



Hikua School Board of Trustees Meeting

Monday 17 May 2021 at 6:00pm

PRESENT:

Principal – Rachell Leitch

Staff Elected Member – Mark Thompson

Parent Elected Members - Stacey Lee Clarke (Presiding Member/Minutes), Sarah Drum, Damian Johansen

Co-Opted Members: Chad Ffowcs-Williams

Action Item = ◀

1. Apologies - Emily Ratcliffe

2. Declaration of Interests - Nil

3. Confirmation of minutes – Minutes confirmed from the meeting on April 15 2021

“That the minutes from April 15 2021 be accepted.” Stacey / Rachell. CARRIED.

4. Matters Arising – Nil

5. Correspondence

“That the Inward and Outward correspondence be accepted.” Stacey / Chad. CARRIED.

6. Jumbo Card Scenario Discussion – Discussed what would happen if the Principal could not attend a board meeting – could the DP vote and speak on behalf? No. The DP can't vote and does not have speaking rights. See delegations schedule.

7. Year 6-8 Learner Report

- Denise came in to share how our year 6-8 learners are doing.
- Reading – it was quickly evident through testing and OTJ that although many of the students can read fluently. However, they are unable to comprehend what they are reading. Denise and Rachell are working on inference, understanding vocab, reading strategies and going back to basics so that they can then move the students.
- Denise has formulated an online test to gather more data. But there is evidence that the students are moving in the right direction.
- Rachell and Denise have been triangulating all of their data for reading, writing and maths to gain a good perspective on where each student is and together with the student are the self-reflecting and setting goals.
- Writing – is the greatest area of need. The biggest issue was that the students didn't like writing so changing the learner disposition has been huge and is still a work in progress. Again Michelle and Denise are covering basics before they can move forward. Rachell and Denise have introduced rainbow writing, peer review, encouraging student agency and choice. A writing sample was done in March and already there has been great progress. Spelling is also a big work on.
- Maths – currently working on Fractions and Number. Again, going backwards before forwards momentum can be achieved. Students are very capable and are picking up the algorithms quickly.

- Student behaviour – some days are really great and others are sometimes a struggle. The students seem to have self-esteem issues and this is slowly being undone. Whole class referrals have been made to target specific students and or groups of students. A lot of work has been done on this by Denise and Rachell whom are also PB4L trained.

8. Principal Report

NAG 1 & 2

- Coaching sessions are continuing with Rachell and the staff. Investigations are all complete and now the taking action phase is the next step.
- PLP (Priority Learner Profiles) have been reviewed and data will be shared in BoT meetings.
- Steph Kneebone (CoL Literacy Leader) came in for PD around writing progressions.
- Staff Only Day Friday 4 June for a workshop. Rachell has extended invitation's to Opoutere, Whenuakite and Tairua.
- Mid-Year Student Progress Reports have been redeveloped by staff to include student voice. Reports will go home in week 10 and student led conferences will take place in week 1, term 3.
- Matariki Festival planned for July 5th-9th
- Yr 7 & 8 Tech – Year 6-8 students have been making products with the Pauanui Menzshed.

NAG 3

- Pop – sick leave. Rachell is going to have a conversation with Pop to see whether he will be able to come back to work. ◀

NAG 4

- School House guttering – need to be attached. Damian and Michael to sort this ASAP. ◀

NAG 5

- Health and Safety report received.

"That the minutes from April 15 2021 be accepted." Stacey / Damian. CARRIED.

NAG 6

- RAMS – Epro8 (Principal Approval), NYLD (Principal Approval), Room 5 Camp (Submitted to board for approval).

NAG 7

- N/A

NAG 8

- N/A

Other Items

- Judith Wooton from Evaluation Associates visited Rachell 17/05/21.
- BoT Training – 20th May Student Achievement, 15 June Finance.

RAMs

- Camp 2021 – Put to the Board for approval. Rachell provided us with the RAMS form and proposal. Camp will be at Motutapu Island from the 6th-10th December 2021.
- Rachell is wanting to take Denise and Mark and three other parents.
- The cost per person is \$410. There is \$1000 in the budget already for camp but Rachell has put to the board that another \$1000 from fundraising could be put in to the camp budget to pay for Mark's relievers cost.
- There will be around 22 students/adults altogether
- There is onsite catering

- Rachell is hoping to take a bus for transport to and from Auckland rather than taking many cars and finding parking in Auckland for a week.
- The Board would like some more time to look at the proposal and RAMs but have given the all clear for the first notice to go home.
- Rachell is going to provide the budget break down to the board. ◀

Board Assurances:

- Rachell is going to find out what needs to go in this section so that we can assure the Board Assurances area is covered. ◀

"That the Principal's report be accepted." Stacey / Michael. CARRIED

9. Health and Safety Report

- A health and safety report was provided by Rachell and Theresa.

"That the health and safety report be accepted." Stacey / Sarah. CARRIED

10. Board Conduct Policy

- Reviewed this as a team – Rachell and Stacey need to check if other procedures sit under this before we can sign. Stacey will ask Doug (NZSTA) about this ◀

11. Policy Review

- Doug, Stacey, Rachell and Sarah met in the school holidays and spent many hours looking at our policies and frameworks and aligning them to the 2020 Education act.
- We are just about done with our framework. We need to schedule one more meeting potentially offsite (Rachell, Sarah and Stacey) to finalise so that we can then share with the BoT so that we can start to set up a review process. Stacey, Sarah and Rachell to meet ◀

12. Board Admin

- Fundraising – The Hunting Comp is coming along nicely. Entry form went live last Friday. We now have over \$12k worth of cash and prizes.
- Ideas for Term 4 fundraiser – possibly a trivia/pub quiz night.
- Board PD – 20th May, 15th June
- Chad – said that the financial workshop would be very beneficial for us. It will cover finance reports, budget processes, policies, procedures and controls. Chad will run a workshop with us on the 14th June to cover the first financial workshop info.
- School Camp – See above – RAMS in principal's report.

Property:

- Blinds and curtains have been ordered and put in the school house.
- Damian shared with us some quotes from Ice Solar and Plumbing World. Showing quite a big price difference. Discussion was had around whether or not our budget would allow or if it is possible to fix what's there. Damian is going to get in contact with a plumber and see what we can do and will report back so that we can make a decision next meeting bearing in mind we need around \$24k to re-do the roof. ◀
- Estimated that we have around \$5k in the school house account.
- Rachell said we can potentially use the left over firewood for a raffle to raffle off at the pig hunting comp.

School Property:

- Room 5's projector is completely broken. Rachell is working with the education crew at Noel Leeming who has given us a good deal on 6 chromebooks for Room 5 and a flat screen TV that we will need apple TV for. These new devices are so needed in Room 5. The money from the Easter Raffle is being used for this.
- Rachell gave us three quotes to look at and Noel Leeming gave a great deal.

Financial:

- Chad took us over the March financial reports and payment schedules. So far the budget is looking on track.
- Chad has suggested we do a bit of a sit down and a forecast as to where our house account will be in Dec as well as our fundraising account so we have a better idea surrounding funds.
- We will need to look at our fates for next year's BoT meetings as the financial report are not ready until at least 20 days after the beginning of each calendar month.

"That the March payment schedules and financial reports be accepted"
Stacey / Chad. CARRIED

13. Other Business

- Stacey requested that the BoT members fill out a meeting evaluation form to give feedback.

15. Action Items from Last Meeting

Meeting Closed – 8:32 pm