

## Ngunguru School Board of Trustees extraordinary meeting held Tuesday 15<sup>th</sup> February 2022

commenced at 6.30 p.m.

**PRESENT:** Melissa Gilbert-Smith (Chair) Rick Sayer (Principal). Carolyn Spearpoint (staff rep), John Woolley, Amber Fayerberg, Chanelle Armstrong, Joel Higgle, Leila Amos.

**Apologies:** Terry Sage

**Visitors:** Joined meeting by zoom.

**Karakia :** Rick.

**Agenda:** Tabled.

**Minutes of previous meetings** dated 7<sup>th</sup> December 2021.

Endorsed as a true and correct record. Chanelle/Carolyn

Carried

No matters arising from previous minutes.

Joel asked Rick what triggers a report to the board in a board meeting by the principal about bullying. Rick explained when it was brought to his attention and he had a meeting with his team leaders about the incident.

### Strategic Decisions

#### Financials

John Woolley has remained as authoriser on Board bank account until the required bank documentation for change of signatories has been completed.

Chair called for Trustees with financial experience to assist with compiling a simplified version of the Education Services monthly report for presentation at Board meetings. No Trustees came forward, therefore Rick will prepare a financial report for presentation at Board meetings signed off by Melissa (Chair).

#### Budget 2022

Updated draft budget presented. Discussion followed regarding the number of student truancies due to covid anxiousness plus applications to home school could affect the anticipated funding and staffing for 2023.

\$20,000 of un-budgeted depreciation and an access vehicle budgeted for the school grounds staff will not be actioned in the 2022 budget to mitigate against potential roll drop and ensuing financial restraints.

**MOTION:** Tabled 2022 budget (attached) be approved.

Rick/Melissa

Carried

**MOTION;** Trip to Poor Knights snorkelling Year 5 & 6 students 25<sup>th</sup> February approved .

Rick/Carolyn

Carried

**MOTION:** Earth Ed programme field event 28<sup>th</sup> March Year 3 & 4's Tai Timu approved.

Rick/Carolyn

Carried

**MOTION:** Years 5 & 6 camp at Tangihua Lions Lodge on 16<sup>th</sup> -18<sup>th</sup> March approved.

Year 7 & 8 survivor camp on 23<sup>rd</sup> – 25<sup>th</sup> March approved

Rick/ Carolyn

Carried

Annual accrual report 2021 has been viewed and signed by Board chair and Principal.

Board meeting dates for 2022 tabled (attached calendar)

Noted FoNZ A.G.M is scheduled for 22<sup>Nd</sup> March.

President of FoNZ to be approached to change date as coincides with next Board meeting.

**Grant applications** for Sir Edmond Hillary Outdoor Pursuits Centre trip for year 7 & 8 students

**Resolution; Board approve the applications to** Pub Charity Ltd, for the amount of \$10,000 for accommodation instruction and transport to Edmund Hillary.

**Resolution; Board approve the applications to** Oxford Trust for the amount of \$4000.00 for accommodation , instruction and transport to Edmund Hillary Outdoor Pursuits Centre.

Rick/Joel

Carried

### **Strategic Discussions**

#### **Ministry of Education**

Due to the additional workload involved in preparation for start of year school planning with covid requirements M.O.E has allowed an extension on the due dates for the Charter and Analysis of Variance.

**MOTION:** Accept M.O.E extension of Charter and Analysis of Variance to the 23<sup>rd</sup> March.

Rick/Melissa

Carried

#### **Strategic monitoring – Student achievement.**

Rick introduced and explained the Analysis of Variance to the Trustees and its function to track achievement.

The drop in 2021 academic performance was highlighted and comes with analysis which management and staff were continuing to work on.

High rates of truancy was a major concern in years 1-3 (2021) with some students away up to 50 or more days a year resulting in a profound and inevitable disruption to their learning.

Rick outlined a decline in new entrant oracy skills (a precursor of early literacy), which is a nationwide trend and reasons for this were discussed. Amber questioned whether these assumptions were accurate in the Tutukaka Coast community.

Amber questioned the academic results and truancy and indicated hearing absences was also due to staff capabilities. Rick defended this assumption and that the data pointed to the 2021 year trend.

Amber requested historical academic reporting information going back to 2014.

Rick will personally contact the parents/caregivers of students who have not returned to school for an explanation and to see what can be done to reassure and support parents. This will be reported back to the Board.

Early Literacy focus is to be continued, scheduled for target cohorts in 2022 and supported by BSLA –structured literacy initiative in years 1-2.

**Strategic Planning.**

Discussion took place regarding the planning for the next 3 year focus with preparation usually commencing at the beginning of the year. With the Board election being postponed until September 2022 delaying the preparation was discussed. Trustees all agreed to start the process of collective ideas around school vision, community input etc. this term.

**Sub committees;**

**MOTION;** Legal subcommittee: Melissa, Rick, Amber.

Principals Appraisal subcommittee: Rick, Melissa, Joel

Maori Achievement subcommittee: Chanelle, Leila, Rick

Melissa/Rick

Carried

Teachers Council have released a new Principals Appraisal system which was discussed.

**MOTION;** Board remain with the existing Principals Appraisal format until 2023.

Melissa/ Carolyn

Carried

**Staffing**

One staff member will be on leave for 6 weeks, position will be covered internally by existing teaching staff.

**Property**

There has been a delay in the delivery of joinery/materials for the upgrade of Block 1,10,11. Block 2 is waiting on delivery of joinery and kitchen unit.

The financial safety margin of the build for variations has been used by three enforced variations with change of materials used to meet safety requirements, combined cost of \$26 k.

Builders are working in the weekends only now as the classrooms are in use throughout week days.

**S I P's** funded projects have been approved by the Ministry of Ed.

**Health & Safety****Covid pandemic update (report tabled).**

In the event of an outbreak of covid infection within the school, Ministry of Education will work with the school to determine the level of notification needed for contact tracing, possibility of class closures, staffing etc. Plans have been prepared to cover as much staffing as is possible. Class lesson plans are prepared for at least one week.

Feedback from the pandemic survey has been taken into consideration in the planning.

An update will be released to the school parent community, plus thanks to parents for the feed back for the survey.

Rick outlined that we are going ahead with face to face Meet the Teacher interviews. Parents are able to meet with teachers but appointments needs to be arranged and must meet Health & Safety guidelines. Parents do not have daily drop in access to classrooms or teachers in the current context.

One staff member is in isolation due to notification of being a close contact, awaiting results of testing. Parents of students that the staff member worked with have been given a courtesy call to inform them of the situation.

### **Policy review Schedule (tabled )**

Trustees to review schedule and relevant policies. Health & Safety policy to be reviewed Term One.

Joel suggested that the BOT review the bullying policy in Term 1, based on comments from parent survey and those on social media.

Joel read NAG 5- safe physical and emotional environment for all students and suggests websites, wellbeing in school and bullying free NZ, for BOT review. The process is designed to support schools to engage with the whole school community in a process of self-review.

Presentation includes following points:

Does school or BOT have an agreed definition of bullying? Rick says biggest challenge is knowing whether bullying is happening.

Trustees questioned Principal if there is an anonymous box, are there areas where kids don't feel safe, do we know how many students are being bullied in our school.

Rick reminded the Board that the values programme underpins approach to bullying at school and that "Student voice is critical," suggested this information gathering is good for student council.

Leila suggested an anonymous student drop box to report incidents.

Joel provided overview of Bullying Free NZ roadmap.

Carolyn would like focus to positive feedback from parent surveys.

Rick stated that the Ngunguru playground is a safe environment.

Rick spoke to any further surveys needing to be considered in the context of two current student-led surveys

Joel suggested the process includes a survey for teachers, which Rick stated is too much at this stage

A report back to the Board were requested.

Outlining the definition of bullying to be included in the BoT Spot for parents and students.

**MOTION;** That Ngunguru School undertakes a formal process, such as the Bullying Free NZ framework to develop and implement a whole school approach to preventing bullying.

Joel/Melissa

Carried

**MOTION 2:** That within this frame work a survey of students is carried out during Term 1.

Joel/Leila

**MOTION:** That progress within the framework is reported to the Board at each Board meeting as an item within the Principals report.

Joel/Leila

Carried

Ngunguru School Face book page has been set up. To be used to release official information for the school and Board.

**Finance Report**

Report prepared by Rick reviewed by Melissa.

No matters arising.

Rick/Carolyn Carried

**PRINCIPALS REPORT attached**

**COL’s wellbeing hub** offering wellbeing workshop webinars etc. Staff are taking part in workshops covering staff and student wellbeing, trauma informed practise, neuro diversity and wellbeing and Te Whare Mauri Ora amongst others.

Our RTLB staff member will also continue assisting with ‘Keeping ourselves safe staff delivery of trauma programme.

Report adopted Chanelle/Carolyn Carried

**FoNS report**

Trail bike ride cancelled. Due to having to cancel many planned fundraising events due to covid restrictions

FoNs are delaying planning any more events. Rick suggest that FoNS may like to provide parents with ‘self help’ education programmes.

**Property managers** report tabled. No matters arising.

**Communication Policy**

**MOTION** Communication policy tabled December 2021 meeting adopted.

Amber/Melissa Carried

Board of Trustees Code of Conduct to be formatted for inclusion in school Docs

S.T.A representative has offered Board training to assist identify gaps in the Trustees understanding of governance.

Chair thanked those who attended by Zoom.

**Matters to be included in Agenda for next meeting.**

In Committee minutes to be sighted and endorsed by Trustees at the next meeting.

Meeting closed 8.35p.m.

Next meeting Tuesday March 22<sup>nd</sup> 2022 at 6.30 p.m.

**CHAIRPERSON** .....

**DATED** .....