

CONFIRMED MINUTES

2023 BOT MEETING #8



At the **2024 BOT Meeting #1** on **31 Jan 2024** these minutes were **confirmed as presented**.

Name:	Silverstream School
Date:	Monday, 27 November 2023
Time:	6:45 pm to 8:45 pm (NZDT)
Location:	Silverstream School, 27 Whitemans Road, Silverstream, Upper Hutt
Board Members:	Anthony Tebbutt (Chair), Alistair Mitchell, Clint Craig, Lorraine Taylor, Richard Adams, Sarah Toner, Tory Slee, Saurabh Dhawan, Craig Stevenson
Attendees:	Corey White, Louise Waiariki, Nicola Bonsey
Apologies:	Erin Edmonds

1. Opening Meeting

1.1 Welcome/Apologies

Welcome to the final BoT meeting for 2023.

SD attended the meeting via video link at approx 7.05pm.

1.2 Opening Karakia

1.3 Confirm Minutes

2023 BOT Meeting #7 1 Nov 2023, the minutes were confirmed with the following changes:

Addition of L Parry Leave Request

1.4 Conflicts of Interest

2. Management Reports

2.1 Action Item List

Health Education Policy discussed. The Principal to change on paragraph for the BoT to review at the first meeting in 2024



Health Education Policy

The Principal to look at wording in the Health Education Policy. The survey is sent to parents every two years and does not need to be resurveyed if there is a change within those two years. Further communication to the parents about the changes.

31 Jan 24

- The survey was completed.
- The Principal will send the review to the BoT members.
- The discussion around sexuality and puberty is a parents judgement and is all around communication.

Due Date: 31 Jan 2024

Owner: Lorraine Taylor

2.2 Principal Report and NELP's

Principal Thank you:

- The Principal would like to thank the BoT for all the support during the year. It is a complex job running a school and made easier by the support given by the BoT.
- The Principal commented on the positive comments made by people.
- A big thank you for the supporting her sabbatical request.
- She would especially like to thank the Presiding Member Anthony for all his support, discussions and being a sound board for her.

School Roll:

- Currently closed for all out of zone NE/Year 1 students.
- It is best to keep the roll under 530, otherwise it is too hard to manage.

ERO:

- The last visit for 2023 was conducted.
- Of the ERO advisors list of schools she works with, Silverstream School is in the top 3.
- The Presiding Member acknowledged the school has come a long way.
- There was discussion on the school having the right people at the right time and that schooling in NZ is not at an International level yet.
- One of the teachers has started a professional learning group once a week. It is optional to attend and there is currently a group of about 6 teachers.
- RA - The team is working well. There can no complacency with the team. There has been studies around how to maintain a high performing team and how to put people in at the right time.
- CW - Professional development sessions with Tony Burkin have challenged teachers.

Academic Data:

- The academic data is looking good and will be interesting to see the results.
- PACT Reports to be released in the final week of school. There was discussion on when these would be released and it was decided that these will go out earlier in the week rather than the last day.

Staff:

- There have been challenges to get relievers at short notice.
- There has been a good pool of applicants for the advertised jobs.
- The reports are a partnership with the parents with a common goal for the child.

Stand Down:

- There has been one standdown this term. There is a plan in place. The BoT advised they trusted the judgement of the Principal when standing children down.

CW and TS left at 7.02 pm and returned at 7.32 pm

2.3 Policy Reviews

There are no policies to be reviewed at this meeting.

2.4 Finance Report

The BoT Finance Report bank balance amounts corrected.

- There has been good financial management of the school accounts.
- There will be a small surplus at the end of the financial year.
- There was a discussion on 2024 school donations. The BoT voted for an increase the school donations in 2024 - \$240 for the first child / \$200 for second child.
 - Vote For- 1 / Vote Against - 8. **NOT APPROVED.**
- The school donations for 2024 will remain as:
 - \$220 for the first child.
 - \$200 for the second child.
 - No charge for subsequent children.
- There will be a huge deficient for 2024 due to the approval of several capital works projects.
- There was discussion on the Year 6 School Camp and payment. Kindo has a **PAY IT FORWARD** tab that other parents can use to assist other children with school camp. The FoSS will pay for those that cannot pay. An invoice will be sent to the FoSS team at the end of the Term.



2024 School Donation Request

Vote:

For - 1

Against - 8

NOT APPROVED.

Decision Date: 27 Nov 2023

Mover: Sarah Toner

Outcome: Not Approved

3. Other Business

3.1 Science Report

The Science Report was submitted by the Science lead teacher, EE.

Overview and discussion:

- It is not usual for a Primary School to have a Science Teacher.
- Results provided are compared against other like minded schools.
- Silverstream School is lucky enough to have a lot of parents who work in the science and maths field.
- EE has found her field.

- As reading, writing and maths increases so will science knowledge.
- 2024 will see Year 4 children included in Science classes.
- The Principal to chat to High Schools to see what the gaps are for science.

3.2 Health and Safety

3.3 Property

The Architect quotes were presented to the BoT.

Discussion:

- Request for a second quote on the Room 4 work requirements.
- Room 5/6 and deck cover work quotes were accepted.

3.4 Centenary 2024

As requested the budget for the Centenary was presented to the BoT.

Discussion:

- There was further discussion on the budget and what the BoT will support.
- CC - \$5k of the allocated funding will be used to organise the Community Family Fun Day on Sat 19 Oct 24. This will allow the FoSS team to concentrate on the actual day rather than the overarching organisation.

3.5 Fundraising Team

AT attended the FoSS meeting on 23 Nov 23.

- The fundraising team will concentrate on the Centenary, Bake sales and discos in 2024.
- No other major fundraising will be done due to the Centenary being the main focus.

3.6 Inwards Correspondence

- Email from the Centenary Chair requesting funding was received.
- The BoT supported the following requests:
 - Mrs Springgay LWOP for 2024. (12 months).
 - Mrs Parry requested LWOP for all of Term 2. as she was not awarded a Sabbatical in 2024 so has r
- The BoT acknowledged the resignations for Mrs Law and Miss Dennis.
- The Chug a Lugs incident report was noted.
- The Defibrillator information was presented to the BoT:
 - The school to apply for a Grant. If unsuccessful then to come back to the BoT.
 - Discussion on where this will be placed. As a use for the Community it should be placed on a wall that is accessible 24 hours.

3.7 Communications

Carparking:

- The local shops have approached a Board Member about parking at pick up. The school to send out communications about parking again as parking outside some shops may result in cars being clamped.
- There are still issues with the rear loading mobility park. The UH Parking person will be coming again to have another look at the park. A reminder to be added with the parking notice in the newsletter.

BoT Presiding Member:

- The current BoT Presiding Member, Anthony Tebbutt advised he will step down at the first meeting in 2024.
- Anthony has been on the BoT for 9 years and has had two periods as Presiding Member.
- CC thanked Anthony on behalf of the BoT for all his work over the past 9 years.

3.8 General Business

3.9 In Committee

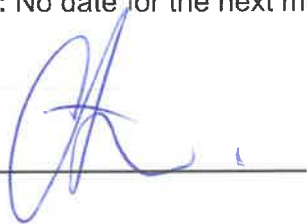
3.10 Closing Karakia

4. Close Meeting

4.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____



Date: _____

29.2.24

Presiding Member
Silverstream School
Board of Trustees

