

CONFIRMED MINUTES

BOT MEETING # 6 - 15 AUGUST 2022



At the **BOT Meeting #7 - 2022** on **28 Sep 2022** these minutes were **confirmed with the following changes:**

Further discussion on finance will be made at the meeting on 28 September 2022

Name: Silverstream School
Date: Monday, 15 August 2022
Time: 6:30 pm to 8:21 pm (NZST)
Location: Board Room (Kowhai), Whitemans Road, Silverstream School
Board Members: Anthony Tebbutt (Chair), Alistair Mitchell, Clint Craig, Erin Edmonds, Lorraine Taylor, Sarah Toner
Attendees: Charles Barker, Jane Derbyshire, Corey White, Louise Waiariki, Nicola Bonsey

1. Opening Meeting

1.1 Welcome/Apologies

Anthony welcomed everyone, including the potential Board members Craig Stevenson and Richard Adams.

1.2 Opening Karakia

1.3 Confirm Minutes

Remove BSTR off minutes.

Finance Questions to be addressed during the finance section.

A question was raised around whether the door between Room 8 and 9 furniture or fitting. It was confirmed it is a fitting.

1.4 Conflicts of Interest

This will be discussed before the In Committee meeting.

1.5 Action Item List

2. Management Reports

2.1 Principal Report and NAG's

PaCT

The Principal went through the PaCT data in detail.

- There was a lot of data and it would be great to understand it.
- The Board were introduced to the Curriculum Progress Tool website
 - There was in depth discussion on how the website works and the information on the website.
- PaCT is the tool:
 - Used to measure progress
 - Shows where the children are at in relation to the curriculum
 - Has password access only
 - The information can be collated into various reports i.e school / gender / ethnicity
 - Allows the School to track the student throughout their schooling.
 - Data can be transferred to the student next school if PaCT being used.
- There was discussion around the signposts in each curriculum area:
 - It was explained that it gives the teachers a framework of what to teach next
 - Teachers gather data from multiple sources and the data is displayed in a box and whisker graph
- With the first set of data it is hard to show progress. The second set will show data and progress.
 - A question raised about is it extra work? Yes initially.
 - Just getting to expectation is not good enough for a decile 10 Wellington School
 - Writing is a problem across the school
 - Girls are better at literacy
 - Boys are better at Math
 - Feedback from parents has been positive
- No Year 1 data is shown as it is too early in the students schooling
- Year 3 is a hard year level as this is the transition year and the students have missed a lot of schooling due to Covid. Structured literacy has begun but the Year 3 missed this opportunity.

The Principal presented the equity data.

The Deputy Principal is updating students ethnicity information to ensure all are identified.

Sharp Reading:

- Year 3-6 focus on reading comprehension
- Hilton the leader for Sharp Reading was in to observe teachers and was impressed by the staff.
- The BOT Teacher rep (Mrs Edmonds) is training to be the Sharp reading coach within the school

The question was asked with the focus on better results. Are we asking too much of the teachers? And how are the teachers feeling? The Staff rep said staff have been feeling overwhelmed at times. A lot of teachers sick and sometimes split classes it often felt too much at once.

Andy Topp visited last week and is due to start week 5, Monday 22 August 2022.

Equity Index

- The new Equity Index has Silverstream School sitting at 390 which is roughly where the school is sitting now.
- No grant donation

- Essentially mapping the decile system into a new scale
- We will find out in September what the funding will be for the Equity Index.

2.2 Policy Reviews

2.3 Finance Report

The Principal has collated all funds in and out to show where the lump sums have been going:

- \$82,000 for the hall
- \$20,000 from FoSS
- \$ 8,000 from MOE

The BOT Finance rep advised that the lump sums are received from the Ministry months ahead of the payments being made.

- These are held in the bank until a project is completed.
- Payments from the Ministry and to contractors are often staggered.

A Board member had queries on the finances:

- Why was there a drop of \$80,000?
- We need to know what cash is and what liabilities are.
- If Cash reserves keep dropping, how do we manage over the next several months?
- There is an overspend in curriculum and professional development. If spending more over the next 6 months, we need to decide what we want to spend over this time so we aren't dipping into the cash reserves.
- How is capital expenditure budgeted? Not depreciation.
- Why are we dropping \$50k per year. There needs to be a deliberate decision to stop spending. No more asset purchases.
- How much will we have at the end of the year?
- Where are the capital costs coming from.
- Is cash reserve there to support things like when relievers are needed?
- How much will the cash reserve drop? We can then cut expenses without taking away from the children.
- Annual budget YTD - \$33,000 spent for class equipment - what is this for and can we claw it back?

There was significant discussion over the finances summarised as follows:

- The money is there to be spent on the children. If the doors closed today and after the school paid the Ministry back there would still be \$400k in the bank.
- A conservative budget was set and there has been more income than expected.
- There has not been a lot of spending over the last year particularly with PD.
- Compared to most Upper Hutt schools Silverstream School are doing very well. Money should not be sitting there for no reason.
- A Board member said we haven't questioned when it was going up and we are putting back into the children.
- One Board member advised they were not confident in the information being received regarding the budget.
- Can the Board get an estimate of the cash reserves by year end? Then everyone can look at the budget and decide what to do.

- We have received more income than expected so the overspend has been from the conservative budget.
- The Principal to get the Ministry financial person to come to a board meeting and discuss.
- A query on why the last contractor bill was not withheld from being paid. The advice from the Ministry is that was not permitted.
- The 2023 budget to be set early. This year the budget was set late and it needs to be a lot earlier.



MOE Finance Representative - BOT Brief

The Principal to arrange a visit from a Ministry finance person to brief the Board.
Date to be confirmed.

Due Date: 9 Nov 2022
Owner: Lorraine Taylor

3. Other Business

3.1 Fundraising Team

The Principal briefed the Board on the last FoSS meeting:

- The FoSS meeting was held on the 15th August 2022 and was a great meeting.
- The FoSS team are a wonderful bunch of people.
- The FoSS team have agreed to donations of \$44,000 made up as follows:
 - \$20,000 for the hall carpet.
 - \$20,000 for the playground.
 - \$500 for Kapahaka uniforms.
- The FoSS team are going to do a sausage sizzle.
- The raffle is going well.
- There was no Board member at the meeting. Please send out the schedule again.

3.2 Inwards Correspondence

3.3 Communications

A reminder to be send out to the parents to vote in the BOT elections.

3.4 General Business

- The school is continually replacing bark in the playground. It is a constant problem dealing with mud and requires a long term solution.
- Drainage issue. Maybe fundraising to help with this?
- The Hall looks amazing. The noise level has really dropped in there with the installation of the carpet.
- Is the Board election for 6 or 7 members? Reply - 6 and then someone can be co-op onto the Board.
 - Online elections does not have a community feel and it will be interesting to see number of votes this year.

- o There was a discussion about the outsourcing of the Board Election to CES in Christchurch and whether we will use them again.

3.5 Closing Karakia

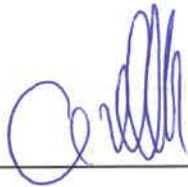
3.6 In Committee

4. Close Meeting

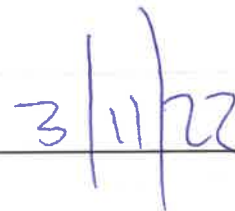
4.1 Close the meeting

Next meeting: BOT Meeting #7 - 2022 - 28 Sep 2022, 6:34 pm

Signature: _____



Date: _____



Presiding Member
Silverstream School
Board of Trustees

