

# CONFIRMED MINUTES

## 2023 BOT MEETING #5



At the **2023 BOT Meeting #6** on **6 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Silverstream School
<b>Date:</b>	Wednesday, 9 August 2023
<b>Time:</b>	6:37 pm to 8:56 pm (NZST)
<b>Location:</b>	Silverstream School, 27 Whitemans Road, Silverstream, Upper Hutt
<b>Board Members:</b>	Anthony Tebbutt (Chair), Alistair Mitchell, Clint Craig, Erin Edmonds, Lorraine Taylor, Richard Adams, Sarah Toner, Tory Slee
<b>Attendees:</b>	Corey White, Louise Waiariki, Nicola Bonsey
<b>Guests/Notes:</b>	Simon Betteridge, Craig Stevenson

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

The Presiding Member welcomed the BoT and guests: Craig Stevenson and Simon Betteridge.

#### 1.2 Opening Karakia

Karakia was followed by introductions between the BoT and guests.

Guests were reminded that their attendance was as observers and all items discussed were confidential until the confirmed minutes were released. At any time the Presiding Member could ask for input by the guests if it was relevant to the agenda item.

#### 1.3 Confirm Minutes

**2023 BOT Meeting #4 19 Jul 2023**, the minutes were confirmed with the following changes:

*L Parry Sabbatical letter dated 18 July 2023.*

Added L Parry Sabbatical letter dated 18 July 2023.

#### 1.4 Conflicts of Interest

TS to leave when discussing the school swimming pool agenda item. The Discussion of the Pool license will be left till the end of the meeting.

## 2. Management Reports

### 2.1 Action Item List

#### Release Time -

- Release time for 2024 will stretch resources as the incremental increase in release for teachers increases.
- Silverstream School is in a better position than many schools to attract relievers.
- Staff input for the release time teacher position being considered.
  - There is currently a staff member who has the majority of the skills needed above. The BoT will only need to fill a teacher position and not try to find a specialist teacher.

#### Personnel-

- One job has been advertised and one soon to be advertised in the Education Gazette.
- The Principal advised that there were some good applicants for the jobs currently
- One person has advised they are moving to Australia at the end of the year.
- EE is hoping to be completing her Science secondment in terms 1 and 2 2024 the application has still to be approved by the Royal Society.

#### RAMS-

- Completed and presented to the BoT.

#### Revised Budget-

- To be discussed in finance.

#### Pool -

- To be discussed under property.

### 2.2 Principal Report and NELP's

The Principal gave an overview of the professional development that some of the staff attended at Tawa College a few weeks ago:

- The 10 staff that attended got a lot of value out of the workshops
- The Principal would like to run one for the remaining staff and other from local school who wish to attend.
- The Principal has looked at a venue for the conference for end of Term 1 2024.

#### Mathematics Conference:

- The Principal and AP will attend the Australian Maths Conference at La Trobe University in Melbourne, Australia in November 2023. The cost to attend is cheaper than attending one in Auckland.
- There are 25 different workshop options in each round.
- The Principal stated that the Australians are teaching mathematics much better than in New Zealand and their curriculum is much more directed.

#### Teacher Only Day (ToD) Term 1 2024:

- Takawai Murphy will be holding his Te Pumaomao course for professional development with the staff over a two day period in early February. The community have been given the dates already.
  - It will mean a slightly disruptive start to the school year as it also encompasses Waitangi Day.

- The teachers cannot start any earlier than 24 January 2024.

### **Property Update:**

- The new classroom project has been closed by MoE-
  - The final invoices have been received.
  - Not all the defects have been completed and will need to be done through the repair and maintenance budget. There are still 2 pages of small items outstanding.
- Automatic Door Resolution-
  - To complete this project and allow the school to gain a BWOF the MoE and UHCC have decided to make the doors manual.
  - The doors will no longer be automatic doors, all the automatic mechanisms will be removed.
  - The MoE to fund the changes at a cost of \$25k.
  - Once work has been completed the BWOF will be applied for with UHCC.

### **Enviroschools:**

- The Pest trapping program has commenced.
- The school pest trapping programme is a project within a larger Silverstream project.

### **Personnel:**

- There are currently 2 staff away on ACC.
  - The classroom teacher has been covered by the teacher she currently job shares with and the reading recovery programme is on hold, but reading friends is still going ahead as normal.

### **Mid Year Data:**

The Principal took the BoT through the schools mid year data-

- Mathematics:
  - Overall math is looking good.
  - The Year 3 students are the most concerning due to them starting school during Covid lockdown.
  - Year 4 students are now doing well having had a difficult start to school in 2020.
  - Year 5 students are at the beginning of Level 3 and at this mid year point. There will be a lift in the second half of the year as the year 5 students get into the requirements of Level 3 maths.
  - Year 6 students math is looking really good already with 6 months to go.
  - CS advised the BoT that those students attending a high school from Silverstream have arrived with some good maths skills.
- Writing:
  - There have been some good shifts in writing.
  - Teachers are better at identifying what is acceptable writing and students writing ability has improved.
  - The work with Verity from Biblio Educational Consultants has made a big difference.
  - The Literacy conference at Tawa confirmed Silverstream School were on track with writing and it is now just time to embed the skills.

- The next effort is on boys writing abilities, along with handwriting and concentrating on forming letters rather than thinking of what to write - the mechanics of writing.
- The reduction of devices and more time spent handwriting time will assist in addressing these automaticity issues.
- Writing has been a concern for several years but we should start to see an improvement soon.
- The BoT members asked what can the school do for the Years 6 as they will be leaving soon. Year 6 is timing and giving the students confidence in the writing space. There is still some time and working with staff, next schools and Verity.
- There was discussion on boys writing:
  - More role models are required for boys
  - Letting boys know that they are successful.
  - Strategies required for teaching boys writing which include engaging them in writing and ensuring they can handwrite without worrying too much on how to form the letters and words.
- The Principal mentioned that Ernest Hemingway wrote stories with 6 words; it had a beginning, middle and an end.
- The literacy strategy has been implemented effectively. Sharp reading is also working well with the literacy programme.
- Reading:
  - The year 6 data shows an inaccurate picture as there are only 22 students who started school at Year 0 still at the school.
  - There are a lot of children who moved to Silverstream School after Year 1.
  - There are also a lot of children for whom English is a second language.

Overall:

RM asked what might the school do differently looking at the trends and with the knowledge across the board?

- The Principal advised that reducing time spent on play based learning was a good start.
- The school has had to put some things in place to move forward and undo some things.
- Attendance is very important.
- As an example one missed maths lesson will take 3 weeks to pick up.

### **School Leadership Team:**

- Pou Hui - The Principal took the BoT through the Guiding Pou Hui with Tony Burkin-
  - The question was posed - What does your school stand for / what is its purpose? The leaders unpacked this on the day to see what it looked like:
    - The focus on going back to basics.
    - A look at where the Year 6 students need to be.
    - A look at where the school is going, to be looked at before the end of the year with a draft document developed to inform the strategic plan.
  - There are new requirements for the school strategic plan which won't require too many changes to the current document.
  - The Principal will engage with the school community through a survey about what is important to them to assist with the Strategic Plan refresh.
- RM said we should look at what is working and what is not working. Who is the audience and what are we trying to achieve.



## Community Engagement for the Strategic Plan

The Principal to engage with the School Community on what is important to them as a Community.

**Due Date:** 6 Sept 2023  
**Owner:** Lorraine Taylor

## 2.3 Policy Reviews

The Principal briefed the BoT on the policies for review:

- Learning Support Policy - Standard school policy, no changes required.
- Māori Educational Success Policy - Standard school policy, no changes required.
- Inclusive Education Policy - The part for discussion was the section on sexuality and gender diversity-
  - The Principal advised that the most common discussion during her initial interview with new students parents around this topic. She gets a lot of questions from parents about this area.
  - New parents are scared that the school will teach their children something without their knowledge.
  - The section covers all scenarios.
  - The School will communicate to the parents when appropriate to do so.
- The BoT is happy with where it sits with regards to this policy and agreed to adopt this with no changes



## Policy Acceptance

The BoT discussed the current policies and wording and confirmed they were happy. BoT members all agreed.

**Decision Date:** 9 Aug 2023  
**Mover:** Anthony Tebbutt  
**Outcome:** Approved

## 2.4 Finance Report

The audited accounts for 31 December 2022 have still not been received by the School from the auditor.

ST the Finance Rep briefed the BoT on the accounts:

- Accounts are looking good for the mid year point.
- A lot of work has been done to draft the mid year budget review.
- Still a few donations to be received that will help the school out immensely.

The revised 2023 budget review (Jul - Dec 23) was presented to the BoT. There was discussion on the movement of money between the codes. The end of year outcome will see the school in a slightly better off but still in a negative position. The revised budget was accepted by the BoT.

The Principal advised that the accountant had included some new graphs and that she can present any graphs that the BoT may want to see:

- The accounts are being well managed by the school
- Money is being put to where it is required for good student outcomes.

The Principal to put out another request for donations in communications (in the newsletter)



### **Revised 2023 Budget**

The BoT accepted the revised budget.

**Decision Date:** 9 Aug 2023  
**Mover:** Anthony Tebbutt  
**Outcome:** Approved

## **3. Other Business**

### **3.1 Health and Safety**

### **3.2 Fundraising Team**

ST attended the FoSS meeting on behalf of the BoT on 3 Aug 23.

- The FoSS team have a significant amounts of ideas.
- The FoSS team have \$30k set aside for the Centenary - Anzac area.
- There is no concrete plan on future events.

### **3.3 Inwards Correspondence**

### **3.4 Communications**



#### **School Donations Update and Request**

The Principal to send out a further communications outlining how the school donations benefit the children of the school.

**Due Date:** 10 Aug 2023  
**Owner:** Lorraine Taylor

### **3.5 General Business**

The Principal was invited to participate in an Australian ACT new schools Standing Committee meeting on the future of schooling in Australia. The Zoom meeting discussed what has worked and what has not worked in NZ in regards to property and the development of new schools.

The Principal requested the BoT support to attend a coaching course using the \$6k Principals Professional Development and Wellbeing funding. This money will be deposited in the schools bank account in 1st October 2023.

Two letters for approval by the BoT to make requests for grant applications. The BoT approved the requests as follows:

- Pelorus Trust for a grant of \$14,810 for the Year 6 School Camp accommodation and activities. - Supported and resolved.
- Hutt Mana Charitable Trust for a grant of \$2520 for the bus for the Year 6 School Camp. - Supported and resolved.

Invite to Upper Hutt School Cluster Meet and Greet - Upper Hutt Cossie Club Thursday 10 August 2023. The Principal and EE will attend on behalf of Silverstream School.

EE asked about the Centenary and the BoT was given a brief update.



### The Silverstream School Board of Trustees resolved that a grant b...

The Silverstream School Board of Trustees resolved that a grant be raised to the Pelorus Trust for a grant of \$14,810 for accommodation and activities for the Year 6 School Camp.

**Decision Date:** 9 Aug 2023  
**Mover:** Anthony Tebbutt  
**Outcome:** Approved



### Hutt Mana Charitable Trust Grant Resolution

The Silverstream School Board of Trustees resolved that a grant be raised to Hutt Mana Charitable Trust for \$2520 for the bus for the Year 6 School Camp.

**Decision Date:** 9 Aug 2023  
**Mover:** Anthony Tebbutt  
**Outcome:** Approved

## 3.6 Property

TS, CS and SB left at 8.41.

The BoT discussed the License to Occupy for Silverstream Swim Academy. This was deferred to the next meeting once further information is provided to the BoT.

- What does the school receives in revenue from the Pool agreement?
- An historic look at what has been spent on the pool is also required.



### License to Occupy Information

Provide the BoT information as follows:

- How much does the school receive in revenue?
- Cost to replace the pool pump.
- How much the school has paid on repairs for the pool.

**Due Date:** 6 Sept 2023  
**Owner:** Louise Waiariki

## 3.7 In Committee

No 'In Committee' items for this meeting.

## 3.8 Closing Karakia

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** 2023 BOT Meeting #6 - 6 Sept 2023, 6:36 pm

### New Actions raised in this meeting

Item	Action Title	Owner
2.2	Community Engagement for the Strategic Plan <b>Due Date:</b> 6 Sept 2023	Lorraine Taylor
3.4	School Donations Update and Request <b>Due Date:</b> 10 Aug 2023	Lorraine Taylor

Item	Action Title	Owner
3.6	License to Occupy Information <b>Due Date:</b> 6 Sept 2023	Louise Waiariki

Signature:  \_\_\_\_\_ Date: 6-10-23 \_\_\_\_\_

Presiding Member  
Silverstream School  
Board of Trustees