

Ako ki te Haere – Haere ki te Ako Learn to Journey – Journey to Learn

Mission Statement

"To actively prepare each child to take responsibility for their own life-long learning, values and behaviour, in partnership with the home and community."

Silverdale School Board/Poari MINUTES

For meeting held on Monday 4th April 2022 7.00 pm

1. Administration Matters

1. **Welcome** - Alison Gilchrist, Cameron Lockie, Hayley Thow, Mark Ralston, Laura Webster, Lynn Scott
Minute taker: Nicola Kayes,

Guests in attendance were given full speaking rights: Fay McIlroy, Po Huang, Andrew Good

1. **Apologies** – Steve McCleery, Megan Caterall, Kat Porter

1. **Confirmation of minutes of 28 February 2022 meeting/Matters Arising**

2. Principal Report

Monday 14th (Week 6) Canopy starting

Upgrade of the administration block has started, nothing much happened last week, started redoing the deck and they are going to replace the ranch slider, waiting for planner to get back to them, some delay in materials and labour. Not affecting things at the moment, will look to have work done by the 2nd lot of holidays. Nothing will be repaired, will all be replaced.

Talking with Amanda, plans are still in council, hopefully starting at the end of March.

Alison to sign plans and send back to Cameron. Site is all set to go with scaffolding up and ready.

School Doc reviews - It's a lot of policies to review. A lot of schools have commented on the amount that does not need to be reviewed. Emergency folder has a number of policies that are frequently audited, will watch this space.

Alison moved to approve the Principals report. Accepted by Steven McCleery. Seconded by Mark Ralston. Passed unanimously.

3. General Business

a. Board roles

We don't have to nominate members as it is an election year

Board Chair: Alison Gilchrist

Deputy Chairperson: Steve McCleery

Finance: Hayley Thow

Personnel: Chairperson

Communication, Minutes Secretary: Nicola Kayes

Property, Health and Safety: Chairperson, Deputy Chairperson and Principal

Staff Trustee: Mark Ralston

Principal: Cameron Lockie

PTA Representative: Cameron Lockie with other Board members attending as available

Privacy Officer: Principal

Cheque Signatories: Principal, Chairperson, Executive Officer and Finance person

Personal and Complaints Committee: Principal, (Chairperson and another)

Appointments Committee: Principal and (Chairperson)

Budget Review: Principal, Chairperson

- b. **Board Code of Conduct 2022** – All Board members must agree to follow and abide by this Code of conduct. Please sign and place in Silverdale School Board 2022 Folder
- c. **Schedule of Delegation for Principal 2022** – please see the Schedule of Delegation 2022 in the Board folder on google docs. **Reviewed, approved, and signed.**
- d. **Staff Performance Reviews for 2022:** Alison moved to pass a resolution for the Principal or Senior Leadership Team to undertake staff performance reviews in 2021. **Passed unanimously.**
- e. **Draft Charter for 2022.**
Professional learning groups will develop goals, then share with Cameron to go in the Charter. Does not have to be completed by 1 March 2022.
- f. **Camp 2022:** Camp documents circulated by Cameron the board accepted all the information **unanimously.**
- g. **Physical Restraint Forms:** Cameron confirmed that all teacher Aides have signed these.
- h. **Reading, Writing and Maths reports 2021** including Māori Student Achievement levels. **No reports due to COVID**
- i. **Kahui Ako:** Cameron provided an update on the Kahui Ako. The following points were noted:
 - Cam met with cross schools, going to maintain Hui's via zoom. Trying to work out a path to achieve by the end of the year. Achievement challenge was supposed to be refreshed and approved by the ministry, but they haven't yet, so are still carrying on.
- j. **The Resilience Project:** Check in on how everyone is going, particularly in the context of Covid.
 - Just waiting on the Kelly Club stickers
- k. **Board Hours:** The Board Hours for 2022 is on google docs in the Board 2022 folder. Please keep it updated as it is a requirement from the MOE.
- l. **NZSTA Conference 2022:** Has been rescheduled to take place in Christchurch on 07 – 09 October. Given the Board elections will take place in September, the new Board will be attending the conference rather than our current Board. Suggested that a current board member attends the conference with the new board - NZTA needs to approve this
- m. **NZSTA AGM:** This will now take place later in the year due to the conference being held in October.
- n. **Strategic Discussion for our next meeting:** Key priorities note for discussion included:
 - Teachers ideas, planning and team goals for Charter
- o. **Staff Morning Tea for Term 1, 2022:** Unanimously agreed to get Millies voucher for a drink - Cam to sort with Millies.
- p. **150th Anniversary Celebration:** Possible dates for this celebration were discussed. It was proposed that:
 - We need to table this for now, and pick it back up with COVID-19 restrictions ease.

Alison moved to accept General Business. Accepted by Megan Catterall. Seconded by Hayley Thow. Passed unanimously

4. Financial Report

- a. December Financials (there are no January financials as our year starts with the February financials)

Alison moved to approve the December financials. Accepted by Mark Ralston. Seconded by Hayley Thow. Passed unanimously.

- b. Budget 2022 - Pasifika achievement levels grant given \$17000

Alison moved to approve the Budget 2022. Accepted by Hayley Thow. Seconded by Steven McCleery. Passed unanimously.

- c. Draft Annual Report - changes require to the wording in the draft report:

- i. Page 1 - Update the date of Term expired/expires to September 2022
- ii. Page 3 - Change Board of trustees to Board
- iii. Page 3 - Change Chairperson to Presiding Member

- d. Statement of Responsibility: **It was unanimously agreed to give the Presiding Member and the Principal permission to sign the Statement of Responsibility when the auditors ask.**

5. Property

- a. **Stage 5 New classrooms** - as above in principals report
- b. **Administration block** - as above in principals report

Alison moved to accept the February Minutes. Accepted by Mark Ralston. Seconded by Cameron Lockie.

1.4. Correspondence - Inwards/Outwards: Nil discussion

Alison moved to accept the Inwards/Outwards correspondence. Accepted by Hayley Thow. Seconded by Nicola Kayes.

1.5 Declaration of Conflict of Interests – Nil

2. Principal Report

- See further discussion in general business and in relation to the Property and Health and Safety reports.

Alison moved to approve the Principals report. Accepted by Hayley Thow. Seconded by Mark Raiston. Passed unanimously.

3. General Business

- a. **Charter 2022:** This is in the process of being finalised.
- b. **SchoolDocs:** Confirm we are happy with the below Board Policies:
 - Health and Safety Management
 - Emergency, Disaster, and Crisis Management - Change from Chairperson to Presiding member with reference to school closure.

In regards to the concerns we have had due to the number of Policies, SchoolDocs has us reviewing, SchoolDocs sent out an email on 7th March as below:

"School leaders have expressed concerns about the changes introduced to the review system. We want you to know that we are listening, and we are working through actions we can take to keep the process as simple as possible. We want to encourage participation and reduce any barriers to schools engaging with their SchoolDocs content. Please get in touch if you have questions or comments."

- c. **Kahui Ako:**

- Meetings have progressed via zoom this year so far, but things are progressing well and this has worked well for the most part.
- Cameron and others are keen to keep progressing and so will make some decisions as a group and then approach the MoE.
- Alison sent out emails to all the Boards with regards to the Tiriti o Waitangi professional development. Only heard back from Wainui so won't progress at this time. Will look out for additional PD opportunities that the Board could engage with. Nicola noted that she attended a session ran by Ann Milne and Tiriti-based futures in education recently which will become available on YouTube eventually which may be of interest.

- d. **Key Strategic Discussion - Teachers ideas, planning and team goals for Charter**

- The team are working on a curriculum framework and are looking forward to working with Learning Architects. It is clear already that they will really prompt the team to dig deep to understand why we are doing what we are doing.
- It has been hard during Covid to connect as a full staff group so hoping that a movement to Orange will facilitate that.
- All the docs Cameron shared with the Board re: learner profile, aspirations, etc. are relevant to this work.
 - Hoping to have the framework completed this year and hope to spend teacher only days in 2023 unpacking it with the team.
 - There will be an opportunity for consultation with the community on this as the work progresses.

- e. **NZSTA – AGM** – please see the NZSTA Delegation and Remits 2022 in the 4th April 2022 Board Folder. We need to appoint a delegate for the AGM being held on Saturday 30th April 2022.

Unanimous decision to nominate Alison Gilchrist as delegate

- Remit 1: Option A
- Remit 2: Yes
- Remit 3: Yes
- Remit 4: Yes
- Remit 5: Yes
- Remit 6: Yes
- Remit 7: Yes
- Remit 8: Yes
- Remit 9: No
- Remit 10: Not applicable
- Remit 11: Yes
- Remit 12: Yes
- Remit 13: No (assuming this refers to the NZSTA Board and not the School Board)
- Remit 14: Yes
- Remit 15: Yes
- Remit 16: Yes
- Remit 17: Yes
- Remit 18: Yes

f. **NZSTA - Board Elections - Recommended election date:**

"Wednesday 7 September 2022 is the recommended election date for parent and staff elections. If your school chooses to use this date, the following table gives you all the deadlines required to be met. You can now also create your own timetable using our election planner tool. The timeframe for all elections is now 63 days. We will notify you if any changes to this schedule occur.

Event	Date
Select Returning Officer by	Wednesday 6 July 2022
Close Main Roll	Wednesday 13 July 2022
Call for Nominations by	Friday 15 July 2022
Close Supplementary Roll	Wednesday 3rd August 2022
Nominations Close	Friday 5 August 2022
Voting Papers issued by	Wednesday 10 August 2022
Election Day (voting closes)	4pm Wednesday 7 September 2022
Accept postal votes	Monday 12 September 2022
Count Votes	Tuesday 13 September 2022
Board Takes Office	Wednesday 14 September 2022

Boards need to start planning for the elections now. We recommend that you aim to confirm the election date at your next Board meeting and discuss the appointment of a Returning Officer. If you plan to hold your election on September 7th, we recommend that you appoint an RO in June to allow enough time to prepare the roll for display. NZSTA provides advice on these steps on our dedicated elections website."

The Board unanimously agreed to confirm the board election date as Wednesday 7th September 2022

Given we have not secured someone from the school to take on the role of Returning Officer, it was agreed that we confirm one of the external options.

- g. **Board Hours:** Please keep a record of your hours spent on Board work
- h. **BOT Morning Tea – Term 2:** We will hold fire on securing a date for this in case there is a chance we will move to Orange.
- i. **School Camp:** It went really well. It was worth every trial and tribulation. Teachers, Parents and students really enjoyed it. Lots of challenges and lots of firsts.

Alison moved to accept General Business. Accepted by Hayley Thow. Seconded by Mark Ralston. Passed unanimously.

4. Financial Report

- a. **Revised 2022 Budget** - the correct totals for 'other grants' is not included. **This was unanimously approved.**
- b. **February Financials** - Alison has requested an update to future financials to ensure reference is to the Board and not Board of Trustees.
 - o Alison queried a couple of items re: Linewise (99%), ICT Hardware (60% of budget spent YTD). Cameron confirmed these figures are correct and expected given high up front costs and/or due to them being annual subscriptions.
 - o Hayley noted that we have used our budget for relievers already also (understandably due to Covid impacts). Cameron confirmed that the school will be able to claim a lot of that back from the MoE. He is going to work with Anne on this when she is back in the office.

Alison moved to approve the February financials. Accepted by Hayley Thow. Seconded by Nicola Kayes. Passed unanimously.

5. Property - see Principals report

- a. **Canopy:** Footings are in. Next stages are likely to happen in approximately two months. From there it is likely to be 4-6 weeks.
- b. **Classrooms:** Consent not through yet.

There may be a pinch point when there is crossover between new classroom building (when we will lose use, of some of the field) and completion of Canopy (where we will lose use of the courts).

- c. **Blessing the site:** This will take place on Monday 11 April. Please RSVP.
- d. **Recent weather and flooding:** The school was unaffected, except for already known leaks. These are being addressed with the current work being undertaken.

Alison moved to approve the Property Report. Accepted by Hayley Thow. Seconded by Mark Ralston. Passed unanimously.

6. Health and Safety - see Principals report

Alison moved to approve the Health and Safety Report. Accepted by Hayley Thow. Seconded by Mark Ralston. Passed unanimously.

7. In Committee

In Committee at 8:23pm Alison Gilchrist moved that the public be excluded pursuant to the section 8 of the local Government Official information and meetings Act 1987. Alison moved that the board come out of committee at 8:38pm.

Meeting Closure: 8:38pm

These minutes are a true and correct record.

Signed *Alison Gilchrist* Date 23. 5. 2022

Next meeting - Monday 23 May at 7pm

All reports are taken as read, specific questions to be directed to the person responsible for the report before the meeting. If required, further discussion takes place at the meeting.