

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



"To be the best you can be"

MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Wednesday December 14 2016 In Staff Room

1. Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 6:07 pm.

Present: Brad Gibbons (in the Chair), Kevin Cronin, Linda O'Brien, Kaylea Bradshaw, Deb Brewer, Rhys Finn, Claire Scott, Donna Skyrme, Grant Willis

In Attendance: Warren Steel, Barbara Taylor, Gordie Palmer, Leah Jacobsen (minute taker)

Speaking rights issued to Warren Steel, Barbara Taylor, Gordie Palmer

Apologies: None

Visitors: Karen Adams

2. Administration

1. Confirmation of minutes

That the minutes of the November 22nd meeting as circulated, be approved as a true and correct record.

Moved: BG Seconded: GS

Action Item 12.1: Brad to sign minutes for November.

2. Matters arising from previous minutes - none.
3. Action items – *refer to summary (below)*.
4. Inwards & outwards correspondence as emailed/distributed and tabled.

3. Regular review and reporting

- 1) SMT to present National Standards data

Barbara's report:

The data show the cohort comparison between the end of 2015 and 2016 for writing and mathematics – reporting against the charter plan. Useful to look at data this way (i.e. cohort).

Looking at areas that had a downward shift in achievement (red) and upwards shift (green). Significant shift in standard shows pockets not working as well, why is this the case? Have started exploring that this year, more to do on this next year. Working at year 2 level inaccuracy in data.

Has been more robust in what standards look like and what needs to be done to achieve.

Some areas of concern in the school. Brad suggested the standout concern was the amount of red for years 2 and 3.

ALiM earlier this year showed only 5 students identified as achieving below standard. It is hard for a child to

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be below in the first year, those making progress becomes more obvious; some numbers in 2015 have come up for the year above.

Teachers may not have had proper understanding of all three domains, there is some work to do to educate the teachers around this.

Only looking at two years of data here. Probably need another couple of years to have a good reference?

Donna noted that the figure 33 in the last line in the "At" column for year 6 mathematics) should be red.

Susanna in year 6 ran a different programme for maths in the past. No cross grouping, moved to rich tasks, individual needs of children target specific teaching. Year 6 solidly green – tells us what we should be structuring on. For maths, year 2 jumps out as the biggest move. Difficult to accurately determine year 1 math, at end of the year, child has to be emergent / NE to be classified as below; if after 24 months classified as below, not the progress expected, job is now to figure out why. Need to use our experience to pick them up early.

Gordie said that for writing, the assist of technology has helped boys, hoping tools will record in writing much similar as for paper.

Brad questioned if we would be sticking with same way of measuring next time, no validity of data if changing. Warren prepares his report differently for the MoE. Cohort reporting is important. It's more a case of the way we moderate – techniques of measure, can't compare year on year. Standard hasn't changed but interpretation is not the standard. Not just looking at one test but whole class data on a child. We are doing this in writing but not in maths or reading. The fact we are moderating and have peer review is of main importance, but we have to go a level below that and unpack things. Allowing more consistency in assessment process gives insight into curriculum.

Warren's report:

Some already covered in Barbara's report. The data shows progress in relation to National Standards for reading, writing and mathematics obtained from OTJ's.

Question was asked if plan to use the same format Barbara used for writing and maths for the reading as well? The intention is to streamline them all.

Reading is higher across the board and always has been over writing and maths. Maori 5% "well below"; gap is closing. Happy with how reading is moderated; more robust than writing and maths. Easier to measure and data more consistent. Reading delivery hasn't changed a lot.

Writing has to be done across a wide range of genres means programmes have to be wider. We have often focused on writing as a subject rather than a tool right across the curriculum. The writing syllabus is wider. This might pull data down. Research shows at 5 years old, can read but can't write, notice within 2 weeks there are changes, writing is more complicated with bigger variations. Have to find out how close we are to reaching national standards – individual development plans – a more accurate picture for next year. In maths, boys outplayed girls, same as previous data.

Kevin noted how we can utilise this for goals in COL – already being moderated for the Hibiscus Coast cluster – 6 years ago

Target is to get results back to 2015 levels. It was noted that we have all children's data in there including those with special needs etc.

4. Principal's Report

1) ERO report and review

BOT thinks the report looks positive. It has captured the mood and focus of the school culture change. Good to have no surprises back from ERO.

Kevin has some suggested changes/follow up questions for ERO. Barbara, Warren and Gordie have all looked at these, and also asked staff for their thoughts – no one gave any. The first context statement is more about changing staff – it would be nice to have something more in there about community. Only in the last year has there been movement in management and ERO is a 3-year cycle/report.

Kevin moved that he submit these questions to ERO and see what they say.

The trustees approve the presented report and follow up questions to ERO. Signed off by BG.

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2) End of the year – assemblies and lunch

Kevin mentioned the importance of making sure things are in sync for the last few days of the term i.e. following protocols for prizes, gifts, dinners etc.

Deb raised a query about BOT members giving out certificates/prizes to the students at the two assemblies, as many won't know the BOT but they do know their teachers. There is no set protocol around this. Everyone agreed that the teachers read & hand out their class certificates. Cup awards are mainly for year 6's. Warren to organise some different options, noting that the assemblies will be pupil-led.

Traditionally, a lunch has been put on by the BOT for teachers & staff. People have been asking if this is happening. The lunch will be this **Friday 16th December, 1-3 pm**. Usually someone will speak on behalf of the BOT to say thank you – **Brad** to do or organise.

The leadership team (Barbara, Gordie, Warren) and any BOT members that want to may wish to serve the food and drinks.

Kaylea has organised for New World to provide the food for 12.30 pm drop off. **Kaylea** to also get some Christmas mince pies, paper plates and plastic glasses – **Gordie** to email Kaylea the numbers.

The students will be finishing school at 12 pm. Closing signs will be put on reception at 1 pm. Start lunch with a karakia at 1 pm

Give out gifts after the main course. **Gordie** and **Barbara** to set up the gifts table for Deb, who has organised gifts into boxes in alphabetical order. Some teachers/staff are also leaving so there are gifts for them as well as special gifts for some long-service teachers.

Brad expressed his thanks to all who have done work on organising this.

(Above items for section 4.2 have been actioned & completed as at 16/12/2017.)

3) Community meeting follow up/actions

Deb took a note of the Q&As from this meeting. It is important to respond in some format. Plan is to get something issued in the New Year – Brad to lead us as best he can with this until the end of January. Some things need to go in the school newsletter as a result of this meeting – this has mostly been done. There were a few questions around community funding. WPS should seriously consider establishing something around financial help with devices.

Action Point 12.2: Brad to keep the community meeting response moving via email correspondence – **All Trustees** to look at this and give their feedback.

4) Property

On the 16th January, three of four run-down classrooms are being moved to Rutherford School. The fourth one is being kept on site – decision made by MoE. Could have the interventions programme running in it, but it has a rusty roof. Realistically, the school will not use it so want it gone – asking for logic here – they are shifting three so why not the fourth? The new bike track is going to go over this area at two points anyway so it will have to be dealt with. This shift has been delayed twice and has now changed again. Kevin is currently in negotiations with MoE – watch this space.

Other property work is currently happening on schedule i.e. painting, carpeting etc.

Fulton Hogan are trying to work in sync with us. School has asked that the bike track be ready for the New Year and start of school.

Rhys gave an update on the hall project. Lots of work is happening next week with the roof, painting and building. BOT will have to talk about the financial aspects for next year's 5YA plan.

In regards to removal of trees, the council said the school must get approval from the neighbours and we weren't able to get sign off with all four. However, as of 2 days ago, this has changed and school is now in control of this. School will let the neighbours know of the rule changes and send out a note to the community in the New Year, with emphasis on the H&S aspect. People use the grounds during the holidays.

Professional tree arborists will be doing the work. Linda expressed that some staff were upset that the trees were going. Fact of the matter is that they are dangerous re H&S. Need to communicate that there is a plan

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in place around landscaping, replanting – this will help ease concerns.

Action Item 12.3: SMT to inform neighbours/community/staff of tree removal and/or landscaping plans.

5) Finance

The latest finance report has come through, but there hasn't been the chance to look at it in great depth yet. School is tracking on the same trajectory. There is a good surplus, and no shortage of money. Finishing the year where we expected to.

6) Personnel

There are some personnel movements at present with teachers Shawn and Linda resigning. School has a replacement for Shawn and is currently working with Linda's situation. What is the plan if we can't find someone permanent to start? School will look at appointing someone short term i.e. for term 1. We can't advertise at the moment, so not looking for someone until term 2.

Linda tendered her resignation from the BOT and thanked everyone for their support. Brad expressed his thanks to Linda for her contribution to the school and wished her all the best.

Brad also thanked Leah for her minute taking duties this year.

7) Other

Blanket consent forms will be given out next year at the Meet the Teacher/Whanau Day.

The school has to get parental/guardian permission every time a student is taken out of school grounds e.g. zoo trips etc. Different activities have different categories of risk e.g. water activities = high risk. Certain element of trust given to school for instances such as orcas swimming at the local beach. Does not include extra things like school camps – needs specialised form.

Blanket consent forms are used in many other schools. Using these will help to cut down on admin.

Action Item 12.4: SMT to email the blanket consent form to the BOT for feedback and acceptance in preparation for Meet the Teacher/Whanau day.

(Replaces Action Item 6.7.)

5. Emergent review/Current Issues

1) Chairperson's update

a) Principal appraisal review and process for 2017

Brad met with the KEA group who are specialists in this process. The process is really robust. Engaged with a very experienced appraiser (Sandra) who is an ex primary school principal of many years with a great ERO report history. Sandra is to work with Kevin on setting his goals and how to achieve these throughout the year; 2-year sensitivity cycle. This will get up and going in the start of the New Year. Brad will keep BOT in the loop with this process.

b) Community of Learning

Kevin and Brad recently attended a COL meeting. Lisa White, Deputy Principal at Whangaparaoa College, will now be heading the Hibiscus Coast COL, following application to the MoE allowing a DP. The MoE said they had no concerns and recommended her for the position, which was unanimously accepted. She will take up the position in the New Year. This will help take a load off Kevin and the SMT at Whangaparaoa Primary which is a good thing. Barbara made a point that if you are not a union member and are under contract, you are not eligible for the position. As a result, she felt that DPs will miss out across the country.

6. Meeting Closure

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1. Next meeting – date and time to be agreed.

The next meeting will be in February 2017 in the staffroom (date and time TBA).

Closure

There being no further business, the main meeting closed at 7:38 pm.

Signed as a true and correct record of proceedings

Brad Gibbons
Chair



Date

23/2/17.

7. Action Item Summary – December 2016

Action Item 12.1: Brad to sign minutes for November.
Due Date: February 2017

Action Item 12.2: Brad/All Trustees – Brad to keep the community meeting response moving via email correspondence – **All Trustees** to look at this and give their feedback.
Due Date: February 2017

Action Item 12.3: SMT to inform neighbours/community/staff of tree removal and/or landscaping plans.
Due Date: February 2017
COMPLETED

Action Item 12.4: SMT to email the blanket consent form to the BOT for feedback and acceptance in preparation for Meet the Teacher/Whanau day.
Due Date: February 2017
(Replaces Action Item 6.7.)
COMPLETED

8. Outstanding Action Items

Action Item 10.7: Brad – BOT self review process – add this to the next agenda
Due Date: November 2016
COMPLETED

Action item 10.8: Brad to add H&S overview/review to the monthly agenda.
For action next year - minutes will be in the Drive prior to the board meeting - meeting dates have been changed to allow this.
Completed.

Action Item 11.1: Brad to sign minutes for October.
Due Date: 14/12/2016
COMPLETED

Action Item 11.2: Brad – Discussion and possible approval re budget and how to progress building needs.
Due Date: 14/12/2016.
Deferred to the February 2017 meeting.

