will be revised by the Board in July.
  - The accounts look good and the monthly differences are normal and within the expected range for a school.
  - A big thank you to Sarah Toner for being able to check and explain the accounts.
  - Banking staffing payment will be made on 1 July with the MoE quarterly payment.
- Teacher Aides:
  - The AP outlined the TA timetable adjustments and funding.

### **NAG 5:** (Al Mitchell arrived 18.56)

- Board discussion on Covid and the move from Red Orange Response:
  - What would the Board like to do and a timeline.
  - Review again at Orange - Green.
  - Parents feeling less connected to the school due to being unable to come in the school grounds.
  - Parents concerned that they are unable to see the teacher before / after school like they could previously.
  - Medical professionals (parents of students) have advised to take a cautious approach until the end of Term 3.
  - Discussion on the early finishes impacting on learning time. The Principal to look at time changes as follows:
    - 3pm / 3.10pm **OR**

- 10 mins off lunch **OR**
- start earlier.
- The Board agreed to have the main gate remain open after hours and on weekends.
- Hall Refit:
  - Completed.
  - Discussion on the flooring:
    - Two quotes for floor tiles were presented for the Board to consider.
    - The BR Flooring quote was agreed once the price is confirmed and check of term of Guarantee.
- Room 16-19 Refit:
  - Discussions on defects list completion.
  - Principal may raise during the Ministers visit in June.
- Flu Jabs:
  - The staff have been offered free flu jabs. Cost met by the School
- Room 8/9:
  - The room has been separated by a concertina door.
  - The Board discussed the separation of year groups and rooms.
  - The Principal is to send out communication to the parents around the move back to single cell classrooms.

#### **NAG 6:**

- Two stand-down's during in part few weeks.
- Further discussion In Committee

## **2.2 Policy Reviews**

Policies for review did not require any changes.

## **2.3 Finance Report**

## **3. Other Business**

### **3.1 Fundraising Team**

- Fundraising:
  - Verbal update by Lorraine
  - Several enquiries through the office to be part of the fundraising team.

### **3.2 Inwards Correspondence**

#### **3.2 d - Room 1-19 refit defects:**

- MOE have instructed Tracer are to make right at their cost.

- o Tracer have engaged NZ Data to fix the IT / cabling issues.

### 3.3 Communications

As previously discussed:

- RE/RI consultation with Year 4-5 parents around the 2023 programme
- Communications for the Year levels and separate room changes this year.

### 3.4 General Business

School Elections:

- CES will undertake the entire BoT elections on behalf of the School.
- It is cost neutral.
- 7 Board members to be elected.
- Communications to go out closer to the time.

### 3.5 Closing Karakia

### 3.6 In Committee

## 4. Close Meeting

### 4.1 Close the meeting

Next meeting: BOT Meeting #5 - 20 June 2022 - 20 Jun 2022, 6:30 pm

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

20-6-22

\_\_\_\_\_  
Chair  
Silverstream School  
Board of Trustees

