



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 27 June 2022 7.00 pm

1. Administration Matters

- 1.1. **Welcome** - Alison Gilchrist, Cameron Lockie, Hayley Thow, Laura Webster, Lynn Scott, Megan Catterall, Steven McCleery, Mark Ralston
Minute taker: Hayley Thow

Our guest in attendance was given full speaking rights: Faye McIlroy

- 1.2. **Apologies** – Nicola Kayes, Kat Porter

- 1.3. **Confirmation of minutes of 23 May 2022 meeting/Matters Arising**

1. 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.

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

2. General Business

- a. 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:
 - o Healthcare
 - o Behaviour Management
- b. 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.
- c. 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.
- d. 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.
- e. Board Hours:** Please keep a record of your hours spent on Board work.
- f. 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.

3. 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.

4. 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.

5. Health and Safety - see Principals report

Alison moved to accept the May Minutes. Accepted by Steven McCleery. Seconded by Hayley Thow.

1.4. Correspondence - Inwards/Outwards: Nil discussion

Alison moved to accept the Inwards/Outwards correspondence. Accepted by Steven McCleery. Seconded by Mark Ralston.

1.5 Declaration of Conflict of Interests – Nil

2. Principal's 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

- **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.

- **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):
 - Reflecting on curriculum enablers
 - What makes Silverdale, Silverdale
 - How to implement to Aotearoa NZ histories curriculum into the classroom
 - About the organisation of the Aotearoa New Zealand histories curriculum – understand / know / do
 - About the history of NZ
 - Connecting with other staff and learning about them.
- vii) Challenges Identified:
 - Learning and implementing the new curriculum will be a big challenge
 - Time constraints – finding the time to take on the new learning and implement histories into a busy day
 - Reflecting on underpinning pedagogies
 - Developing a shared understanding of what this looks and sounds like in practice
 - Streamlining and consolidating – weaving in

- 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.
- **NZSTA Conference**
 - i) This is in Christchurch on 7 and 8 October, we will leave the decision on attendance to the new Board once elected.
- **School Docs - Board Policy**
 - i) As noted in the Principals report, the Healthcare and Behaviour Policies were passed.
- **Police Check for Board Members**
 - i) Police checks are expiring and need to be renewed, it was decided that new checks will be done when the new Board is elected.
- **Board Hours**
 - i) A reminder please to keep a record of your hours spent on Board work.

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

4. Financial Report

- **May Financials:** Nil discussion

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

5. Property Report

- Refer to the Principal's Report.

6. Health and Safety

- Refer to the Principal's Report.

7. In Committee

In Committee at 8:28pm 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 0pm. **Meeting Closure: 8.40pm**

These minutes are a true and correct record.

Signed  Date 15.8.2022

Next meeting - **Monday 15 August 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.