



**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON TUESDAY 17 FEBRUARY 2015 AT 6:15PM**

1. PRESENT:

Mrs Toni Burnside, Mr Aaron Reid, Mr Trevor Wilson, Mr Glenn Bongartz,
Ms Noella Gould, Ms Shannon Rogers, Mrs Karen Elliott, Mr Kirk McKay,
Mrs Helen Stowers, Rebecca Searle and Mrs Rebecca Power (minute secretary)

2. APOLOGIES:

3. Election of Chair and Deputy Chair

Aaron was re-elected and Chair

**4. Ministry of Education – David Hobern and Vikanda Bagrie – Banks Avenue
School Relocate and Rebuild**

Motion **A Reid**

That the Board move into in-committee.

Carried

5. DELEGATIONS

Motion **T Burnside / G Bongartz**

That the Delegations for 2015 as tabled are adopted.

That Kirk McKay is elected as Deputy Chair

That the Disciplinary Committee members are as follows: Aaron Reid, Kirk McKay,
Noella Gould and Karen Elliott as reserve.

Carried

6. Mathematics Programme Report – Rebecca Searle

Becks presented a slide presentation to the Board outlining the Maths programme run last year for 25 children identified as being below the National Standard. 40% of children involved in the programme had lifted their standard. Attendance at school was seen as a real issue with a lot of these children. Ministry helped a lot at the beginning. Helen Taylor-Young from the Ministry got a new position and the help dwindled off. NZ Maths website E-ako was discussed as a way of getting parents on board.

Each teacher has target children to monitor and track in classroom practice. NZ Standards and reporting need to be aligned. PD this year is on assessment and data gathering and making sure it is valid. Kirk thanked Becks on behalf of the Board.

7. CORRESPONDENCE:

As per the schedule

Motion **Aaron moved**

That the inwards correspondence be received.

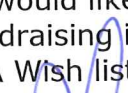
Carried

8. REPORTS:

8.1. Principal's Report – Toni Burnside

- 8.1.1.** Charter has been tweaked and will require renewing as we move into our new school. A new process is required as we move forward to our new school. The Board's working document was discussed and by next year will be a really sound working document.
- 8.1.2.** Tony discussed Google docs and Home Learning. For parents that do not have access to a computer we could open up the library so they could go online here at school and be more proactive. Kirk suggested running a training session for parents. We could have children teaching parents.
- 8.1.3.** Tony discussed family statements and our billing process. We are Decile 4 and finances are really hard for some families. No accountability for debt by families. Setting up automatic payments with the office so that the next year families start with a clean slate. Learning Experience Fee for Years 4 – 6 has been divided into four payments of \$15.00 per term. School donations are legally a donation. These need to be more transparent and they need to be less knowing that we will get more people paying. We have reduced the school donation to \$20.00 for each of terms 2, 3 and 4. The donation for the year is \$60.00 for one child and \$90 per year for 2 or more children. Tony is to look at the paper levy fee to see if we can charge to families.
- 8.1.4.** Last day of school for 2015 is Wednesday 16 December.
- 8.1.5.** Tony discussed our New Year growth. Another new entrant class to start in Term 2. Teaching position will be advertised. Our classroom sizes are bulging and in Dudley we have 80 odd children and no teacher aides with children with behavioural issues. We need more than 389 children to get more funding for staffing. 1 March we will have a readjustment of bottoms on seats.
- 8.1.6.** Budget – we should be able to see January figures. The Board is to start building reserves. Very tight budget if we can get role numbers up so we can save on our staffing figure.
- 8.1.7.** Ratify Teacher Only Day, Thursday 2 April 2015.
- 8.1.8.** Ratify the 2015 Draft Budget as tabled, be adopted.
- 8.1.9.** Ratify last day of school year as Wednesday 16 December 2015.
- 8.1.10.** Toni discussed the Māori consultation process that Lynley undertook last year. This should be used in the cultural consultation of the new school.
- 8.1.11.** After School Care – Bickerton Street GenZ and Dallington Oscar communicating around the care of our Banks Avenue children. There is a year wait list for Oscar at the moment.
- 8.1.12.** Goal posts on school field need to be re-staked as this is a safety issue. Toni to discuss with Steve the Property Manager.

9. GENERAL BUSINESS:

- 9.1. PTA** – Karen attended first PTA meeting and will put out a roster for Bboard members to attend. The PTA need to attract new members and need to do a revamp/rebrand. A wine and cheese evening was suggested as a way of attracting new committee members. The PTA are going to start up a registry of parents and their businesses and skills. The PTA would like to see the Board more visible at events. They had some fantastic fundraising ideas. Next meeting 2 March and is the AGM. Kirk to attend PTA Wish list meeting.
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9.2. Hanmer Springs Forest Trust Camp EOTC Form – Aaron taking and perusing overnight as time-frame at meeting too short. Discussion on private vehicles and booster seats. It was also raised that First Aid Certificates of teachers all need to be updated as they have lapsed.

10. PREVIOUS MINUTES:

Motion **Aaron**

That the minutes of the previous meeting be taken as read and are accepted.

Carried Aaron

11. MATTERS ARISING:

11.1.

12. Public Excluded Session

Motion **A Reid**

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion **A Reid**

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

13. Next meeting:

13.1. Tuesday 17 March

13.2. Tuesday 20 April – to be reviewed at March meeting.

Other Dates

The meeting closed at 9.35pm

SignedAaron Reid, Chairperson





**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON TUESDAY 16 DECEMBER 2014 AT 5:00PM**

1. PRESENT:

Mrs Toni Burnside, Mr Aaron Reid, Mr Trevor Wilson, Mr Glenn Bongartz, Mr Kirk McKay, Mrs Helen Stowers and Mrs Colleen Lucas (minute secretary)

2. APOLOGIES: Shannon Rogers, Karen Elliott, Noella Gould

REPORTS:

2.1. Principal's Report – Toni Burnside

- 2.1.1.** Curriculum & Student Achievement Data – Data pulled from MUSAC and tabled for discussion. NAG 1 National Standards Data in Report. Discussion on Professional Development in place for 2015.
- 2.1.2.** Self Review – refer to in-committee
- 2.1.3.** Personnel – Deputy Principal Positions
- 2.1.3.1.** The following appointments have been made:
Tricia Carroll Deputy Principal Junior School – start date 28 January 2015.
Tracey Mora Deputy Principal Senior School – start date Monday 2 March 2015.
Rae McDonald will stay on as Deputy Principal until Friday 27 February 2015.
- 2.1.4.** Farewells for both Rae McDonald and Kay Robson – all ceremonies and celebrations have gone really well.
- 2.1.5.** Staff Survey – 17 responses – asked same questions as Craig McDowell to evaluate the comparisons in responses.
- Summary – there are still issues between two groups of staff.
 - Staffing has been reorganised after hearing of staff issues.
 - Organise restorative sessions with staff to try and repair the damage.
 - BOT view staff results
 - Staff to get results at staff meeting early in New Year.
 - Process to be put in place before ERO visit in March. Kirk to be involved in working with staff, providing mediation to resolve issues to allow staff to move on.
 - Lois Christmas option also to work with staff. Toni to investigate -
- Toni**
- 2.1.6.** **Finance Report** – Budget format being changed. Draft budget ready for 17 February 2015 meeting.
- 2.1.7.** **Banked Staffing** – loophole in system has been closed. Part-time teachers now charged at 1.34 the same as a reliever teacher. No gains in staffing now.
- 2.1.8.** **Interim Management Report from BDO Spicers** – arrived today via email.
- Emailed to Finance Committee
 - Actions in New Year
 - Asset Register – complete when we move to new school

2.1.9. Property Report

2.1.9.1. Alarms still not compliant – may need to call in the MOE for support. We do not want to spend more money on a school that is to be demolished.

2.1.9.2. Neighbourhood fencing – we have had a quote from school neighbour to replace boundary fencing. We are waiting for two further quotes. Possibility that more neighbours could want their fences replaced knowing that we are moving.

2.1.10. Annual Goals 2015 and Action Plans tabled – from leadership days.

- Include line item re Lois Christmas/staff in Annual Goals.

2.1.11. SMS Systems –

- Musac - user unfriendly not cloud based. A lot of down time while waiting for system to manage itself.
- MUSAC obsolete by 2017.
- The EDGE to replace MUSAC (Cloud based). Customised data would need to be recreated.
- Assembly – poor presentation did not do the system justice
- ETAP – very user friendly. Cloud based. Great for Student achievement data. Good interface for teachers to use. Helpdesk 24/7

Term 1, 2015 – operate Musac – train admin in etap. 10 hrs training available.

Teacher Only Day in April training for teachers.

Beginning of Term 2 – Student Management up and running on ETAP.

Look to keep MUSAC Finance and Library going for 2015.

Look for finance package to move to.

Costs: set up \$1000. Training \$120 x 12 + Annual cost of \$200 per class per year. Include in budget.

2.1.12. Banks Avenue School Update Community Maildrop – Flyer which had contributions from all teams, delivered out into community last week to 500 homes.

ACTION

The Board to write to Graeme Buglar stating their intention to announce our two preferred site options to our community at the end of January – **Aaron**

Motion

A Reid

That the Board ratify the following Deputy Principal positions:

1. *Tricia Carroll – start date 28 January 2015*
2. *Tracey Mora – start date 2 March 2015*

Carried

Motion

A Reid

That Toni be given the authority to set the plans in motion to change our Student Management system to eTAP

Carried

3. GENERAL BUSINESS:

3.1.

4. Public Excluded Session

Motion **A Reid**

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion **A Reid**

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

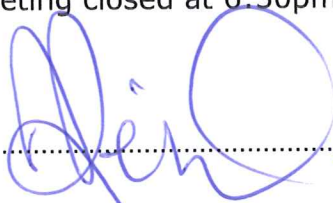
5. Next meeting:

5.1. Tuesday 17 February 2015

5.2. Tuesday 17 March 2015

The meeting closed at 6:30pm

SignedAaron Reid, Chairperson





**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON TUESDAY 18 NOVEMBER 2014 AT 6:15PM**

1. PRESENT:

Mrs Toni Burnside, Mr Aaron Reid, Mr Trevor Wilson, Mr Glenn Bongartz,
Ms Noella Gould, Ms Shannon Rogers, Mrs Karen Elliott, Mr Kirk McKay,
Mrs Helen Stowers and Mrs Colleen Lucas (minute secretary)

2. APOLOGIES:

3. Welcome – Education Review Office (ERO) – Greg Tucker, Review Services
Manager, Ministry of Education, Christchurch.

Motion

A Reid

That our visitor from the Education Review Office be given speaking rights at this meeting.

Carried

Greg brought the Board up to date on the one to two year return review process.
Jacqueline Woods will be co-ordinating this for Banks Avenue School.

In brief:

- Contact between Board and ERO personnel most welcome.
- Greg acknowledged the high quality teaching and learning in the school.
- Greg also acknowledged concerns around relationships within the school and that this was not affecting the students.
- Complaints had been received at the Ministry of Education from the community.
- Huge period of change since the earthquakes was acknowledged
- The work and progress with Craig McDowell was acknowledged.
- The Report will be against terms of reference from last ERO Report.
- This report will, once completed, replace current report on website.
- This will not be a full school review.
- There may be areas the Board wish ERO to view.
- ERO wish to close off on the one to two year review.

Toni and Aaron to communicate when best to have the review.
Resources left on the table for the Board.

Motion

A Reid / N Gould

Delegate authority to Toni Burnside to organise the ERO review for the end of Term 1 or beginning of Term 2, 2015.

Carried

4. CORRESPONDENCE:

As per the schedule

4.1. (PLD) Professional Learning & Development – funded by Ministry of Education. Taylor-made for teachers at Banks Avenue School.

4.2. Dallington Oscar – Growing in numbers and looking for more space. There is potentially one class that could be available in the senior school for 2015.

Motion

A Reid / N Gould

Delegate authority to Toni to manage the potential use of a classroom for the Dallington Oscar for 2015.

Carried

Motion

A Reid

That the inwards correspondence be received and the outwards correspondence be approved.

Carried

5. REPORTS:

5.1. Principal's Report – Toni Burnside

- 5.1.1.** Reading Recovery Allocation – Banks Avenue School is to match Ministry of Education contribution for 2015.
ie: MOE 0.30FTTE School 0.30FTTE - funded by Board. To include in budget.
- 5.1.2. Property Manager / Caretaker Position** - five applications received. Mr Steve Davison has been appointed and starts on Thursday 20 November. The 90 day clause has been included in the contact.
- 5.1.3. Staffing 2015** – there will be three teams with potentially another New Entrant class later in the year. We will start 2015 with 15 classes. SENCO .60FTTE + .40 FTTE teacher component. The two new Deputy Principal job descriptions include release time. There will be a deficit staffing component of .40FTTE for 2015. This is 0.30FTTE Reading Recovery and 0.10FTTE short funded. This will be built into the 2015 budget.
- 5.1.4.** Murray Edmonds Farewell – Thursday 20 November is Murray's last day. It would be great to have a Board member at his farewell morning tea.
- 5.1.5.** Pastoral Care are in process of organising retirement function for Rae and Kay
- 5.1.6.** ACET Teacher Recognition - Lynley Watts has been awarded ACET in recognition of being an outstanding classroom teacher. This is a huge honour for Lynley. Monetary reward comes with this recognition. Flowers from staff – **Colleen**. Letter from Board - **Aaron**
- 5.1.7.** Julian Josland has been appointed a fixed term position for three terms for 2015. Second fixed term teaching position available. Acceptance is unconfirmed at this stage.
- 5.1.8.** Health & Safety – failed the Building Audit – fire alarm bells do not comply. Two layers with old and new systems. To rewire \$10,000. Plan B \$1500 to tweak system: alarms will ring in separate areas. Admin to be advised and all bells switched on. This option is acceptable until we move into our new school. Follow up on process - **Toni**
- 5.1.9.** Portable Football Posts – need to be staked in or taken out. They are unstable and can be tipped over.
- 5.1.10.** Bits of timber near admin block 2 hanging down – check - **Toni**
- 5.1.11.** Behaviour and Attendance – taken as read. Ministry of Education has asked us to take and excluded Year 3 student from beginning of 2015. Toni to meet with MOE and family later this week to work through supports.
- 5.1.12.** Year 6 Leaving Ceremony – Aaron to speak on behalf of the Board. Board members will have an opportunity to present awards.
- 5.1.13.** BOT / Staff afternoon tea – organisation underway.
- 5.1.14.** Focus Report – Toni talked the Board through this report.
- 5.1.15.** What to Build into Strategic Plan
 - 5.1.15.1.** Future focused learning – refer to Hannah's graphic.

- 5.1.15.2. Professional Development – 17 week course through Core Education. 14 teachers are on board with this. On-line learning and collaboratively with a buddy teacher. Honed in on teaching and MLE.
- 5.1.15.3. Core Ed – e-learning for the future.
- 5.1.15.4. Opening up more shared learning spaces – costs – investigate what Shirley Intermediate School have done very cheaply and with no MOE funds required.
- 5.1.15.5. Relationships and Wellbeing – Important part of strategic plan for 2015. Management Unit available for a staff member. EEO Officer to be appointed.
- 5.1.15.6. Vision & Values – refer to Graduate Profile (Hannah)
- 5.1.15.7. ICT Strategic Plan is under review – new student management system review – 1 management unit taken with another one available.
- 5.1.15.8. Strategic & Annuals Goals 2015 document tabled. Document to be refined. Strategic Goals need to drop to 4 or 5 with goals and actions behind.

Motion **A Reid / G Bongartz**

That the following points be ratified:

1. The appointment of Mary-Ellen as Reading Recovery Teacher for 2015 at 0.60FTTE.
2. That 0.30FTTE Reading Recovery plus a staffing shortfall of 0.10FTTE, a total of 0.40FTTE, be funded by the Board for 2015.
3. The permanent appointment of Stephen Davison as Property Manager / Caretaker.
4. The fixed term appointment of Julian Josland for three terms for 2015.
5. The Discretionary Leave Procedure as tabled.

Carried

- 5.1.16 Decile Rating – Our rating change from a Decile 5 to a Decile 4 was acknowledged by the Board. The change is a result of household income information gathered from the last Census. This means an increase of \$11,000 to the Bulk Grant Entitlement for 2015.
- 5.1.17 School Parent Donations – there was some discussion on the rate and funds received at the current value. More discussion in New Year after some data from local schools assembled – **Toni / Colleen**
- 5.1.18 Finance Report – Finance Committee to meet quarterly. Set up for 2015 – **Colleen**
Develop spreadsheet with reporting for 2015 – **Toni / Colleen**

Motion **A Reid**

That the Finance report be taken as read and is adopted.

Carried

- 5.1.19 Property Report –
5.1.19.1 School alarms to come on auto at 10pm each night. To check – **Toni / Murray**

Motion **A Reid**

That the Property Report be adopted.

Carried

6. GENERAL BUSINESS:

- 6.1. BOT/PTA Meeting Roster – **Karen** refer to 17 February 2015 meeting – Karen to attend first PTA meeting for 2015.

6.2. BOT to send card to PTA acknowledging all their great work this year -

Aaron

6.3. Audit of Religious Instruction – refer to 17 February 2015 – Karen, Shannon, Trevor – pioneering the audit process.

6.4. End of Year Afternoon Tea – Invites for Scott Wagenvoord and Christeen Flynn - **Aaron**

6.5. Al Fone Professional Development - Tues 25 November. All to attend

6.6. Code of Conduct – signed by all Board members.

7. PREVIOUS MINUTES:

Motion A Reid

That the minutes of the meeting held on 21 October 2014, be taken as read and are accepted.

Carried

8. MATTERS ARISING:

8.1. **NIL**

9. Public Excluded Session

Motion A Reid

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion A Reid / T Wilson

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

10. Next meeting:

10.1. Tuesday 16 December 2014 @ 5:00pm in the Sky Room

10.2. Tuesday 17 February 2015 @ 6:15pm in the Sky Room

Other Dates

- **Thursday 20 November** – Murray Edmonds farewell morning tea 10:40am
- **Tuesday 25 November** – Al Fone BOT training @ 6:00pm
- **Monday 15 December** – Year 6 Leavers Ceremony at Shirley Intermediate School 7:00pm
- **Tuesday 16 December** – BOT/Staff afternoon tea. Staff farewells 3:30pm in the staffroom
- **Tuesday 16 December** – BOT meeting 5:00pm in the Sky Room
- **Wednesday 17 December** – Final assembly 12noon. Children dismissed 12:30pm

The meeting closed at 8:55pm

Signed Aaron Reid, Chairperson


10/11/15