



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 23rd May 2022 7.00 pm

1. Administration Matters

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

Guests in attendance were given full speaking rights: Faye McIlroy, David Powles

1.2. Apologies – Mark Ralston, Kat Porter

1.3. Confirmation of minutes of 04 April 2022 meeting/Matters Arising

1. 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 Ralston. 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.
- c. 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.
- d. 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

- a. 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.

Alison moved to accept the April Minutes. Accepted by Hayley Thow. Seconded by Nicola Kayes.

1.4. Correspondence - Inwards/Outwards: Nil discussion

Alison moved to accept the Inwards/Outwards correspondence. Accepted by Steven McCleery. Seconded by Hayley Thow.

1.5 Declaration of Conflict of Interests – Nil

2. Principal Report

- **Charter 2022:** This will become a three year charter (rather than doing an annual charter). The annual goals will change each year. An abbreviated version can go online (to maintain confidentiality) for access by the community. **The Board unanimously approved Charter 2022.**
- **Update on how everyone is settling into school after so much disruption:** The kids seem to have settled back into the school well. The teachers have done a lot of work to help settle kids back into the classroom. Achievement data is slim (as expected) but this will build back up. Some staff really 'feel' this and are eager to progress learning. The leadership team has been reminding them that this is being experienced by all schools at the current time. The focus for now is on building connections. This is where having children with the same teacher for two years has had its benefits. Some staff have struggled

with long Covid or long periods of isolation. Laura and Lynn are a good support for staff and all know they have a safe space to go.

- **Analysis of variance:** We know the data reflects the disruption we have experienced through Covid and the inconsistency that has arisen through home learning. Our hunch (hope) is that those levels will increase at the end of this term. Teachers are quite cautious in their assessments given they have not had them at school long enough to feel they are able to make an honest assessment. The school provides a range of home learning options. There are better options available for maths than for literacy. There is no replacement for reading, time with the teacher and opportunities for peer learning.
- **Attendance:** Overall, attendance has been good. All kids are now back in school. However, cases do seem to be on the rise in the community and so the school has been mitigating the likelihood of spread by holding off on team assemblies and similar events. Technically, children who have been away for 20 days should be removed from the school roll and reported to truancy services. However, Cameron has been more flexible on this given the Covid context and given that some families remain concerned about community transmission.

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

3. General Business

- SchoolDocs:** Cameron will send out the following policies as a google doc and we will then confirm the changes at our next meeting in June:
 - Healthcare
 - Behaviour Management
- NZSTA - Board Elections:** These will take place on 07 September. We have booked with My School Election to run this process for staff and parents. Anne Reid is down as the primary office contact. Alison has drafted an information sheet which we reviewed. **Nicola to refine and circulate for final approval.**

Faye and David recommended preparing a set of FAQ to pre-empt some of the questions people may have. They also suggest making clear that all are welcome at the meeting and that the zoom link is to attend the meeting itself. Faye also asked that if people are attending the meeting, that there is a mechanism for them to view the reports that are being discussed. There was some discussion re: a zoom information evening around what a board does and for people to engage with existing Board members. Agreed that this could take place on Monday 20 June at 7pm

Faye asked about Alison's intentions re: stepping down from the Board and how the gap will be filled. Alison will attend the first meeting and support the new board in that process. Alison has historically spent time with each new incoming board member to onboard them and will do so with the new Board. NZSTA are also a really important resource for board members.
- NZSTA – AGM:** This did not go ahead as they did not reach a quorum for the AGM with only 40 registrations from 47 schools. This will now progress in October.
- Kahui Ako:** The within-school meeting took place last week. However, lots of people were sick or isolating. Rotating meetings at each school have recommenced.
- Board Hours:** Please keep a record of your hours spent on Board work.
- BOT Morning tea:** Agreed that instead of doing a morning tea that we would do another coffee run for all staff at the school.

- g. **Key Strategic Discussion for our next meeting:** Curriculum framework and update on teaching only day

Alison moved to accept General Business. Accepted by Hayley Thow. Seconded by Steven McCleery. Passed unanimously.

4. Financial Report

- a. **March and April Financials:** Nil discussion

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

5. Property - see Principals report

- a. New phone system - Michael Delgrosso from new era attended to respond to questions from the Board.
- i. Platform is called 3CX. The quote allows for one handset per Awhina space.
 - ii. Teachers will be able to use their own mobile phone (using the 3CX application on their phone). This will display the school number rather than a personal or unknown number. This won't cost the staff anything as they would be using school internet and not 4G network. Further, they will be able to use the handsets in the Awhina space and wouldn't be compelled to use their personal handset.
 - iii. Quote is for a three year package, with \$165/month recurring costs
 - iv. International toll bar can be configured.
 - v. When new classrooms are built, it will be easy to add to the existing system as it essentially just involves including additional handsets.
 - vi. Lead time for installation - the only thing that would hold us back will be the hardware so Michael can get an ETA on that. It is likely that they will be able to install it during the school holidays (given there will be a short outage).
 - vii. Staff have expressed frustration with the existing system which is quite old and Cameron thinks this system would be fit for purpose to update this and meet the needs of the school.
 - viii. The Board will discuss this item further in committee.
- b. New classrooms - still waiting patiently on the contract to be signed.
c. Scaffolding should be coming down soon

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

6. Health and Safety - see Principals report

7. In Committee

In Committee at 8:40pm 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 9.0pm.

Meeting Closure: 9.06pm

These minutes are a true and correct record.

Signed  Date 27.6.2022

Next meeting - Monday 27 June 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.