



"To be the best we can be"

Minutes of Whangaparaoa Primary BOARD OF TRUSTEES MEETING 16th October 2019 In Staff Room

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting started at 7.30pm

Present: Rhys Finn (chair), Helen Brown, Kevin Cronin, Jenny Lisefski, Maiana McCurdy, Warren Rogers, Claire Scott, Andrew Ung

Apologies: None

In attendance: Theunie Wiid (minute taker), Jo Kember, Claire Hart, Emma Corbett, Baylee Alldridge, Libby Staden-Lee

1. Welcome and Introductions.

Rhys opened the meeting and welcomed attendees.

2. Mid-year reports

2.1 Claire Hart – learner agency and leadership

Claire provided an update on learner agency in team M&M and year 6 leadership.

With her experience in getting ILE up and running, Claire has introduced workshops in reading, writing and math. The workshops are designed to be of varying degrees of difficulty and the content is matched to students' level of competence and activities are designed to systematically increase in complexity. In team M&M they are currently running nine workshops per day on a rotating basis. In addition to using Hapara (an online pin board) with activities for the week, they are also using a class site in LINCED (for feedback). The program has only been running for a year so it is still being refined, but significant progress has already been made. The program aims to give students a choice of learning activities within a framework which in turn gives them a degree of ownership over their learning and encourages both engagement and confidence.

Claire has also been working on a plan around leadership to consolidate the pockets of leadership that already existed, particularly within the year 6 cohort. Once the plan is fully embedded for year 6 leaders, it will be rolled out to year 5. The main leadership roles are road patrol, kapa haka, media and reporting groups, Orca agents, Y6 ambassadors, buddy reading and leaders within the sports teams.

(Claire leaves 7.47pm)

2.2 Emma Corbett - Math

Emma updated the BOT on the approach and results achieved for math. The objective is to encourage every child to love math but often family programming makes this a challenge. Breaking down these barriers is part of the process of getting students to enjoy math and learn it with confidence. Reviewing the LINCED data it is apparent that year 2 is when patterns start to emerge for those who either struggle or perform really well. Once identified, the students who struggle are given extra support through teachers or

learning assistants. Since introducing targeted support there has been a marked improvement in the results. This support is provided through COSMDBRICS and ALIM (accelerated learning in math). In addition to these tools there is also maths week, Mathex, the use of sites like e-ako and studyladder, balanced maths (for collaborative problem solving), small targeted workshops, learning through play and games and Quest.

Emma acknowledged that the learning assistants have been instrumental in the success of the targeted support as it is based on repetition of concepts.

The next steps are to continue to embed the program, increasing problem solving activities, improving mindset and growing teachers' knowledge on LINCED to ensure consistency in recording data.

(Emma leaves 8.21pm)

2.3 Libby Staden-Lee - Reading

Libby updated the BOT on her approach to teaching reading. The goal is to make reading enjoyable to students and to motivate them to be the best they can be through developing good reading skills and habits. Reading is considered a more visible skill as students are more aware of their proficiency while they are doing it. The current focus is on years 2 to 6. Students identified as having reading difficulties are supported by resource teachers. There are limited spaces available, but learning assistants also receive targeted training to support reading activities.

Various tools and programs are used to develop and support reading such as book club, budding reading, ESOL and literacy groups, PJ day, rainbow reading, one-to-one literacy support, book week, library sessions and the Epic reading program (online).

Next steps are to continue CPD for learning assistants and staff with a focus on guided reading, expanding the available book collection and providing support to parents wanting to work on reading with their kids at home.

2.4 Bayley Alldridge – Writing

Bayley provided an update on writing. Her objectives are to support and raise teachers skills in writing, raise the ability and interest of learners at all levels and to promote consistency in teaching and assessing writing skills. These objectives are supported by making available a variety of activities, environments and teaching approaches to encourage teachers and students. E-asTTle is being trialed for standardized testing but Bayley is also working with teachers on using other writing programs.

Writing goals are very broad in LINCED so it generally takes longer for these to be consolidated and marked off. The goals and assessment criteria are also more subjective than other areas so achieving consistency is challenging. Students are provided with targeted support where required and the benefits of providing this support has been reflected in higher overall scores since the start of this year. Adventure writing is one of these targeted writing initiatives.

Next steps are to continue building on teachers' knowledge of both writing and LINCED. This will not only aid consistency, but support them to build confidence, interest and engagement in terms of writing.

(Bailey, Libby and Jo leaves at 8.50pm)

3. Administration

3.1 Confirmation of Minutes

Minutes of the meeting held on the 27th of August 2019 confirmed.

Moved: Rhys

Seconded: Helen

3.2 Action Items from prior meetings resolved

- (1) The procedure for communicable diseases have been completed [3.6.19]
- (2) A schedule of routine inspections and maintenance now in place [4.6.19]
- (3) Proposal for outdoor screen has been completed [8.6.19]

4. Policy review

The Health, safety and welfare and Performance management policies are confirmed as having been reviewed by all and agreed as accepted without changes.

The following correspondence has been received, discussed and will be replied to:

- An email about the dog policy and related signage. Claire will reply to this email on behalf of the BOT [1.7.19]
- A letter about the use of devices. Rhys will reply on behalf of the BOT [2.7.19]
- A letter from Kingsway has been noted, but no further action is required.

5. H&S Update

The H&S update is deferred to the next meeting.

6. Maori & Pasifika

Good feedback has been received regarding Tuakana and Maori language week. The next event is Friday Fiafia Evening on the 18th of October. Kapa haka is also going well and there is a lot of excitement about the upcoming juniors festival.

Maiana gave an overview of a conference she recently attended on the challenges of pacific people in Auckland.

7. Property report

Rhys provided a brief update on property matters. The tender document for the community hall project has been completed and responses are expected in the next week. The hall subcommittee is currently working on putting together a business case document which will be used to support applications for funding.

Rhys reminded the BOT that there are other property projects which require ongoing focus and attention. He has compiled a schedule of these projects to work through with Alex.

A detailed property report will be presented at the next meeting.

8. Finance report

Warren has circulated the August accounts. Compared to budget there is some pressure on costs currently but these are offset by unbudgeted income. The accountants have raised no concerns in their reports.

Kevin to circulate a communication from the accountants regarding school donations. The document clarifies the definitions and criteria surrounding donations. All to read the document and be ready to discuss at the next meeting [3.7.19]

9. Principal's report

The principal's complete report had been circulated and the following points highlighted for discussion.

Kevin will be sending RAMS form for the upcoming year 6 camp for review and signatures. The camp was previously approved, but this will provide the BOT an opportunity to raise questions at the next meeting [4.7.19]

Seven expressions for out of zone enrollments have been received. Kevin shared the details of each application and recommended that two applications be accepted. The BOT confirmed that two applications are to be accepted and the remaining five, all of 5th priority, declined.

Kevin extended an invitation to BOT members to attend a farewell function for Christine Saunders. A letter of thanks and a gift has been organized.

Claire will organized gifts for Emma, Bayley and Libby [5.7.19]

A number of requests for information under the Official Information Act has been received recently. Kevin provided details of the requests and responses provided.

Kevin will follow up on the possibility of making an insurance claim for damages caused due to a water leak [6.7.19]

The principal's report as tabled was unanimously accepted.

The meeting concluded at 10.14pm

Date of next meeting: Thursday 29th of October 2019 at 6pm.



Rhys Finn
Chair

Date 29/10/19

ACTION ITEMS: (due by next meeting unless otherwise stated)

NO	Month raised	Responsible	Action	Due by
1.6.19	Aug	Jo (Kevin to follow up)	Circulate Linc-ed presentation to teachers	ASAP
2.6.19	Aug	All	Provide photos and bio's for update of BOT section of website	Next meeting
5.6.19	Aug	Helen/Claire	Lodge funding applications with Pelorus Trust and Lion Foundation	Ongoing
6.6.19	Aug	Rhys	Obtain quotes to support Pelorus Trust and Lion Foundation funding applications	Underway
7.6.19	Aug	Warren	Investigate options for tracking hall project transactions separate from operational finances	Oct
1.7.19	Oct	Claire	Reply to email re dog policy	ASAP
2.7.19	Oct	Rhys	Respond to letter re devices	ASAP
3.7.19	Oct	Kevin	Circulate document regarding donations	ASAP
4.7.19	Oct	Kevin	Circulate RAMS forms for Y6 camp	ASAP
5.7.19	Oct	Claire	Organise gifts for Emma, Claire and Baylee	Oct
6.7.19	Oct	Kevin	Investigate feasibility of insurance claim for water leak damage	Oct