



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 19th September 2022 at 7.00pm

Karakia – Whakataka (lead by Kat)

1. Administration Matters

1.1 Welcome – Timothy Harrod, Faye McIlroy, David Powles, Nolan Jex, Ann Jose, Donna Kitching, Cameron Lockie, Lynn Scott, Laura Webster, Alison Gilchrist, Nicola Kayes

1.2 Apologies – Kat Porter

1.3 Confirmation of minutes of 15th August 2022 meeting /Matters Arising

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.
- 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

- a. 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).
- b. Playspace: due to be completed and so should be able to start using that by the end of this week.
- c. Footings for basketball hoops due to go in a couple weeks.

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

Alison Gilchrist moved to accept the August Minutes. Accepted by David Powles. Seconded by Nolan Jex.

1.4 Correspondence - Inwards/Outwards

Alison Gilchrist moved to accept the Inwards/Outwards correspondence. Accepted by Timothy Harrod. Seconded by David Powles.

1.5 Declaration of Conflict of Interests – Nil

2. Principal Report as attached

- a. **Classroom pressure** – We will lose 150+ year 6s at the end of 2022. From there our roll will plateau. So, we will have less pressure on classroom space from 2023.
- b. **Health and safety** – Nolan queried health and safety processes i.e. do we get an independent party in to undertake a check? Cameron confirmed that:
 - Someone comes and checks the playground each year
 - Cameron and Andy go on walkabouts regularly to identify risks
 - There is an option for a Board member to have a role in contributing to monitoring
- c. **Kahui Ako Meeting/Hui** – There is an interview taking place at 4pm, Tuesday 20 September (via zoom) to consider the reappointment of Lead principals for the Kahui Ako. We need a Board Representative to be on the interview panel. Faye will do this as the new presiding member.

Alison Gilchrist moved to approve the Principals report. Accepted by Faye McIlroy. Seconded by Ann Jose. Passed unanimously.

3. General Business

- a. The following people were nominated for Board roles and there was unanimous agreement to appoint them to these positions for 2022:
 - Presiding Member** – Faye McIlroy (nominated by David, seconded by Ann)
 - Deputy Presiding Member** – Ann Jose (nominated by David, seconded by Faye)
 - Finance** – David Powles
 - Personnel** – Presiding Member
 - Communication, Minutes Secretary** – Donna Kitching
 - Property, Health, and Safety** – Timothy Harrod and Nolan Jex
 - Staff Representative** – Donna Kitching
 - Principal** – Cameron Lockie
 - PTA Representative** – TBC
 - Privacy Officer** – Principal
 - Bank Signatories** – Principal, Presiding Member, Executive Officer and Finance person
 - Personal and Complaints Committee** – Principal, (Presiding Member and another)
 - Appointments Committee** – Principal and (Presiding Member)
 - Budget Review** – Principal, Presiding Member
- b. **Future Board meetings** – Agreed to hold meetings on Mondays
- c. **Opportunity for Board to meet staff** – Could put on a staff morning tea (though would still need to navigate staggered break times). Alternatively, an after-school hui (at 3.30pm) on a Wednesday would also be an option. Agreed that Wednesday after school would work best. Cameron will confirm a date for this.

- d. **Silverdale School Board Code of Conduct** – see link in Cameron's induction slideshow. Please sign and add to Board folder.
- e. **Board Scholarship** – Used to support learning and professional development for staff. Conditions include that the money is paid back if staff fail papers, and staff are required to share their learning back into the school. We need to set the amount for 2023. Current amount is \$10,000. We have not exceeded this amount in recent years. **It was unanimously agreed to keep the scholarship fund at \$10,000 for 2023.**
- f. **School Donations 2023** – Donations are \$200 per student per year. It can be split across the four terms. Each term there is a draw to get the money back. Nolan noted that Spark has in the past matched donations dollar to dollar. Could be worth exploring if this scheme is still live. **It was unanimously agreed to keep the school donation at \$200 for 2023.**
- g. **Dates to remember**
 - i. Country Show Day, Saturday 29th October – often have Board members on the gate to monitor and prevent dogs from coming onto school grounds.

4. Finance Report

- a. August Financials
 - i. Alison confirmed that the expenditure is somewhat typical for this time of year.
 - ii. Budgets close at the end of term 3 so classroom budgets, etc. will start to close off. As such you might see a jump in the next set of financials.
 - iii. Check for variance in budget and % expenditure e.g. if 150% of budget has been used and we are only half way through the year then this could be flagged.
 - iv. Any expenditure over \$10,000 requires three quotes before making final decisions (if three quotes are available)
 - v. Someone has been allocated to work on our 10YPP (ten-year property plan)

Faye McIlroy moved to approve the August financials. Accepted by David Powles. Seconded by Timothy Harrod. Passed unanimously.

5. **Health and Safety** – see Principals Report.

6. **Property report** – see Principals Report.

7. Board Induction

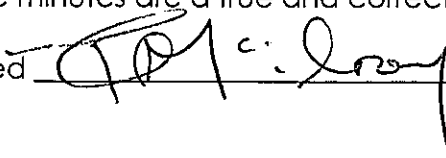
- a. Please click on the link below (NZS TA website) if you haven't completed your information: <https://www.schoolboardelections.org.nz/board-resources/election-forms-and-appendices/appendix-2/>
- b. Check out the NZSTA Website: <https://www.nzstaresourcecentre.org.nz/helpforboard>
- c. Accessing policies via SchoolDocs dashboard: School number is 1482. Cameron to confirm password.
- d. Cameron has circulated induction slides by email to all Board members

8. In Committee Report

In Committee at 8.53pm. David moved that the public be excluded pursuant to the section 8 of the local Government Official information and meetings Act 1987. Tim moved that the board come out of committee at 9.27pm

Meeting Closure: 9.27pm

These minutes are a true and correct record.

Signed  Date 16.11.22

Next meeting: Monday 14th November 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.