

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON THURSDAY 26 AUGUST 2021 AT 6:15PM**

ZOOM MEETING.



1. PRESENT:

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Paul O'Donovan, Adam Hastilow, Michael Stewart, Phillip Black and Colleen Lucas (minute secretary)

2. APOLOGIES: Nil

3. Public Excluded Session

Motion **K McKay**

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 **K McKay**

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

Carried

4. CORRESPONDENCE:

As per the schedule

Motion **K McKay**

That the inwards correspondence be received.

Carried

5. REPORTS:

5.1. Principal's Report – Toni Burnside

5.1.1. Active Learners at the HEART

5.1.1.1. Mid Year Strategic Review July 2022 - Toni talked the board through this report. Points to note are as follows:

5.1.1.1.1. Work is focussed under three strategic pillars: Active Learners at the Heart, Living Heart and Connecting the Heart of the Community.

5.1.1.1.2. Key areas are developed to focus on. This year they are: Curriculum & Teaching, Wellbeing, Cultural Responsiveness, Pareawa Banks Avenue School. Strategic teams are established to lead us forward with each focus.

5.1.1.1.2.1. Teaching & Learning has had a focus on priority learners with professional development for both teachers and learning assistants on dyslexia.

5.1.1.1.2.2. It has been acknowledged the positive impact the BoT funded additional learning assistant has had in classrooms.

5.1.1.1.2.3. Storytelling has been a whole school focus.

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- 5.1.1.1.2.4. Moving forward with digital portfolio. Spotlight: an added function in eTap has been investigated and Team Miro will trial aspects in Term 4.
- 5.1.1.1.2.5. eLearning expectations across the whole school have not had the time to work on this year.
- 5.1.1.1.2.6. Kahui Ako survey complete with those children identified with concerns followed up on.
- 5.1.1.1.2.7. Mentor programmes continue with success.
- 5.1.1.1.2.8. PB4L - Expanding leaders, focus on incidents classified as aggression. New categories added, school target to reduce aggression, behavior data continues to improve.
- 5.1.1.1.2.9. KiwiCan review underway.
- 5.1.1.1.2.10. Mana Ake - disappointed with the service to date. No support groups for terms 1 & 2 this year. Feedback given as part of Term 1 review process.
- 5.1.1.1.2.11. Cultural Responsiveness - two staff and 2 board members attended Tuahiwi Marae, all staff attended a Kāhui Ako conference at SBHS covering a broad range of topics, Māori at Banks Avenue and Pasifika at Banks Avenue websites have been updated with lots of accessible resources.
- 5.1.1.1.2.12. School Uniform - contract has now been signed with web shop to be established and stocked prepared for sale in Term 4.
- 5.1.1.1.2.13. Resources - all staff continue to clear old resources ready for shift next year.
- 5.1.1.2.** NZPF Conference - Toni and Tracey attended in Rotorua. Real value in having two school leaders attend. To include funding in the budget going forward.
- 5.1.1.2.1. Shared Audry Tan's message on math with leadership. In BoT folder for board members to view.
- 5.1.1.2.2. DMIC Maths - what do we change? Other learning strategies need to sit alongside this.
- 5.1.1.3.** Lockdown - warning a week prior from Chris Hipkins - we were well prepared and ready to go with online learning. Next week we could be Level 3. 3 bubbles set up and ready to go. Odd and even week rotation for staff depending on how long it is required.

Noella thanked Toni and her team for their preparedness and being ready for the lockdown and home learning. 75 packs were ready and went out to homes on Monday this week. No laptops went out this time. Most children are BYOD. Those without digital devices received hard packs.

5.1.2. Living HEART

- 5.1.2.1. We have a group of mentors who come in weekly to work and support children. We now have a group of parents/grandparents who come in to help children with their reading. They each attended two training sessions with Maree Hunter, our Resource Teacher of Reading and Tricia. Learning assistants also attended this training. Tutors are really enjoying this time with the children.
- 5.1.3. Connecting HEART of the Community**
- 5.1.3.1. Transitions** - 20 ECCs have received a letter encouraging them to share with their communities information about parents pre enrolling their children before they turn 5 years old.
- 5.1.3.2. Parent Consultation** - Helen Stowers is gathering and sorting data. Will be discussed at leadership. Report to come. Whakatauki for school - work in progress. Toni talked through the data. One concern. Survey was anonymous. Follow up to go in the newsletter to try to capture those with concerns - **Toni**
- 5.1.3.3.** New School - NZ Uniform contract has been signed.

- 5.1.3.4. Lighting for hall meeting - Toni has been in contact with other suppliers. To check some of this work is not included in projected works in build.
- 5.1.3.5. TTT visited Bamford School. Noted the inequities in builds with MOE.
- 5.1.3.6. PCG meeting on Tuesday. Open day at the new school site on 4 September to be rescheduled.
- 5.1.3.7. ICT meeting to be rescheduled.
- 5.1.3.8. \$700,000 variations in project to date - asbestos removal has been built into cost. Should not be in build cost. Focus to remain on what we are to have rather than the value.
- 5.1.3.9. Manifestations for windows are looking great. These have been shared with our community via our school newsletter.
- 5.1.3.10. Cycle stands quotes \$4,000 to \$10,500. Need to ensure we are getting what we want and best value for our money.
- 5.1.3.11. Teams working through old resources in preparation for the move. To look at getting an exterminator in before we move to ensure no silverfish or other bugs come with us.
- 5.1.3.12. Art Project - \$10,000 Art application has been completed. This is a whole school project and something to take with us to the new school.
- 5.1.4. **NAGs**
- 5.1.4.1. **Health & Sexuality Review** - we are legally required to consult on health curriculum and specifically the sexuality component. Parents need and will get more background information. Requires transparency for parents.

Thoughts: Run a parent evening to share information.

Toni could present information via video - *Toni*

5.1.5. Results at the October meeting.

5.1.6. **2022 Dates**

Motion

K McKay

That the 2022 dates as included in Toni's report, be ratified.

The year includes: 384 half days. First day of school for 2022 will be Monday 31 January. 4 NZEI days to use. 2 for reports 2021 and 2 for the move in 2022 and will be the first two days of term 3.

Carried

5.1.7. **Homework Policy** - reviewed with minor changes

Motion

K McKay

That the changes to the homework policy be ratified

Carried

5.1.8. **Attendance Report** - MOE data in file. Traceys data will be far more useful. Lockdown - all children will be marked as F which is *learning from home*.

5.2. **Behaviour Report** - refer to in-committee

5.3. **Finance Report** -

5.3.1. Meeting was cancelled due to lockdown

5.3.2. Reports in folder - taken as read - discussion

5.3.3. Banked staffing looking strong.

Motion

K McKay

That the finance report be taken as read and ratified.

Carried

6. **POLICY:** this term

6.1. Behaviour Management

6.2. Concerns and Complaints

7. BOARD OVERVIEW 2021:

7.1. Board members to check for their responsibilities with reviews.

8. GENERAL BUSINESS:

8.1. Te reo - Helen Stowers working with another person to build into BAS. Clarity around expectations, guidance and direction. Good links to resources for each unit

9. PREVIOUS MINUTES:

Motion **K McKay**

That the minutes of the meeting held on 29 July 2021, be taken as read and are accepted.

Carried

10. MATTERS ARISING:

10.1. Nil

11. ext meeting:

11.1. Thursday 23 September

11.2. Thursday 21 October

The meeting closed at 8:00pm

Signed.....K McKay, Chairperson