

CONFIRMED MINUTES

2023 BOT MEETING #6



At the **2023 BOT Meeting #7** on **1 Nov 2023** these minutes were **confirmed as presented**.

Name: Silverstream School
Date: Wednesday, 6 September 2023
Time: 6:36 pm to 9:20 pm (NZST)
Location: Silverstream School, 27 Whitemans Road, Silverstream, Upper Hutt
Board Members: Saurabh Dhawan, Erin Edmonds, Alistair Mitchell, Craig Stevenson, Tory Slee, Lorraine Taylor, Anthony Tebbutt (Chair), Sarah Toner
Attendees: Corey White, Nicola Bonsey, Louise Waiariki
Apologies: Richard Adams, Clint Craig

1. Opening Meeting

1.1 Welcome/Apologies

The Presiding Member welcomed the BoT to the meeting and in particular the two new co opted members.

The BoT members introduced themselves

1.2 Opening Karakia

1.3 Confirm Minutes

2023 BOT Meeting #5 9 Aug 2023, the minutes were confirmed as presented.

EE mentioned that at the previous meeting it was agreed that the Centenary would be added to the board pack as an agenda item. Board secretary to action new agenda item.

1.4 Conflicts of Interest

2. Management Reports

2.1 Action Item List

Due Date	Action Title	Owner
10 Aug 2023	School Donations Update and Request Status: Completed on 10 Aug 2023	Lorraine Taylor

Due Date	Action Title	Owner
6 Sept 2023	Community Engagement for the Strategic Plan Status: Completed on 9 Oct 2023	Lorraine Taylor
6 Sept 2023	License to Occupy Information Status: Completed on 30 Aug 2023	Louise Waiariki



Further Communications for Donations

An update was provided on what further donations had been received. They are continuing to come in but a lot slower.

The Principal to put out further communications for school donations.

There was discussion on the ways the school donations were sent out:

- Kindo reminders monthly.
- Newsletter on Website.
- Newsletter via Seesaw.
 - It was mentioned that using Seesaw on a cellphone to open the newsletter was not user friendly in PDF format.
 - Suggest Seesaw is contacted and see what can be done about the app.

It was decided a stand alone message be sent out again.

Due Date: 9 Oct 2023
Owner: Lorraine Taylor

UPDATE-

Survey to the Community:

The Principal updated the BoT about the survey that has been put out to the Community.

- There are 6 questions to answer and is further to the questions that the Community were asked in 2022.
- The Principal, DP and AP will hand out paper copies after school.
- It will also be placed in the newsletter again.

2.2 Principal Report and NELP's

The school roll is currently 508.

MoE Strategic Planning Day:

- The Principal and AP attended a strategic planning day with the MoE:
- There is not a lot for the school to change in its strategic plan as the school is already aligned to the new requirements. There are only a few minor changes required.
 - It means that the school doesn't need to completely re-write the Strategic Plan in 2024.
- The feedback from the Community for the survey questions is important to ensure the plan reflects the communities values.
 - Further communications to be sent out again.
 - There is a prize on offer if the survey is completed.
 - The Kakano (NE) parents will be asked why they have sent their children to Silverstream when the visit programme commences on Friday 22 Sept 2023.

The Principal attended a Property workshop online. There was no information to share with the BoT.

Reflective Practice Journals:

- The staff are working on their updated reflective practice journals.
- A majority have identified their area of most need as being cultural responsiveness.
- The reflective practice journal has been updated to give teachers more support with progression
- ERO have asked for a copy of the cultural responsiveness rubric as an exemplar
- NZSTA are running a workshop online and EE mentioned that as a Board it was important to attend.
- EE will attend the online meeting next week and the Principal attended one for the Wairarapa schools last week.

Property:

A list of the work which needs to be considered within the next 6 months was presented to the Board. The work was prioritised to the needs of the students and school. The Board did a walk around later in the meeting to have a visual of the areas mentioned.

Update on the Audit:

- Baker Tilly is the school's auditor. The school has still not received the audited accounts for the 2021/22 financial year.
- Baker Tilly sent out a letter to all its customers advising that due to insufficient staff and illness that the accounts will be provided around November 2023. This coincides with the 2022/23 audit commencing.
- The Principal said she was disappointed with the current auditors, schools are not a big revenue stream, but for the school it is a lot of money.
- The finance rep advised that a lot of schools were in the same situation with auditors.
- The Principal will investigate working with a new auditor and come back to the Board at the next meeting
- The unaudited accounts do affect grant applications. LW has submitted a letter from the school with the grants if the organisation has asked for audited accounts advising the reason they have not been audited.

Personnel:

- 2024 vacancies have been advertised.
- There have been more applicants this year than in the past.
- More NZ based teachers applying rather than overseas trained teachers.
- There are a lot more local applicants too.
- Interviews will take place towards the end of the term

Physical Restraint Training:

- All teachers have completed the online physical restraint training.
- The Principal contacted MoE to ask if there was any practical physical restraint training, but was advised there was not. The question was on how do you physically restrain a child? The Principal was advised this would look different for each child and would need to be part of an Individual Behaviour Plan.
- This would be difficult if the incident was a one off without a plan already in place.

There was 1 stand down in the last week.

2.3 Policy Reviews

Learning Support Coordination:

- The Principal recommended the word changes for Learning Support Coordination as follows:
 - From "*At our school the SENCo is responsible...*" to "*At our school teachers in conjunction with the learning support coordinator and SENCo are responsible...*".
- Lara Parry is the learning progress coordinator and has oversight and check on learning.
- The SENCo, LSC, LPC and Principal meet every Tuesday to track students on the Learning Support Register
- There are approximately 232 children of varying needs. There is a high number of neurodiverse children at the school, the highest in the Upper Hutt Primary schools cluster. Not all come with funding but most need a strategy in place to support them.
- Silverstream School LSC is very good and is a great advocate for children. Her ability to articulate concerns in referral letters has seen one student get an immediate appointment.

Identify Learning Support:

- No changes required.

Gifted Learners:

- There are no gifted learners currently identified at Silverstream School.
- There are a few students who attend MindPlus and do extension classes.

2.4 Finance Report

The finance rep mentioned that the BoT will need to approve the draft budget for 2024 that will be presented at the next meeting.

Finance Overview:

- The accountant has not yet accrued back ASC of 2.6k.
- The professional development is over budget. The money for Lorraine's course will be deposited by the MoE into the school account in the October Quarterly Operational Funding .
- The Hall rent appears up, but is a timing with the accruals and payments by YMCA.
- There was a query on an insurance claim excess payment. This was explained to the BoT.
- EE asked about the wages being over budget. It was explained that the amount received in the operations grant does not match the amount paid by the school for the support staff wages. This will always appear as an overspend in the finance budget but is not an actual cash loss.

3. Other Business

3.1 Centenary 2024

Centenary update:

- Matt Reid - previous BoT member and BoT Chair has accepted the request by the school to chair the Centenary Committee.
- A request was made to the BoT for seeding money for the School Centenary in 2024. There was a discussion on how much this would be and if it was a loan or needed to be repaid.
 - The BoT advised that the Centenary was to be cost neutral.
 - It was agreed that \$10k was to be made available as seeding money.

- A separate account was to be used for the Centenary receipts and payments.
- A code to be opened in Xero to track the Centenary budget.
- The Centenary Committee is still looking for someone to lead the Sponsorship team.
- Motion that the Centenary Committee is given a loan of \$10k for the 2024 Centenary. All agreed / passed.

The BoT are to have a representative on the Centenary Committee. It was advised that Clint Craig would represent the BoT.



Centenary 2024 Seeding Money

The BoT supported the request and approved \$10k to be made available as a loan for any pre-payments for the Centenary.

Decision Date: 6 Sept 2023
Mover: Anthony Tebbutt
Outcome: Approved

3.2 Health and Safety

This was covered in the Principals report.

3.3 Fundraising Team

EE attended the FoSS meeting on 31 Aug 23 on behalf of the BoT.

- EE raised a concern about the painting of the hall and working at height.
 - There could be implications of putting up scaffolding and volunteers working at height.
- The Board discussed that the painting is not to go ahead until further discussions around how this will work.
- Principal will advise the FOSS team re: painting being a potential health and safety issue

The school received an email from Resene about Community Commitment. The school is to contact them and see how they can help with the hall painting.

NB reiterated the enthusiasm of the FoSS team. The last meeting was started earlier than normal and more members turned up.

3.4 Inwards Correspondence

The BoT acknowledged the resignations of Andy Topp and the loss to the school, but understand the reasons that he was leaving and wish him well.

The BoT acknowledged the resignation of Nicolette Lim.

3.5 Communications

- The Principal to mention the appointment of the two new co opted BoT members in the newsletter on behalf of the Presiding Member.
- A mention of the illegal parking that continues to be of concern by the teachers on duty before and in particularly after school. There was a discussion on this issue:
 - Risk to the children due to incorrect parking and running across the road to parents.
 - When staff approach parents they are placed at risk of abuse.

- Police presence assists with the issue, but it occurs again when there is no police presence.
- Jess Pail is the local police enforcement officer and is happy for anyone to send a picture of the illegally parked cars to her (including number plate) and an infringement notice will be issued.
- Notice to go home in the newsletter to remind parents of the importance of safe parking.

3.6 General Business

The Principal left the meeting at 8.20pm.

3.7 Property

License to Occupy Silverstream School Pool:

- TS, NB and CW left during the discussions on the License for the school pool (8.20pm)
- The remaining BoT members looked over the information requested from the last board meeting.
- The BoT discussed the options for annual increases and decided on the following:
 - 5% increase for 2023
 - From 2024 the increase will be in line with the CPI.

TS, NB and CW returned for the remainder of the meeting (8.30pm).

Property Items:

The BoT walked around the school and were shown the priority list of items that the school would like to complete:

- Room 5 and 6 wall and new sink set up - Priority 1.
 - The current noise between the two rooms is impractical and a full wall is needed.
 - Supported in principal, however the BoT needed more options.
 - Moving of the sprinkler and adding an additional sprinkler is the majority of the cost.
 - BoT would have approved the design of this room previously with the teachers and Principal at the time.
 - There was discussion on how practical is it now?
 - There is a need for a straight forward option to be put in.
- Room 1 carpet is currently a trip hazard and is the oldest carpet in the school.
- The BoT was provided a brief on the new signage and up lighting on the corner of Whitemans and Kiln Streets.
- Replace the carpet in the hallway from Room 1 up to the change in carpet and also the carpet in the entrance way from the courts.
- Roof cover outside Rooms 1 to 3. Provides a cover on wet days and potentially an outside class working area.
- Outside pergola (not on the list) to be covered so it can provide a dry area to sit under for students to eat lunch.
- Room 15 carpet is the worst in the school and needs to be replaced.
- As the school roll rises, the need for classroom spare is being sought.
 - A viewing of potential classroom space that could be made by adding and moving walls and adding an external door.

- The cost did not include what it would be to fit out the classroom as well.
- The BoT would like to see more on the works for the area.

BoT discussions:

- There are some items on the priority list that the FoSS are funding and can be removed from the list.
- The school to reprioritise the list and present at the next BoT meeting.
- Some items should move up or down on priority on the list.
- There will need to be further discussion on how much the BoT can contribute to the projects.

3.8 In Committee

A total of 27 minutes was spent on In Committee discussions during the evening.

3.9 Closing Karakia

4. Close Meeting

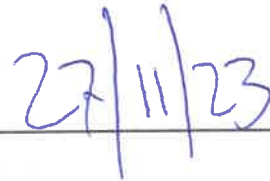
4.1 Close the meeting

Next meeting: 2023 BOT Meeting #7 - 1 Nov 2023, 6:30 pm

Signature: _____



Date: _____



Presiding Member
Silverstream School
Board of Trustees

