

# CONFIRMED MINUTES

## BOT MEETING #8 - 9 NOV 2022



At the **2023 BOT Meeting #1** on **22 Feb 2023** these minutes were **confirmed with the following changes:**

9 Nov 2023

2.1 - School roll, correct 2002 to 2020

**Name:** Silverstream School  
**Date:** Wednesday, 9 November 2022  
**Time:** 6:07 pm to 8:07 pm (NZDT)  
**Location:** Board Room (Kowhai), Whitemans Road, Silverstream School  
**Board Members:** Anthony Tebbutt (Chair), Alistair Mitchell, Erin Edmonds, Lorraine Taylor, Richard Adams, Tory Slee  
**Attendees:** Corey White, Louise Waiariki, Nicola Bonsey  
**Apologies:** Clint Craig, Sarah Toner

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

#### 1.2 Opening Karakia

#### 1.3 Confirm Minutes

**BOT Meeting #7 - 2022 28 Sep 2022**, the minutes were confirmed as presented.

#### 1.4 Conflicts of Interest

#### 1.5 Action Item List

Due Date	Action Title	Owner
22 Feb 2023	MOE Finance Representative - BOT Brief Status: In Progress	Lorraine Taylor



#### Property Assessment Report

The Principal to forward the property assessment report to the BOT Property rep once received from the assessor.

- The assessor came through in the October school holidays.
- The Principal and Caretaker were both on site during the assessment.

**Due Date:** 9 Dec 2022  
**Owner:** Lorraine Taylor

## 2. Management Reports

### 2.1 Principal Report and NAG's

The Principal gave an overview of the report presented:

#### **School Roll:**

- The school roll has been gradually increasing since 2020 as well as class sizes.
  - Fluctuation of the roll is generally around year 6 leavers and school community with regards to NZDF personnel posting cycles.
  - There is a maximum number for each class, approximately 25-27. Classes are kept above 23 for teacher funding reasons.
  - Low or high year groups in a year affecting the roll, also the breakdown of the year groups creating composite classes
  - In 2023 some classes / year groups will start with 25 students which allows some flexibility for out of zone enrolments.
  - The current Year 4s are high and this will then be a big Year 6 group in 2024.
  - The aim is to end 2022 with a roll of 520.
- There was discussion on the out of zone enrolments:
  - Ballots applied as required.
  - There are a few spaces in Years 4, 5, 6 years groups. Remainder of the year groups are full.
  - It is unlikely out of zone students will be accepted from 1 Feb 2023.

#### **Property:**

Discussion on the St Pats development Update:

- The Principal gave an indication that there would potentially be about 100 students from the development which is zoned for both Silverstream and Pinehaven schools'. It is worked out at approximately 1 child per 3 houses.
- Silverstream School will require at least 3 more classrooms. There is limited space on the current footprint without encroaching on the green areas.
  - Two storey buildings may need to be considered.
- Building will not commence until the money has been identified, contractors engaged and consents raised. This could be 2 years after the rooms are required.

Discussion on Rooms 7-15:

- The rooms are currently in the older area of the school needing refurbishment. Possibly they will be refurbished and then bowled.
- The property assessor pointed out that some of the ceiling tiles need to be replaced due to the building materials used and earthquake strengthening rules.
  - The BOT were not comfortable waiting until July 2023 to action the ceiling tile replacement.
  - The BOT requested that MOE is contacted to see if this can be moved prior to the new 5YA / 10 YA.
- The BOT has an obligation to keep children safe. The MOE has a legal obligation and the school a moral obligation.
- Any risk appetite needs to be consistent in any decision making process for Silverstream School.

#### **Health survey:**

There has been approximately 100 responses to the health survey. Lorraine to collate the data and present the findings to the BOT.

**Curriculum Refresh:**

- The new curriculum refresh is interesting but relevant to Silverstream School.
- The curriculum will be introduced by the end of 2025.
- Lorraine is on the Matairea working group.

The shadow Minister of Education will be visiting the Principal soon and presenting National's Education draft policy.

Diwali celebrations for the school was great.

**Upper Hutt Schools' Cultural Festival:**

- Was a fantastic day.
- The school community is so proud of the children.
- Photos from the day have been received and will be checked prior to any being released.

**Māori Achievement Update:**

- Continuing to work towards the curriculum.
- This will be ready for 2023.

**Universal Concepts:**

- Looks good in regards to consistency.
- Teachers are excited.
- Focus on bringing people back together.

**ERO Visit:**

- ERO visited and seemed very happy with Silverstream School.
- There were great examples from teachers around the school.
- She will return next year and hopefully we are signed off for 5 years.
- A shared drive was created to show evidence and for any information required.

**Future Focus:**

- Consistency across all classes.
- Delivering for every child.
- Dyslexia friendly classrooms.

**Learning Support Coordinator (LSC):**

- The previous LSC was employed by Te Kura o Hau Karetu (Maoribank School) and Silverstream got .8 support.
- The Principal had a discussion with the Upper Hutt Schools' Cluster re the employment. Silverstream School is to employ the person.
- Silverstream School will get the funding for the LSC.
- Applications close 10 November.

**Professional Leadership Development Funding (PLD):**

- Two PLD funding applications have been made to MOE. It will be great to get the funding.

**Health and Safety / Property / Maintenance:**

- The Principal is waiting for the external assessors condition report for the school.
- The Principal completed the online evaluation report.

### Attendance:

There are a couple of students with low attendance rates. The Principal is monitoring these students and will follow up any issues.

### Self Assessment:

- All teaching staff raised their self assessments.
- The Principal to meet with everyone before the end of the year.
- The self assessment will be given again in early 2023 and see if there is any shift in responses.

There is a Marae visit on Monday 14 Nov 22 to Koraunui Marae in Stokes Valley.



### MOE - Ceiling Tile Replacement

The Principal to contact the MOE in regards to having the ceiling tiles replaced in the relevant classrooms 7-13 opposed to waiting for the assessment report and 5YA / 10YA funding.

UPDATE - 7 December 2022

- The new property advisor has not yet completed the report. The roofers were in two weeks ago. Due February 2023
- MOE are aware of the risk and carry the responsibility.

**Due Date:** 8 Dec 2022  
**Owner:** Lorraine Taylor



### Health Survey Data

The Principal to compile the responses to the Health Survey and present to the BOT.

**Due Date:** 7 Dec 2022  
**Owner:** Lorraine Taylor

## 2.2 Policy Reviews

### Alcohol, Drugs and Other Harmful Substances

Minor change in wording around:

- Responsible for children.
- Perception of public of drunk staff.

### Digital Technologies

Discussion on the policy:

- Silverstream School Student Responsibility User Expectation Agreement is robust enough to cover and has student and parent expectations.
- There were questions in the curriculum survey and respondents provided their feedback.
- No tik tok used at school, it is blocked.

### Getting to School Safely

Minor addition to the policy:

- Make reference to rail - add rail safety to the policy. Principal to action.

Action: Add to 7 December 2022 meeting.



## Policies

Minor changes:

### **Alcohol, Drugs and Other Harmful Substances**

Minor change in wording around:

- Responsible for children.
- Perception of public of drunk staff.

### **Getting to School Safely**

Minor addition to the policy:

- Make reference to rail - add rail safety to the policy. Principal to action.

UPDATE 7 December 2022

- Changes have been made and submitted via School Docs.

**Due Date:** 7 Dec 2022

**Owner:** Lorraine Taylor

## 2.3 Finance Report

The budget as at 31 October was presented to the BOT. The budget was presented and YTD is ahead of what was forecasted for 2022.

- Is there anything the school needed from the BOT?
- The school has managed the budget really well, it has been the phasing that has caused some queries.
- Two things that are the biggest or unforeseen costs are:
  - Property.
  - People - Teacher Aides (TA):
    - MOE does not fully fund TA.
    - Funding has been reducing each term even though the need does not reduce.
    - TA support is crucial.
- The school did receive extra additional funding at the end of Term 1 which was not budgeted for as was an unknown.

The new budget was presented and discussed in length with some queries by Board Members:

- Need to ensure that the phasing is right.
- The Principal advised that the budget was compiled on knowns not on what the School may potentially get.
- The budget needs to be at the Ministry by 1 March 2023.
- Donations discussion:
  - Does the donation need to be raised?
  - School donation (annual amount) and activity donation (each activity).
  - Inflationary cost needed to be taken into consideration.
  - Anchor it to inflation.
  - Silverstream not eligible for the donation scheme therefore get the lowest funding for base curriculum funding.
    - Commentary on what the donation is used for.
    - Wording in newsletter and any other communications.

- Have communications ready to send out by end of the year.
- All BOT members agreed that the donation should only be applied to max 2 children.
- One BOT member was opposed to raising the school donation.

#### Income Generation

- There was discussion on commercial options i.e School Hall Hire.
- Income generation - is there a list of things the BOT might be able to do. A separate committee would need to look at the options.

Further discussion is required and the finance Board member to provide further commentary on the new budget, to be re-presented at the next board meeting.



#### Cap on School Donation

The BOT members agreed that the family school donations would be applied to a max of 2 children as is current policy.

**Decision Date:** 9 Nov 2022

**Outcome:** Approved



#### Budget 2023

The Principal, BOT finance member and Accounts administrator to revisit and represent the budget at the next meeting.

UPDATE 7 December 2022:

- MOE representative could not come to the meeting and requested the school send the budget so he could make comment and give feedback.
- The Board discussed that face to face was better to get answers they want however will send questions they wanted replied to and send to the MOE Rep.
- The Board members agreed that the Principal will send the Boards questions to the MOE rep for his comment and reply.

**Due Date:** 23 Feb 2023

**Owner:** Lorraine Taylor

### 3. Other Business

#### 3.1 Fundraising Team

Erin Edmonds attended the FOSS meeting on behalf of the BOT.

BOT Member back brief:

- The main concern for funding was the Year 6 school camp.
  - Two quick fundraisers to raise funds:
    - 14 Nov 22: Bake sale.
    - 23 Nov 22: Bring and Buy.
  - Presiding member to approach UH Multicultural Council. A letter to be raised from the school requesting a grant for students who may require some financial assistance for camp.

2023 Fundraising:

- Term 1 - Spell-a-thon.
- Quiz night.

Next meeting FOSS meeting is 1 December 2022. Anthony Tebbutt will attend on behalf of the BOT.



### Letter - Upper Hutt Multicultural Association

A letter to be raised to UH Multicultural Council for a grant to support students of ethnic backgrounds for the Year 6 camp.

Presiding Member to approach the Multicultural Council for the grant as well as the Grant for the Upper Hutt Schools Cultural Festival.

**Due Date:** 10 Nov 2022  
**Owner:** Louise Waiariki

## 3.2 Inwards Correspondence

Silverstream School union members will be split to attend the paid Union meeting on 16 November 2022. The school will not close on this day.

## 3.3 Communications

### Paid Union Meeting:

The paid Union meeting to be put out in communications in the Chairman's chat.

Donations:

Communication around the ability to part pay donations and that it does not have to be paid all at once.

## 3.4 General Business

It was mentioned that teenagers were sliding down the sun shade after school hours. Teenagers are being moved on by the security guard if seen when patrolling.

There will be cake at the next FOSS meeting.

## 3.5 Closing Karakia

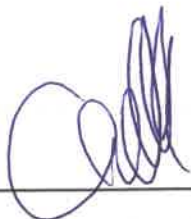
## 3.6 In Committee

## 4. Close Meeting

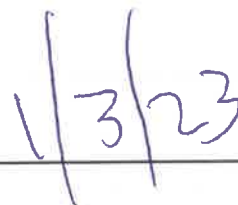
### 4.1 Close the meeting

**Next meeting:** BOT Meeting #9 - 2022 - 7 Dec 2022, 6:07 pm

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



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



Presiding Member  
Silverstream School  
Board of Trustees

