



**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 15 August 2022 7.00 pm

1. Administration Matters

- 1.1. Welcome** - Alison Gilchrist, Cameron Lockie, Hayley Thow, Laura Webster, Lynn Scott, Megan Caterall, Steve McCleery, Mark Ralston, Kat Porter
Minute taker: Nicola Kayes.

Also in attendance: Tim Harrod, Kirsten Southgate, Rob Pelsky, Nolan Jex, Ann Jose, David Powles

It was unanimously agreed to give speaking rights to all in attendance.

1.2. Apologies – Nil

1.3. Confirmation of minutes of 27 June 2022 meeting/Matters Arising

2. Principal Report

- **SLT Professional Development Day with Lyn Bird** - Held on 2 June, the day went very well and the team feel they got good learnings from it. Another date has been booked for 19 August. The focus was on building coaching capability and practice.
- **The Whole Staff PLD hui on Restorative Practices with Leanne Carlson** - Held across two days on 11 May and 12 June, these were interactive workshops and noted as especially good for those new to the school to hear how we do things at Silverdale School. Leanne also worked with the Learning Assistants (previously known as Teacher Aides). The name change has been received well by the team and the change will be communicated to the community in the newsletter this week. Leanne is also going to work with the Year 6's for a Student Leadership Day with some relationship work, dates yet to be set for this.
- **The Resilience Report** - the % increase was noted for "I feel safe at school" - with a move from 76% to 86% for the girls, and 68% to 78% for the boys. A great outcome. The next step from here is to decide on what activities are needed to further improve and drive up the results. The Leadership team will put together a presentation for the parent community with some key findings highlighted, such as late night digital device use and social media. Sufficient sleep is important and the data they have collected indicates that digital media use is impacting this.
- **Principal Appraiser Change** - a request was made to change the current Principal Appraiser from Julie Schumacher to Lyn Bird from Learning Architects. Cameron has more contact with Lyn regarding the curriculum and professional development and it would make good sense to bring her in as the assigned appraiser. The applicable dates will be from July 2022 to July 2023.
Alison moved to approve the change of Principal Appraiser. Accepted by Steven McCleery. Passed unanimously.
- **Property Update** - the new classroom build has started, there are fortnightly meetings now scheduled for Thursday mornings with the build team. The first meeting was held last Monday.

- **Policies** - no further discussion, all passed.

Alison moved to approve the Principal's Report. Accepted by Steven McCleery. Seconded by Megan Catterall. Passed unanimously.

3. General Business

a) Board Information Evening

- i. This was held on Monday 20 June, we had 4 people join the Zoom meeting. Faye's feedback was that it was pitched at the right level, good questions were asked but wondered if there may be a mis-perception in the community as to what the Board does, which resulted in less people joining the information evening. The meeting largely clarified more about the school and how governance works.
- ii. There are posters on the NZTA site, Alison will download these and put them up in the school grounds and perhaps have the information added to the newsletters.
- iii. Alison asked if we should get these translated, it is noted that the Te Reo versions are available on the site, she will look into getting this translated to Mandarin for our Chinese community.
- iv. Reminders will be added to the newsletter regarding the Board elections each week, with a link to relevant information. The leaflet is noted as having very good information for new Board members.
- v. Cameron is advising the community that in regard to the Privacy Act, we need confirmation we can disclose their information for the online elections. The community needs to advise if they want it done by mail only, by the 4 July. This is also now added to the new enrolment pack to ensure both students and parents are covered going forward, for future Board elections.

b) Key Strategic Discussion

- i. Lyn and Laura ran through a presentation overview of the Teacher Only Day session on the new curriculum framework and updates, run by Lyn Bird from Learning Architects. It was a fun and interactive day with good feedback received from staff who attended.
- ii. There were 7 learning intentions centred around understanding the Aotearoa New Zealand histories curriculum and how to bring this to life through a shared understanding at Silverdale School. To be able to clearly articulate it and define effective practice, unpacking the "Understand / Know / Do" model.
- iii. 9-10 student teachers also attended the day and their interactions were valuable for the overall group.
- iv. They had to do an elevator pitch in groups to sell Silverdale School to prospective parents and what makes the school great - in a creative way.
- v. Another challenge was to look at the school website and see what the curriculum enablers are, and design a graphic that shows at a glance what the enablers are at Silverdale School.
- vi. Key main points learnt (feedback from teachers):
 - a. Reflecting on curriculum enablers
 - b. What makes Silverdale, Silverdale
 - c. How to implement to Aotearoa NZ histories curriculum into the classroom
 - d. About the organisation of the Aotearoa New Zealand histories curriculum – understand / know / do
 - e. About the history of NZ
 - f. Connecting with other staff and learning about them.
- vii. Challenges Identified:
 - a. Learning and implementing the new curriculum will be a big challenge
 - b. Time constraints – finding the time to take on the new learning and implement histories into a busy day
 - c. Reflecting on underpinning pedagogies
 - d. Developing a shared understanding of what this looks and sounds like in practice
 - e. Streamlining and consolidating – weaving in
 - f. Teaching At NZ histories to junior students
- viii. A number of questions came out which the leadership team will review and answer, and Lyn will help them work on a plan on where to next.

c) NZSTA Conference

This is in Christchurch on 7 and 8 October. We will leave the decision on attendance to the new Board once elected.

d) School Docs - Board Policy

As noted in the Principals report, the Healthcare and Behaviour Policies were passed.

e) Police Check for Board Members

Police checks are expiring and need to be renewed, it was decided that new checks will be done when the new Board is elected.

f) Board Hours

A reminder please to keep a record of your hours spent on Board work

Allison moved to accept General Business. Accepted by Megan Catterall. Seconded by Steven McCleery. Passed unanimously.

4. Financial Report

May financials: Nil discussion

Allison moved to approve the May financials. Accepted by Steven McCleery. Seconded by Megan Catterall. Passed unanimously.

5. Property

Refer to Principals report

6. Health and Safety

Refer to Principals report

Alison moved to accept the June Minutes. Accepted by Steven McCleery. Seconded by Megan Catterall.

1.4. Correspondence - Inwards/Outwards: Nil discussion

Allison moved to accept the Inwards/Outwards correspondence. Accepted by Hayley Thow. Seconded by Mark Ralston.

1.5 Declaration of Conflict of Interests – Nil

2. Principal Report

- **Whole school data analysis:**
 - Improvement from term 1 to 2, but remains a concerning picture, especially for Year 2/3 who have had instability since commencing school during Covid.
 - This trend is commensurate with what is happening elsewhere.
 - Will continue to do termly assessment to look at how things are tracking
 - This trend partly reflects that at the start of the year the teaching staff primarily invested in building relationships, making sure children felt safe and good about being here.
- **Relievers:** It has been challenging to get relievers at the moment (potentially due to relievers being sick). We remain lucky to have a loyal set of relievers who like teaching at Silverdale.
- **Team leader Year 5:** Lynn is taking over the team leader role to the end of 2022.
- **Kahui Ako staffing:** Anna has stepped away. Those roles finish at the end of 2022 so a replacement won't be appointed at this time.
- **Start and Finish dates for 2023** (circulated by email from Cameron Lockie): Start of school year Tuesday 07 February, 2023 (day after Waitangi Day) to 20 December 2023.
The Board unanimously approved the proposed term dates for 2023.

Alison moved to approve the Principals report. Accepted by Steven McCleery. Seconded by Megan Catterall. Passed unanimously.

3. General Business

a. Policy review

- *Child Protection:* Nil comments
- *Sun Protection:* Mark suggested we change the policy to sun protection in terms of 'school hours' (to replace 10am to 4pm)
- *Harassment:* Hayley queried the extent to which we do communicate the whole school community in terms of what is acceptable in terms of respectable behaviour. Cameron confirmed we have a parent code of conduct for sports teams and we communicate widely about the school values and the resilience project. Staff also engage with the values within their teams and PLGs to ensure consistency with the values.

b. Board Elections:

- We have six nominations so it will go to a vote. MySchoolElection NZ is running the election and it will be a postal vote. Alison will send a newsletter out with details on how to participate in the election. Parents will be able to send their vote in by post and/or will be able to drop their ballot papers in a drop box at reception.
- Alison will prepare the agenda for the first meeting of the new board and will attend the next Board meeting to support the transition to a new Board. Nicola will attend to support as minute taker until a new Secretary is in place.
- NZSTA conference will take place in early October in Dunedin. Recommend the Board engage with this conference in 2023 given the timing of the conference this year.

- c. Protected Disclosures Act 2022 (kicked in from 01 July).** The introduction of the Protected Disclosures (Protection of Whistleblowers) Act 2022 on 1 July 2022 may require changes to school policies and procedures for handling reports of serious wrongdoing. Details included below.

What is the Protected Disclosures (Protection of Whistleblowers) Act 2022?

Replacing the Protected Disclosures Act 2000, the Protected Disclosures (Protection of Whistleblowers) Act 2022 continues the previous Act's purpose, which is to facilitate the disclosure and investigation of serious wrongdoing in or by an organisation (also known as whistleblowing) and to provide protection for people who disclose in accordance with the Act. A disclosure of information is a protected disclosure if the discloser believes on reasonable grounds that there is or has been serious wrongdoing in or by the discloser's organisation and discloses information about that in accordance with this Act and does not disclose it in bad faith.

What's changed from the old Act to the new?

The new Act, which comes into force from 1 July 2022:

- extends the definition of 'serious wrongdoing' to cover private sector use of public funds and authority and expressly includes behaviour that is a serious risk to the health and safety of any individual – this could apply in situations of bullying and harassment
- enables people to report serious wrongdoing directly to an appropriate authority at any time while clarifying the ability of the appropriate authority to decline or refer the disclosure
- strengthens protections for disclosers by specifying what a receiver of a disclosure should do
- clarifies the potential forms of adverse conduct disclosers may face
- clarifies internal procedures for public sector organisations (including school boards) and requires them to state how they will provide support to disclosers.

What do boards need to be aware of?

With increased protection for people reporting serious wrongdoing, school leaders should be prepared for more disclosures. It may be a good time for your board to review your concerns and complaints policy to ensure it's aligned with the new legislation. The Act requires that an organisation has appropriate internal procedures that must be clear how a protected disclosure will be dealt with – in particular who will be the receiver of the disclosure, the process the discloser must follow and how the organisation will meet the duty of confidentiality. The board should also be aware that the Act covers concerns disclosed by employees (current, former and volunteers) and board members. It does not cover concerns raised by parents or other

members of school communities. Things like dissatisfaction with the leadership of an organisation or more minor misconduct matters may not amount to serious wrongdoing and therefore may not be covered by the Act. The Act also does not cover employment issues that are more properly covered by the Employment Relations Act 2000. It is important to note that whistleblowers (or complainants) may choose to take their concern to an appropriate authority rather than raising them directly with the school or board. There is no longer a requirement to raise their concern with the school first. If the receiver of the disclosure is an authority (such as the Ministry of Education or ERO) rather than the board, the board will then be contacted by that authority regarding the disclosure and the procedure to be followed. Boards reviewing their concerns and complaints policy and procedures may want to ask themselves these questions:

- How do we create a culture of speaking up so that our staff are safe and well in our school?
- How can we ensure that our staff feel safe and comfortable to raise concerns early and we deal with them at a low level?

Remember, your board must then ensure any updates to your school's policies and procedures are published widely.

d. NZSTA Professional Development: Below is a link to all the online Governance information from NZSTA:

<https://nzsta-prod.secure.force.com/helpforboards>

e. Resilience Project: Nicola and Alison were going to be attending an event with Hugh speaking on the Resilience project. However, that event was cancelled due to Covid on more than one occasion. It is now being held on Friday 4 November 2022 at 7.00pm – 9.00pm at the Bruce mason Centre. However, we will have a new Board. So, at the next Board meeting in September the new Board will choose two people to attend.

f. Dates to remember:

- Board Morning tea for Term 3 - morning tea is still staggered. So, we will do coffee again for Term 3.
- Beats to Bingo - Saturday 27 August.

Alison moved to accept General Business. Accepted by Megan Catterall. Seconded by Steven McCleery. Passed unanimously.

4. Financial Report

- a. **June and July Financials:** Alison queried July report, Page 15, Room 5, 153% - Cameron confirmed this was incorrectly coded.

Alison moved to approve the June and July financials. Accepted by Hayley Thow. Seconded by Megan Catterall. Passed unanimously.

5. Property - approved as part of Principals report

- Canopy: due to be completed Friday 09 September and then Tiger Turf due to come in on Monday 12 September (3-4 weeks to complete turf works).
- Playspace: due to be completed and so should be able to start using that by the end of this week.
- Footings for basketball hoops due to go in a couple weeks.

6. Health and Safety - approved as part of Principals report

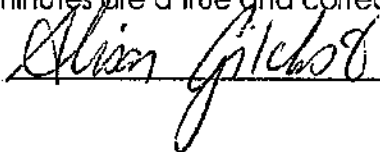
7. In Committee

In Committee at 8:43pm 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 9.12pm.

Meeting Closure: 9.13pm

These minutes are a true and correct record.

Signed



Date

19.9.2022

Next meeting - Monday 19 September 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.