

Paekākāriki School - Minutes of the meeting of the Board of Trustees

The meeting was held on Monday 9th September at 6.30 pm via Google Meet.

1. Welcome and Karakia and whakatauki

1.1. Welcome by Devah

Present

Julia Bevin, Devah Jackson-Botterill (Presiding Member), Jess James, Rachel Patrick, Nick White, Josie Whelan, Marnie Lanauze (minute taker).

2. Up-front Administrative Matters

2.1. *Absence*

Brigitta did not join the online meeting.

2.2. *Declarations of Interest*

There were no declarations of interest.

2.3. *Amendments to Agenda and Timing* *Declarations of Interest*

Nick had submitted a health and safety report and this will be talked about before the team leader reports.

3. In-committee Discussion

There was no in-committee meeting.

4. Monitoring

4.1. *Matters Arising from the Principal's Report*

- The Principal clarified that the **programme in Room 5** was revised to take into account the additional training teachers had received in structured literacy and to include more children.
- The **PTA** have raised a total of \$9,000 with the Read-a-Thon fundraiser.
- The Principal informed the Board that the **kapa haka festival** was to be held on 1 November at Southwards Theatre. The format for this will be different this year as the venue is smaller. The Presiding Member asked for a Board representative to attend and Rachel volunteered.
- There was a general discussion about the **local curriculum** - and the Principal advised that a concept curriculum was being worked on to implement at the beginning of next year. The Ministry of Education has begun consultation regarding suggested changes to the national curriculum. There are references to include these changes in the NELPS, including removing the emphasis or the responsibility of the Boards to adhere to the Human Rights Act. It was agreed that the Principal and Rachel, along with any other Board member who was interested, would meet and discuss the proposed changes and draft a response to the Ministry. This will be circulated to the other Board members for comment before being submitted.
- The Principal confirmed she was working with the Ministry of Education regarding the school's **Building Warrant of Fitness**. The main issue was the locks in the junior block, which the Ministry approved when the block was

renovated in 2016 and 2022. They were working together to come up with a solution.

- The Board discussed the **EPIT** funding received and the Principal clarified a few points for the Board.
- The Board discussed the **Well Being at School Survey** and the Principal answered the queries the Board had about this survey regarding the number of students involved, the types of questions asked, and the results. This was undertaken on behalf of the Kahui Ako. The results from across schools were not available yet as only two had completed them. When asked if these results could be used to report back on the student well-being measure, the Principal confirmed the school had their own student survey which was comprehensive and could be adapted more easily for the school's reporting.
- Nick asked Jess about the **Kahui Ako Hub of Interest meeting** regarding engaging Māori boys in learning. She said it was a valuable meeting that gave her some good resources and feedback from research undertaken in this area. She advised she will be sharing what she learned with staff.
- Nick commented that it was very useful to have data and feedback on the **PAT maths and science tests** and it was good to see the positive results.
- The Principal advised that the **Kahui Ako Leadership Role** she shared with Martin from Raumati South School was on a two-year rollover which was to expire soon and that they were both keen to continue these roles. No other Principals in the group had expressed interest in taking over. She asked if the Board was happy for her to continue in this role, and the **Board was unanimous in their support** as they saw this role to be of great value to the school.

Payments

The Board had no queries regarding the payments. The Chair proposed that the **payments be ratified**, Jess seconded and the Board **unanimously agreed**.

ACTION:

- Rachel to attend the kapa haka festival on 1st November, or arrange for another Board member if she is unable to attend.
- The Principal and Rachel to set up a meeting to discuss and draft their response to the local curriculum. They will then send this out to the other Board members.

4.2. Behaviour Monitoring

Nick noted that the total number of incidents did not quite add up in the table. The Principal checked and agreed and advised she would correct this for the next report.

The Board **discussed** the report and the incidents regarding the children in Room 4. She explained it was behaviour being experienced by most schools with children in that cohort and that a lot of the behavior was due to age and COVID disruption. A lot of these children would be moving to the senior school next year so the behaviour statistics may change.

It was noted that incidents were most likely reported in the junior school due to the historical process of recording every behavioural issue and that the senior school may have more resolution to issues with a conversation without necessarily recording it. This was being discussed with staff going forward to have a united

approach to this. Josie asked questions about the process involved in resolving student/parent complaints when an incident occurred, and shared that Raumati South School had this information on their website. The PB4L approach is used and a diagram explaining how issues are addressed is currently under review. The Board **agreed** this should be put on the School's website.

ACTION:

- The Principal to check and amend the numbers on the next behaviour and monitoring report.
- The Principal to put the PB4L information on the school's website.

4.3. Medical Room

There were no questions from the Board regarding the medical room report.

4.4. Health and Safety

It was noted in the Health and Safety Report that the teachers were feeling stressed regarding the changes in the curriculum. The Presiding Member asked what the Board could do to help support the teachers. The Principal advised that the teachers just needed the Board's support in implementing the new structured literacy programme and that they would focus on maths next year.

Rachel enquired about the Earthquake drill this term which led to a discussion about the requirement in the current health and safety policy to have emergency preparedness as a standing agenda item. As this is covered in the health and safety report that is done once a term Jess **proposed** that the health and safety policy be changed so that emergency preparedness is reported on once a term, Nick **seconded** and the Board **unanimously agreed**.

ACTION:

- The Principal to contact School Docs to change the health and safety policy so that the emergency preparedness is reported on once a term to the Board.

4.5. Team Leader Reports

The Presiding Member and the Board wanted to thank the Team Leaders for their updates, they really appreciate them and noted it was great to see what was going on.

The Presiding Member **proposed** that all reports be noted, the Principal **seconded** and the Board **unanimously agreed**.

5. Strategic Discussion and Decisions

5.1. Verbal Update on Curriculum Changes

The Presiding Member attended a New Zealand School Boards Association training session on the upcoming curriculum changes and provided feedback to the Board. She said attendees were advised that Boards should discuss how they can support their school during the curriculum changes that will occur, including providing resourcing to schools when planning the 2025 budget, providing employee assistance and communicating changes to the community. The Presiding Member is happy to type up the notes from the meeting and share these with the Board.

The Presiding Member advised a meeting had been scheduled on 4 September for the school community to get an update from the Board. The agenda included delivering an update on the new curriculum, however no-one turned up. This could have been due to the fact it was on the same night as the second night of parent teacher interviews.

The Principal shared what she knew about the curriculum changes, and concerns regarding expectations on learners with these changes being put in place. The consultation process for the Maths curriculum has now closed and schools should be hearing next term about what they are required to implement next year.

ACTION:

- The Presiding Member will type up her notes from the NZSBA training session and share them with the Board.

6. Professional Development

6.1. Scenario Cards

No scenario cards were discussed.

Nick suggested that there be a standing item on the agenda advising the Board when training sessions were coming up. There was a finance training session coming up that he invited other Board members to attend.

ACTION:

- Board members will be advised of training sessions offered by NSTA at each Board meeting.

7. Self-Review - Policy

7.1. Operational Policies:

- Legislation and Administration Policy
- Student Attendance
- Enrolment
- Privacy
- Official Information Requests
- Uniform / Dress Code

There were no changes made to these policies.

7.2. Concerns and Complaints:

The Principal advised that she and the Presiding Member would now have concerns and complaints as a standing item on their meeting agenda.

7.3. Delegations

The Board agreed that there was no need to for the delegations document to be on School Docs and would advise them to remove it.

ACTION:

- The Principal to email School Docs the changes to the Health and Safety plan as listed in item 4.4.
- The Principal to advise School Docs via email to remove the delegations document from their website.

8. Administrative Matters

8.1. Minutes of the Previous Meeting

Rachel advised that was an error in the previous minutes: in *2.6 Update Delegations* the action point for Rachel to send the updated delegation to NZSTA, should read “Rachel to update the delegations document which will then be forwarded to School Docs”.

ACTION:

- Marnie to amend minutes and they will be included in the Agenda of the meeting on 4 November for approval.

8.2. Matters Arising from the Minutes

Josie requested the dates for future Board meetings. The Presiding Member asked for them to be linked to the Agenda the same way the glossary was, however as there are only two more meetings for the year the Principal advised Josie that the dates of the next two meetings were 4th November and 2nd December.

8.3. Any Other Matters

Pool

Nick provided a verbal update on the pool, including feedback from the meetings that he had with a pool expert, the Principal of Waitohu School and a member of the Learn to Swim team from the Kapiti District Council.

From these meetings the next steps are as follows:

- Finalising what needs to be done before the pool is operational - looking at the infiltration and solar heating system.
- Investigating hiring someone to undertake the training to do the testing, and then to do the testing on a regular basis. There is a training option based in Lower Hutt.
- Considering working with Kapiti Learn to Swim for lessons in the pool - they will charge \$4.20 per 30 minute lesson per child for five weeks of the term.
- Budget - how much for getting the pool reading to go and then ongoing operational costs.

Nick will continue to work on this and has advised some decisions need to be made before December.

Rachel thanked Nick for his hard work on this.

Budget

The Principal advised that the schools staffing information comes out this Friday, and the operational funding information for 2025 may also come out on Friday. If

the school had to go through surplus staffing, the Principal would notify the Presiding Member and then work with the School Trustees Association and the Union. This process will be started as soon as she finds out if the staffing notice and subsequent planning requires this.

8.4. Selection of attendee for NZSBA AGM

The Board discussed who should attend the AGM, or if attendance was necessary. The Presiding Member advised that was unable to attend.

ACTION:

- The Presiding Member to contact NZSBA to find out if attendance at the AGM is necessary - can the school abstain or get someone from another school to attend on our behalf?

9. Review of Meeting and Items for Next Meeting - email Board Chair with items for the next meeting by 28th October.

Meeting ended at 8.26 pm
The next Board meeting will be held on
4 November at 6.30 pm

Actions - Board members to monitor and update - outstanding items in Red.