



STANLEY BAY SCHOOL

Board of Trustees Minutes Tuesday, 24 October, 2023 at 6 pm, School Staffroom

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

In attendance: Lesley Winstanley (via Zoom) and Janie Stone (minutes).

Apologies: Jonathan Marshall.

1 Administration

1.3 Minutes of the Previous Meetings - 5 September and 19 September 2023

The minutes were approved as a true and accurate record.

5 September 2023 Minutes - approved

Moved: Scott Boniface

Seconded: Anthony (AJ) James

19 September 2023 Minutes - approved

Moved: Kate Maiava

Seconded: Jonathan (Monty) Duncan

Eddie admitted Lesley Winstanley, MOE, on Zoom to the meeting at 6.20pm

Lesley Winstanley, MOE, granted speaking rights via Zoom to discuss the Draft 2024 Budget.

Emma introduced Lesley to the meeting.

Emma has been assisted with the budget preparation by Lesley, Janie and Raissa Wilson, EdTech.

Emma has met with Lesley and Chrissy Dennison from the MOE before the meeting.

Emma explained that this budget is conservative, with money separated for the FOSB money trying to be ring-fenced. Emma has been through curriculum budget lines with eight staff who turned up to allocate the learning resource allocation of the budget.

The true cost of TAs has been adjusted to accommodate the MOE grant drops we receive throughout the year.

Lesley advised that schools can apply for assistance with heat and power once a year before the end of June in any given year. Lesley will investigate if there is an AOG agreement for power.

Emma investigating a company that deals with Cyclical Maintenance.

SMS cost has increased, and we are moving to a new system and this will replace some of the apps we pay for.

The Library system is antiquated. We have budgeted for a new system, Accessit.

Fixed Asset items were discussed. These will be addressed at the next board meeting. Further investigations on a safe, or new lock, piano or electronic keyboard, basketball hoop, EPro 8 and ride-on mower.

FOSB target fundraising campaign for some FA items as listed.

The board has no major opposition to the draft budget but requested the Finance Committee work on it and bring it back to the next meeting.

Lesley highlighted to the board that the community voice needs to be acknowledged and linked to the budget and the Strategic Plan. At the front of the budget, an assumptions page, numbers, considerations, etc, what you want to achieve in the budget would be very beneficial and give the board focus. Look at a three-year cycle rather than an annual cycle for long-term planning.

1.4 Health & Safety

A child fell from the tree (back field) and broke their wrist. Look at the possibility of mulch around the tree to soften the fall. Door locks have been updated. Covid has re-emerged at school.

1.5 Principal's Report

Policies: Emma requested from School Docs the policies that we do not have and worked out the ones we require. Security: The system is not fit for purpose and is problematic. People are going on the roof outside of school hours. Security cameras have been installed, so that we have better cover and as a deterrent. The cameras are linked to Emma and Scott's mobile phones. The cameras only operate outside school hours to reduce vandalism and burglary. The cameras cost \$2.5k, windows box in the office. An app goes with the alarm system will be able to be set up on the box also.

The school pool key agreement will need to be changed so that the purchaser acknowledges the camera surveillance of the pool. T&Cs to include: The purchaser understands and accepts that CCTV cameras will be operational outside school hours for security reasons only. The board requested to know the running duration and how long the film is stored. We need to be clear, Emma to investigate.

New Policies:

- Before and After School Supervision
- Bring Your Own Device (BYOD)
- Camera Surveillance Guidelines
- External and Private Tutors

Standdown: Emma sought advice from the MOE about better dealing with **Māori**, which will be good practice for all.

Absences: Report from the MOE mostly affected by families taking holidays during term time.

Strategic Plan: Taken as read. Date for sign-off will be the next board meeting. Eddie requested that all board members familiarise themselves with the SP when sent out by Emma. The information will be given to the community when the board signs off the SP.

Annual Plan: This is part of the Strategic plan. It is a live document that will be reported on each board hui in 2024 with updates on implementing the Strategic Plan.

10YA: Emma explained the projects included roofs, office roof (water issues), four classrooms with acoustics problems Rms 1, 4, 5 and 6. New office to provide a new meeting area. PA system, Gutter/clearlite roof outside Room 13. Room 13 windows should be re-done, due to H&S. Work will commence in the school holidays. The hall and Room 8 are insurance claims from the floods, not in the 10YA.

Motion: The 'MOE #1512 - Stanley Bay School 10 Year Property Plan for 2023/24' is approved and adopted by the Board.

Moved: Kate Maiava

Seconded: Jonathan (Monty) Duncan

1.6 Declaration of Interests

Nil.

1.7 Correspondence In

An email from Isabel Robertson, going overseas - resignation wef EOY 2023.

Correspondence Out

Emma acknowledged the resignation on behalf of the board.

1.8 Chairs Update

Eddie and Emma have had four meetings. Conversations on EES. Feedback on board and staff. 10YA and Strat Plan. Conversations with stakeholders and staff. Emma's appraiser has changed to Dr Nicky Knight of The Education Group. Feedback on the board, staff feedback. A plan to report to the staff results and actions.

2.0 Strategic and Governance

Nil.

2.3 Policy Review

The board to read and review them on the school docs portal:

Term 4 Policy reviews to do:

- Curriculum and Student Achievement Policy
- Student achievement information
- Health education

General review:

Home Learning

Distance Learning

Term 3 policies: The Principal and DP have reviewed them.

Action: The board will review terms 3 & 4 policies before the next meeting.

2.4 Friends of Stanley Bay

Survey Results - taken as read. The boulder climb garnered the most support, with 43% of the votes.

Budget locked in, we go to the community.

Motion: Approve the Mud Run Funds be used for the boulder climb and communicate to the community.

Moved: Kate

Seconded: Anthony (AJ) James

FOSB Update - Holly Knill is the new Chair of the FOSB. The FOSB have 2024 term dates to forward plan events. They want to allocate events to funds specifically. FOSB has organised World Teachers Day recognition for teachers.

3.2 HR Review

The September date was postponed. A new date of Tuesday, 7 November, 6-8pm in the staffroom was set..

3.3 Student Achievement

Student Achievement ICAS, 4 students achieved high distinction.

3.4 Student Leaders

Selection Process, presented by Emma, we have 34 x Year 6 students, 8 house leaders. We will also have leadership opportunities for Year 6 students: peer support, sports monitors (PE shed), road patrollers, office helpers, enviro group and librarians.

The communication to the community has to be written in a business manner.

3.7 Finance Report

Janie presented the September Finance Report.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

3.9 Acknowledgement of Achievements

Helen Pelham for all the sports she has organised this year, especially the inter-school sports in Term 3. Emma and Eddie to acknowledge with a letter.

3.10 Principal's Appraisal

Dr Nicky Knight has been appointed to perform Emma's appraisal.

4.1 Identify items for next agenda

Strategic Plan & Annual Plans, to be signed off at the next board meeting, the board to communicate. 2024 Draft Budget, finance committee to meet before the next meeting.

Board moved into In-committee at 8.51 pm

Board moved out of In-committee at 8.56 pm

Meeting closed 9 pm

Presiding Member

Dated