



STANLEY BAY SCHOOL

Board of Trustees Minutes Tuesday, 1 August 2023 at 6 pm Staffroom

Present: Eddie Christian (Presiding Member), Emma Tolmie (Principal), Scott Boniface (Staff Trustee), Kate Maiava, Jonathan (Monty) Duncan, Jonathan Marshall and Anthony (AJ) James.

In attendance: Janie Stone (minutes), Michael O'Brien NZSTA.

Eddie welcomed Michael O'Brien, NZSTA, to the meeting to observe.

Karakia led by Emma Tolmie.

1 Administration

1.3 Minutes of the Previous Meetings - 6 June 2023

The minutes were approved as a true and accurate record.

Moved: Jonathan Marshall

Seconded: Jonathan (Monty) Duncan

1.4 Declaration of Interests

Nil.

1.5 Principal's Report

Emma has changed the report format.

Updates included:

- Parents/community parent teacher Learner Conferences
- ESOL funding for seven children being sought
- The Whenaketanga programme has commenced
- Book week, 24-28 July, was a success
- Assembly change to ensure literacy is taught on a Friday
- Lucie Cheeseman PD is ongoing
- Emma visiting kindergartens
- The new teacher, Carina Lee, started in Rm 4
- Rita and Isabel are now fully registered
- Information Evening for the Juniors at the end of the term
- The MOE has approved 50 hours for PLD. We have engaged Steve Saville and Lucie Cheeseman to work with the staff to define and write the local curriculum. The RTLB is also engaged to write the local curriculum with the juniors.
- Review of TA hours with Kate and Lizzy leaving. Now employed Karen McKenzie to take some of Kate's hours
- Cyclone, who provides our ICT support, has been given two months' notice, and Emma has another IT consultant. Emma will get a Learning Assistant upskilled to take on IT.
- sKids have withdrawn their service, and Emma has engaged Kelly Club to return. Currently in a transition stage with Emma and Taxis/Uber transporting the children between SBS and Bayswater Primary.

Emma met with Brenda McPherson, MAC, Hautu, who offered to attend the next board meeting to examine the board's capability of providing Maori support. The board had previously agreed that Hautu is critical to be part of the decision. It would be good to have a 101 rather than an exhaustive course. The HR Review is more critical. Set a date at the end of the meeting to discuss.

Dates for 2024: The Peninsula schools start on 7 February 2024.
MOE TOD Curriculum Refresh Day - 24 November 2023.

Motion: Emma requested approval of the dates.

Moved: Monty Duncan

Seconded: Jonathan Marshall

1.6 Mid-Year Report

Scott presented the mid-year data report. High level of achievement across the board. Understanding the reporting, how can we break this down for parents to understand. The school will continue with what's in place this year and review assessments and assessment practices. With reports to parents being reviewed by teachers and then parents for feedback. Communication with parents - the key is to take the community on the journey.

1.7 Correspondence In

A resignation has been received. Kate Sharrock, Learning Assistant, is moving to Milford Primary.

Scott and Rita have applied for study grants. The 2023 budget approved \$4k for Study Grants. We do not have a Policy/Procedure at this stage.

Decision point: Approve the courses undertaken to achieve a certain level and align with our Strategic Plan. The board requested that staff awarded study grants bring back their learnings in a presentation.

Action: We need a procedure and process.

Motion: The board supports the study grant award to the two staff who applied and agreed to fund a paper for Scott's (\$1,152.75) and Rita's (\$2,072.70) study for 2023.

Moved: Eddie Christian

Seconded: Monty Duncan

A letter from a family for an out-of-zone enrolment will be discussed in committee.

Motion: To accept the out-of-zone family who have applied for a place.

Moved: Eddie Christian

Seconded: Monty Duncan

Correspondence Out

The resignation was accepted.

Verbal update from Eddie - Principal meetings

Eddie and Emma continue to meet on Fridays. Feedback: operational elements of the school, critical pieces, feedback from parents and the community, children commencing school and their support, staffing, coaching and mentoring.

2.0 Strategic and Governance

Nil.

2.1 Policies Review

Enrolment policy (added by Emma)

Inclusive Education (Board Review only)

Māori Educational Success (Board Review only)

Learning Support

Learning Support Co-ordination

Identify Learning Support

Gifted Learners.

Later: EOTC review the updated version on Schooldocs, check and submit any changes.

EOTC - School docs have received over 2k submitted feedback from schools. The board agreed to wait to see what school docs produced once the reviews had been made.

All school trip forms and RAMS have been reviewed and updated.

Moved: Jonathan (Monty) Duncan

Seconded: Jonathan Marshall

2.3 Election Planning

To be discussed at a later date.

2.4 FOSB Update

Currently, Mud Run Central has sponsorship, organisation, t-shirts, etc. Early bird ticket sales for families of SBS. T-shirts are a large part of the expense. RAMS are done for the Mud Run. To investigate Navy help. The Whatsapp groups are going well. Board drinks during the Disco are included in the ticket. No liquor licence is required.

3.0 Monitoring

3.1 Hautū

3.2 HR Review

Eddie requested the board agree on two hours to discuss the HR Review with Michael O'Brien - the board agreed on 21st August 6-8 pm. Food to be organised.

3.7 Finance Report

Janie presented the June Finance Report.

Eddie requested that the Finance Sub-Committee discuss ways to increase income. i.e. School Donation Increase, Roll Growth, International Student income.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

3.10 Principal's Appraisal

Emma requested that the board support the appointment of Maggie Twaddle, ex Principal, to perform the Principal's Appraisal. The cost will be approximately \$5k.

Moved: The Board agreed to appoint Maggie Twaddle to perform the Principal's Appraisal.

Moved: Monty

Seconded: Jonathan Marshall

Michael O'Brien left the meeting.

Meeting adjourned at 7.50 pm to move into In-Committee

Out of in-committee 8.10 pm

Any other business

School leaders

Review of the process, key things to consider, and what we do at the beginning of the year. These are operational decisions and will be fed back to the board.

Actions:

- Policy/Process on Study Grant
- Emma will follow up with the MOE about adding a 'children of staff' category to the Out of Zone Enrolment Scheme. Exit interview between Emma and Eddie

The meeting closed at 8.20 pm

Date of the next meeting: 5 September 2023 at 6 pm.

Presiding Member

Dated