

CONFIRMED MINUTES

2023 BOT MEETING #2



Name: Silverstream School
Date: Wednesday, 22 March 2023
Time: 6:06 pm to 8:25 pm (NZDT)
Location: SilverstreamSchool, 1 Whitemans Road, Silverstream, Upper Hutt
Board Members: Anthony Tebbutt (Chair), Alistair Mitchell, Clint Craig, Erin Edmonds, Lorraine Taylor, Richard Adams, Sarah Toner, Tory Slee
Attendees: Corey White, Louise Waiariki
Apologies: Nicola Bonsey
Notes: Corey arrived at 6.10pm

1. Opening Meeting

1.1 Welcome/Apologies

Apologies - Nicola Bonsey

Corey White arrived at 6.10pm

1.2 Opening Karakia

1.3 Confirm Minutes

2023 BOT Meeting #1 22 Feb 2023, the minutes were confirmed with the following changes:

Change of Counsellor to Councillor.

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1.4 Conflicts of Interest

- The Code of Conduct will be attached to all Board Packs as a reminder to the BOT of their responsibilities.
 - Communications by Board members will be in a consistent way when speaking on behalf of the BOT. i.e Media responses are from the Presiding Member only.
- The following people advised of having a conflict of interest with the In Committee meeting:
 - Anthony Tebbutt
 - Tory Slee
 - Lorraine Taylor
- Alistair Mitchell will Chair the In Committee meeting for this week.

2. Management Reports

2.1 Action Item List

Due Date	Action Title	Owner
14 Jun 2023	Te Ao Maori Report Status: In Progress	Lorraine Taylor

2.2 Principal Report and NELP's

Teacher Strike:

- The school was quiet with about 11 children in attendance being supervised.
- There was support for the strike from the community in spite of the school being closed.
- Secondary teachers have a planned strike for 29 March 2023. No further strike action has been communicated for Primary school teachers.

24 April 2023:

- Majority of other schools within the region have a TOD on 24 Apr 2023 as part of the curriculum refresh.
- Silverstream School will remain open with a focus on Anzac Day and have an Anzac ceremony in the afternoon for the community around the flagpole.
- The curriculum refresh comes in 2025. The teachers are already working towards the revised curriculum so there is no need to close for this day in 2023.

Charter Annual Plan Targets:

- The Principal is working on the annual plan and pupil targets.
- The Principal briefed the BOT on the scatter graphs and how they more easily show how progress is being made.
 - Each child is represented on the chart
 - The information is underpinned by data provided by teachers into the PaCT.
- There was discussion on the annual plan targets:
 - Is there a pattern around the data and the children that can be noticed.
 - Could the BoT use this data to provide different more targeted resourcing?
 - What is required to improve outcomes for students is broken down in the data.
- The Principal has a weekly meeting with the learning support team to discuss the data and children 'at risk'.
 - The team work together to look over the data and information from teachers and whanau
 - An action plan is made for any children in areas of concern.
 - Any action for individual children is discussed with the child's parents by the Learning Support Coordinator.
 - The Principal is confident the process for identifying students at risk of not progressing is good.

National Leader Visit Thursday 23 March 2023:

- Christopher Luxon will visit the school. He arrives approx 1.15pm.
- It is anticipated there will be a lot of extra people attending; journalists, media, etc.
- All BoT members are invited to attend.

Stand Downs:

- There are no stand downs to report.

Strategic Goals 2023:

- Class Descriptions -
 - Information and data on each child in the group. Filled in by teacher and Principal grouped the data into a school wide picture.
 - Personalised Education Plan's (PEP's) are part of this holistic plan.
 - It is essential teachers have as much information as they can from whanau and colleagues before commencing teaching a child "know me before you teach me".
- Weekly additional needs meetings-
 - Currently action plans for 22 students.
- There was a discussion on how the ORS funding supported children and the lack of financial support to cover the need required. The BoT currently funds over \$40,000 of additional support for students with ORS. Parents are possibly unaware of how huge the shortfall from the government is.
- The Principal mentioned there is a lack of educational psychologists that are desperately needed and as such the cluster have become part of an internship programme whereby Ed psych students work on practicum in our cluster schools. It is better than no help at this stage.
- PLD:
 - Sharp Reading-
 - Hilton is at school this week from Sharp Reading accrediting the teachers who took part in 2022 training.
 - Stage 3 is very prescriptive.
 - Guided practice will be late Term 2 or early Term 3.
 - Stage 4 training is unpacking text and has a more fun element. Five teachers will attend this training after school.
 - Writing-
 - Verity Short was back completing further writing workshops with teachers and hosting a staff meeting.
 - Te Pumaomao Workshop-
 - Held at Koraunui Marae in Stokes Valley and was attended by senior leadership, team leaders and staff members representing different sections of the school.
 - It was a challenging couple of days.
 - Included team building exercises, looked at relationships and exposed individuals vulnerabilities and took people out of their comfort zone.
 - A further course will be held in June.
 - All teachers will have the opportunity to attend a workshop over the coming 2 years.
 - Liz Kane Structured Literacy-
 - Four people will attend the next course, these are the last 4 teachers in Year 0-3 who have not yet completed the training.
 - Math PLD-
 - Corey and Nicola attended a cluster wide training workshop for math organised with Rob Profitt-White.

- Science PLD-
 - The school has 100 hours of support in 2023 from the House of Science and Te Pumaomao (Culture).
 - The House of Science also provide kits to the school.
 - PLD provided to staff so they have confidence in teaching science.
 - There will be two days when the facilitator will be in classes and running a staff meeting on how to teach science in the classroom and highlight some useful resources for teachers.
 - Term 2 there are 6 days of PLD support from the House of Science.
- Teachers Reflective Practice:
 - Teachers are reflecting in relation to their practice.
 - By the end of this term all teachers will have highlighted where they have strengths and where they have reflected on areas which they are needing more support.
 - From this data they will be able to develop a goal for 2023 which is targeted to this year.
- Te Ao Māori - Culturally responsive practice
 - Karakia practice - at the staff hui Hilary is leading a series of PLD sessions to ensure we are all familiar with a series of karakia and their meanings.
 - Unpacking and ensuring that everyone knows the school song.
- Kapa Haka:
 - Thank you to BoT for approving the Kapa Haka budget.
 - Stacey the Kaiako is doing an amazing job with the children and they are making huge progress.
- NELP's- Quality Teaching and Learning:
 - Aligns with annual plan already.
 - BoT suggested there is a huge amount going on over and above the requirements of NELP which is great to see.
 - There is very good engagement with the team in PLD currently underway across the school. The PLD supports quality teaching and learning approaches.
 - The Principal is proud of how the team are working with their new learnings this year.
 - Staff have been taking it in turns to share their whakapapa at staff meetings. New staff have been encouraged to participate too.

2.3 Policy Reviews

The BOT discussed the policies under review:

- OIA -
 - Discussion on what frivolous, trivial or vexatious meant in terms of a policy document statement.
 - If an OIA was requested, the BoT would need to meet the deadlines of 20 days but ensure the request was well defined enough to be able to respond to.
 - Due to the response timeline, BoT's can request an extension if the request require a lot of additional data gathering and reporting.
- OIA example was in relation to previous National Standards -

- OIAs are used to gather information. Media can do this to develop stories around league tables and which schools are good schools.
- Schools and teachers can get upset by league tables as they are intrinsically misleading, only focusing on academic data outcomes.
- Policies were all passed with no changes.

2.4 Finance Report

Finance brief:

A report was provided by the accountants and Sarah from the BoT.

- The school has received more income than expected in 2022 initial budget plan.
- The overspend in 'activities expenses' was due to the timing of payments for EOTC.
- Donations were up for the month from whanau.
- The bank balance remains healthy.
- The school is still awaiting its cyclical maintenance plan costs which the Principal will chase for the next meeting.
- A reminder for school donations to paid should be sent out by the school prior to the end of March each year.



Donation Reminder

A reminder to be sent out from Kindo for donations to be paid prior to end of the tax year.

Due Date: 30 Mar 2023
Owner: Louise Waiariki

3. Other Business

3.1 Health and Safety



H&S Check on Facilities

The Principal to arrange for the caretaker to a check/review of the facilities or anything that could pose a risk during high winds.

Feedback to the BOT at the next meeting.

Due Date: 17 May 2023
Owner: Lorraine Taylor

- Two accidents have occurred in school over the past week:
 - One was a child's finger caught in a door after high winds caught it and slammed shut.
 - The child was provided first aid at school prior to going to the medical centre and onto hospital.
 - The Worksafe form was filled in for the incident.
 - The Assistant Principal dislocated her ankle and is in a cast. The BOT passed on their well wishes.
- The Principal has ensured the caretaker check areas where high winds may pose a safety risk.
- The Staff rep will also ensure the Science Room is locked when no one is in the room. The new door may need a different lock adding onto the inside as it can only currently be

locked from the outside. This area also has a hot jug in it for science lessons which the teacher is mindful of keeping away from children.

- Lockdown Procedure:
 - The school is to review its lockdown procedures as the last review was in 2019.
 - There was an incident whereby a man ran out of a local supermarket without paying into the school grounds and was chased by supermarket staff.
 - The lockdown procedure was not followed effectively enough with staff not being aware of what the bell meant and any staff outdoor being unaware as the outside bells were not working loudly enough and some had been stolen.
 - All teachers need to ensure they are aware of the lockdown procedures. Principal will run a staff meeting early in Term 2 to ensure everyone is aware of the procedure.
 - MOE advises that lockdowns should not be practised with children present as it could be distressing and confusing for them.
 - Staff should however be familiar with the procedure including the bell sounds.
 - The bells at school are often stolen and this is both expensive and a health and safety challenge.
 - The Principal sent out information to parents via Seesaw on the day of the lockdown incident to reassure everyone that the person in the grounds left without incident and police were aware of the intrusion into the grounds.
- The Health and Safety Committee to meet and review the Fire and Emergency plan. FENZ have given the school the current copy from 1996 and have a new online tool through Real Me for holding organisations fire plans:
 - A meeting with Lorraine Taylor, Daniel Welch, Corey White, Nicola Bonsey, Louise Waiariki, Tory Slee will take place in early Term 2 to go through the draft fire evacuation plan.

3.2 Fundraising Team

- Clint Craig attended the FOSS meeting on behalf of the BOT.
 - He advised that the FOSS has a good bunch of people including many new people in 2023.
 - This week was the FOSS AGM meeting and was well attended.
 - A huge thank you to Kathryn Holmes who has stepped down as FOSS secretary after a number of very successful years in the role. The FOSS group thanked her for her contribution to the school which has been very much appreciated.
 - The FOSS team assisted the school greatly last year with funding for a number of initiatives and resources including completing the hall refurbishment and assisting students to attend school camp.
 - The focus for the FOSS fundraising in 2023 will be preparing for the 2024 centenary and also working to upgrade the school grounds, including a new ANZAC area.
 - The FOSS have a list of future calendar fundraising events that they will be doing this year including a Spellathon, bake sales, quiz night and many other fun fundraising events.
 - Jonathan and Monique are the co-chairs for the 2023 year.
 - Clint offered his advice and some great ideas and resources as a person who is involved in a lot of local fundraising.

- FOSS have also appointed a Grants Officer to apply for grants and liaise / deconflict submissions with the School.
- Tory will attend the next FOSS meeting as BoT rep. for Al Mitchell who is overseas for the upcoming meeting.

3.3 Inwards Correspondence

- Wheelchair parking Issues:
 - The BOT discussed the parking issues for wheelchair parking and in particular rear exiting wheelchair vehicles that take two parks for the wheelchair to unload on the street.
 - The two onsite wheelchair carparks cannot be accessed during 8.30-9am and 2.45-3.15pm. The entry area is a shared zone at all other times.
 - The carparks on Whiteman's Road are on council land and therefore are not the Schools responsibility.
 - The Principal has responded to the parent raising the issue and has also raised the issue with the UHCC.
 - The Principal is awaiting a response from UHCC on the issue.
- Resignation Letter:
 - The BOT acknowledges Mrs Routhan's resignation letter.
 - Mrs Routhan has done a fantastic job as the House coordinator and part time teacher over the last 14 years.
 - The BOT would like to thank Mrs Routhan for her service to the school and wish her all the best for the future.

3.4 Communications

3.5 General Business

- Science:
 - The SLTP will now be in Term 1 and 2 of 2024.

3.6 Property

- The Principal updated the BOT in regards to the ceiling solutions for Rooms 12/13.
 - It was advised that UK schools are not using wooden batons as a solution for similar concrete roof tiles in some of their classrooms.
 - This shouldn't be the solution for NZ schools either.
 - IR Frank (MoE tendered contractors for 10 YPP) have been sent a YouTube link to the news story by the Principal in regards to the issue to allow them to contact with MoE to discuss other remedial ideas for the concrete ceiling tiles beyond wooden batons.
 - Removal of the tiles and a replacement with polystyrene tiles would appear to be just as cost effective.

3.7 Closing Karakia

3.8 In Committee

In Committee meeting:

- Opened at 7.50pm
- Closed 8.25pm

4. Close Meeting

4.1 Close the meeting

Next meeting: 2023 BOT Meeting #3 - 17 May 2023, 6:10 pm

Approved decisions made between meetings



New Flying Minute

The Silverstream School Board of Trustees propose the 2023 school donation to be:

First and/or only child - \$220

Second and subsequent children - \$200

Capped at \$420 per family.

5 Supported: Alistair Mitchell , Anthony Tebbutt , Clint Craig , Lorraine Taylor , Sarah Toner

2 Opposed: Erin Edmonds , Tory Slee

0 Abstained:

Decision Date: 2 Feb 2023

Outcome: Approved

Signature: _____

Date: _____