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| <b>Vision</b>            | Learn to Journey - Journey to Learn<br>Ako ki te Haere - Haere ki te Ako   |
| <b>Mission Statement</b> | Actively prepare each child to take responsibility for their own life-long learning, values and behaviour, in partnership with the home and community. |
| <b>Values</b>            | Kindness/Atawhai<br>Excellence/Hiranga<br>Respect/Whakaute<br>Integrity/Ngākau pono  |

## Silverdale School Board/Poari MINUTES

Monday 14<sup>th</sup> November 2022 from 7.00pm in the school staffroom.

**KARAKIA** - Whakataka (led by Faye)

### ADMINISTRATION MATTERS (FAYE)

#### 1.1 **Welcome** – Cerys, Mark and William

Attendance Register signed

Introduced ourselves around the circle as to who we are and our positions within the board and school

#### 1.2 **Apologies:** Nil

#### 1.3 **Confirmation of Minutes of 20<sup>th</sup> September 2022 Meeting** - [attached](#)

*Faye moved to accept the confirmation of past minutes. Accepted by David. Seconded by Tim.*

#### 1.4 **Matters Arising:**

**1.4.1 Concern around the impact on learning** caused by lockdown and students being slow to reach the relevant stages of development (National matter). Percentages of Year Level Achievement (from Progressions) to be shared to reveal the scope of the issue for our school.

**1.4.2 Board PTA Rep** - Member to be confirmed and agree to meet PTA at earliest convenience

- Faye nominates Ann to be PTA rep. Nolan seconded. Faye will organise meet up with Davina.
- Dinner to be organised with PTA team, Faye and Ann will attend. Ann asked for draft of job description. Cameron to put something together.

- Nolan asked about function after CSD. Cameron will make sure the board is welcomed to come along next year.

## 2. KEY STRATEGIC DISCUSSION (FAYE)

### 2.1 Professional growth cycle - (no longer appraisals) overview to be provided by Kat/Laura/Lynn (Classroom observations, PLGs etc.)

Replaces the appraisal system. Teaching council decided the workload was too much as teachers had to upload evidence against the GTS. Instead of teachers having their own PGC, there is a universal one here for Silverdale School developed in 2021 that we follow and should be updated as quite a lot can be added as our school grows and develops.

*Element A* - What are we doing as a whole school to support our learners

*Element B* - Understanding / Teacher as inquiry - research by teachers through a PLG - professional learning, understand relationship between practice and learners.

*Element C* - Give and receive feedback - through observations. TL will give observations twice a term of their team. Formally documented. TL are observed by SLT.

*Element D* - Summary report - one page that TL fills out to check that they have made the standard for the year. Support provided for staff who do not meet the standard that year.

- This is a high trust model. Beginning Teachers are observed twice a term and weekly meetings with their mentor teacher and fully supported.

- Observations last year were tricky due to covid but Senior Leadership Team are constantly in the classroom and get to see how the class is operating.

- Appraisals will return but Cameron will now look at doing this for 2023 as it does take an entire term to complete.

### 2.2 Maoritanga - Mark Ralston, William Albertsma and Cerys Holleran (Māori Team Leaders) to deliver a verbal, interactive session to help us develop our knowledge and understanding, specifically around pepeha, karakia and whakatauki, at our next Meeting.

- Mark began discussion talking about our school karakia. Shared on drive to new board members. Whakatauki shown including sign for each line. Glen Savage brought it into our school. Showing school pepeha, William discussed each of the points on the pepeha. Special to our school because our school was on the weiti, marae took the old buildings from the original school. Pepeha is telling people about your past, where you are



from. MAORI PAORI slides (also in 14 November board folder)

- Please start small and work your way up to adding more. Mark, Cerys and William are more than happy to help you build yours if you would like assistance to build your pepeha to personalise to you.

- **Faye has asked us to present our pepeha at our next meeting.**

Please email any of the te reo team for assistance.

[markralston@silverdaleprimary.school.nz](mailto:markralston@silverdaleprimary.school.nz),

[williamalberstma@silverdaleprimary.school.nz](mailto:williamalberstma@silverdaleprimary.school.nz),

[cerysholleran@silverdaleprimary.school.nz](mailto:cerysholleran@silverdaleprimary.school.nz)

Thank you Mark, Cerys and William for attending our board meeting and sharing your knowledge.

### 3. **CORRESPONDENCE - INWARDS/OUTWARDS (FAYE)**

#### 3.1 **Cameron's re-appointment as Co-Lead Principal - Kāhui Ako ki Orewa**

Officially, Cameron is again the dual leader for Kahui Ako. Congratulations Cameron.

#### 3.2 **Mark Ralston and Jackie Boyd's Selection as Teachers of Across community**

- between school schools - Kāhui Ako ki Orewa

Congratulations Mark and Jackie. Received letter from Cameron.

#### 3.3 **Out of Zone Enrolment - Jaiden and Riley Farnhill**

Children accepted to be at Silverdale School as Out of Zone pupils

#### 3.4 **Logistics Reports from Southbase**

Cameron will take the reports as read, any questions, please email Cameron.

#### 3.5 **New Pay Equity Rates as of Tuesday 17 October** - backdated from 20

August 2021 to 30 September 2022. The new pay equity rates see school administration support staff receive average pay increases of approximately 4% to 30% For noting only

#### 3.6 **Ed Gazette** - Monthly Editions

Can be read online

*Faye moved to accept the Inwards/Outwards correspondence. Accepted by Tim.  
Seconded by David. Passed unanimously*

### 4. **PRINCIPAL'S REPORT (INCLUDING HEALTH & SAFETY and PROPERTY) – attached (CAMERON)**

- PD budget of \$60,000 for staff to develop themselves professionally
- Senior leadership team to meet shortly for 2 days to plan for the following year
- Great to get the children out on school trips
- Southbase also participated in the Shake Out as well. Tsunami can't physically be practiced as 1000 staff heading up Bankside wouldn't be ideal. Move up Bankside to a large green pasture in case of a Tsunami.



Lynn confirmed 8 minutes to get classes evacuated and checked in on the field. Lockdown or fire practices are once per term.

- Davina and Jackie possibly will move on and we'll welcome new members. need to find a staff representative for 2023.
- Sausage sizzle was well received.
- **Whole school data analysis.** We knew it wouldn't look great at the start of the year considering where we have come from with covid and lockdowns etc. David is concerned about the maori/pasifika community of learners that they are quite low in their progress. Reading and math gaps, stayed the same. 2019, the groups were certainly higher in their learning progress but as Lynn mentioned, we had pohiri's, kapa haka, te reo concerts etc to help drive these community of learners. Maori and Pasifika kids struggled during lockdown learning over 2020/2021 and this could pose a reason as to why they are low learners. Faye questioned if it had not been possible to arrange an excursion (as part of NAG 5) specifically for this cohort of children to help build their mana. Cameron said end of year concert for our Maori and Pasifika children will go ahead. Tu Maia festival was cancelled again this year. Hopefully 2023 will bring this back.
- Pasifika cultural group in term 1 of 2022 was open to all but due to lack of participation due to families staying at home, it was closed but this is planned to be back in 2023.
- Tim asked about 'other cultures' - language exposure. Cameron confirmed that there are 3 outside organizations that come in after school to offer extra tutorials in their culture. Tim asked about language lessons for every child, Cameron said we dropped mandarin lessons for seniors which were taught in class to all students weekly in previous years. Once at Orewa College the Silverdale students had already learnt basics of mandarin and so had to repeat and found this to be boring and would play up. Decision was to drop mandarin lessons here at Silverdale.
- **In the 2022 board folder, Cameron has allowed comments to be added to data analysis and we can discuss at next hui.**
- Faye asked if it would be beneficial to get a breakdown of the attendance of children (percentages by reason for absence) and the degree to which non attendance would affect children's learning. Kat provided an explanation of how persistent absence was managed, and assured the board that the families where this was an issue were well known and engaged with regularly. Kat also stated that ongoing absence was often a symptom of a bigger issue within a family so they first tried to understand what that was before offering any appropriate support. The board were satisfied the matter was being well handled and agreed no further data was needed. Cameron advised parents need to apply for student to be on long leave and although there was a trend of it currently, it was because trips to families overseas had been prevented because of covid. It was felt these trips are vital to support a child's sense of belonging.

*Faye moved to approve the Principals report. Accepted by Ann. Seconded by David. Passed unanimously.*

## **5. FINANCIAL REPORT - to be attached (CAMERON)**

- Canopy budget is complete, no further invoices.
- PD is underspent -Tim has asked, if you don't spend it, you lose it?



- Cameron has said no, the budget will still stay. Staff can be reluctant to sign up for PD and with covid lag etc. Tim wants to know if this will adjust due to covid lag but Cameron will keep it the same. Ann asked if staff aware that PD budget is there for them to use. Lynn mentioned staff are also aware that relievers are scarce and so hesitant to sign up as that could mean someone misses their CRT.
- IT consumables, Tim concerned we were underspent and wondered if would meet budget or if the budget was too high. Cameron confirmed this will stay the same as many items are billed annually are yet to be paid the FY.
- Expenditure tracking at 88% - is this about right for this time of the year. Cameron advised all budgets are now closed but most of the expenditures for this year are completed. Forecast is to be on budget this year.

*Faye moved to approve the financial report. Accepted by Tim. Seconded by Nolan. Passed unanimously.*

## **6. POLICY REVIEW (FAYE) - Following to be reviewed by Week 9**

### **6.1 Term 4 - Safety On and Off the School Grounds:**

#### **6.1.1 Health, Safety, and Welfare Policy**

#### **6.1.2 Alcohol/Drugs and Other Harmful Substances**

**Please read over and bring in any questions, concerns etc at the next meeting.**

## **7. GENERAL BUSINESS (FAYE)**

### **7.1 NZSTA PD - The Board (Cameron, Faye, David, Tim, Donna and Anne)**

attended the new Board Member PD by NZSTA on 20th October at Orewa (Nolan to attend webinar in next couple of weeks)

### **7.2 School Website to be updated with Minutes and Agenda under the Information Section and Presiding Member under Our People**

Minutes will be shared with Anne and will be shared on our website. Cameron said public are welcome to attend any board meeting and will be given the right to speak.

### **7.4 Dates to remember:**

#### **7.4.1 Board/Staff Morning Tea: TBC**

Thank you Faye for coming in to meet our staff in October. **Next Board/Staff Morning Tea will be Monday 28 November. From 10.20am**, with teams Pukeko and Kiwi then 10.55am with teams Tui and Te Ohanga. Cameron can show you around school between the break times. Everyone to contribute to morning tea. School on savoury / board on sweet. Thank you.

#### **7.4.2 Next Board Meeting: 12th December 7pm**

#### **7.4.3 2023 School Year: 7th February - 20th December 2023**

- 7.5 Re-establishing the Library space** - Request for the Board to assist & Date TBC  
Help with library will not be until 2023
- 7.6 Country Show Day** - Comments/Feedback  
No figures as yet. Thank you to Tim for being on the road all day. Thank you to all board members for your participation on the day.
- 7.6 Year 6 - Leavers' Celebration** - Board Rep to arrange with PTA  
End of year leavers assembly is organised by the teachers in Year 6. Faye to organise card for messages to students to be glued inside, and pens. Cameron advised that team Tui usually ask [the PTA?] for a \$500 contribution to the leavers party.

*Faye moved to accept the General Business. Accepted by Nolan. Seconded by David. Passed unanimously.*

## **8. BOARD SCHOLARSHIP**

### **8.1 Letter to Staff** - DRAFT for approval

*Faye moved to approve the \$60k scholarship again in 2023. Accepted by Tim.*

*Seconded by David. Faye would send All staff the letter*

### **8.2 2022 Update(s)** - Emma

Emma was the only staff to apply for a scholarship. Cameron advised she has attended her course but is now having surgery so will update staff with her findings when she is well.

## **9. SCHOOL DONATIONS 2023** - updates (CAMERON)

Please refer to financials

- 10. 2023-25 SCHOOL CHARTER** - DRAFT to be discussed (Cameron)  
Currently working on the draft. January, the draft will be ready for the board to confirm
- 11. 2023 ANNUAL PLAN** - DRAFT to be discussed (Cameron)  
Currently working on the annual plan. Faye asked if we will see this before our next meeting. Cameron advised the board will view the annual plan in early 2023.
- 12. 2023 BUDGET** - DRAFT to be discussed (Cameron)  
Budget will be ready for the next meeting.
- 13. 2023 BOARD OVERVIEW** - DRAFT to be discussed (Faye)  
Board overview shows the strategic direction of the board. The overview is a guide for what is happening every month. More like a planning doc for each meeting.

## **BOARD TO GO IN-COMMITTEE**


*In Committee at 9.04pm. David moved that the public be excluded pursuant to the section 8 of the local Government Official information and meetings Act 1987. Faye moved that the board come out of committee at 9.26pm.*



Meeting Closure: 9.26pm

These minutes are a true and correct record.

Name Faye Mailroy

Signed 

Date 8.12.2022

**Next meeting: Monday 12 December at 7pm in the Silverdale School staffroom.**

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.