



STANLEY BAY SCHOOL

Board of Trustees Minutes Monday, 11 December 2023 at 7.30pm Staffroom

Present: Eddie Christian (Presiding Member), Emma Tolmie (Principal), Jonathan (Monty) Duncan, Jonathan Marshall and Anthony (AJ) James.

In attendance: Janie Stone (minutes).

Apologies: Kate Maiava

Correspondence In

Two emails received regarding days in the school year and start date for 2024.

Emma and Eddie had met and discussed the dates before the meeting and were happy that the school complied with the Ministry guidelines for the 2024 school year.

Correspondence Out

Nil

1 Administration

1.3 Minutes of the Previous Meetings - 24 October 2023

The minutes were approved as a true and accurate record.

Moved: Anthony (AJ) James

Seconded: Jonathan Marshall

1.4 Health & Safety

Property inspections. With the Caretaker away and the DP leaving, the Principal is getting training from Argest. Emma has made a book for ease of use.

1.5 Principals Report

Taken as read.

Motion: MOE TOD days to be taken attached to the holidays: Kings Birthday Weekend Friday 31 May and Labour Weekend Friday 25 October.

Moved: Jonathan (Monty) Duncan

Seconded: Anthony (AJ) James

Motion: 2024 Term dates to be approved 384 half days, finish on 19/12, due to Mud Run being a school day, school will physically finish on 18/12.

Moved: Jonathan (Monty) Duncan

Seconded: Anthony (AJ) James

Motion: The principal is Stanley Bay School Delegated Financial Authoriser (DFA). The Presiding Member and the property sub-committee representative are given 'Read-only' access.

Moved: Eddie Christian

Seconded: Jonathan (Monty) Duncan

Motion: Auditors Cyclical Maintenance Plan - The Board has had Watershed Ltd, the Stanley Bay School MOE approved property managers, review and update the cyclical maintenance plan. All MOE buildings are included. Stanley Bay School owned buildings are not included.

Moved: Anthony (AJ) James

Seconded: Jonathan (Monty) Duncan

Motion: Approval of Board Annual Work Plan 2024, dates of meetings, policy documents, visitors, H&S walkarounds.

Moved: Jonathan Marshall

Seconded: Eddie Christian

Motion: Approval of FOSB Annual Work Plan 2024.

Moved: Anthony (AJ) James

Seconded: Jonathan (Monty) Duncan

Emma acknowledged the FOSB are working very hard towards their fundraising goals.

Strategic and Annual Implementation Plan

Emma presented the plan and explained the assessment, achievement and reporting data. The plan needs to be submitted in March 2024.

1. Academic achievement
2. Identity and culture
3. Clarity and understanding

Scott won more PLD hours for 2024. 2024 will see feedback from the community via principals cafe's. More transparency next year in reporting to parents. These link to the board's annual work plan.

Motion: The board accepts and approves the Strategic and Annual Implementation Plan.

Moved: Eddie Christian

Seconded: Jonathan Marshall

1.6 Declaration of Interests

Nil.

1.7 Correspondence In

An email requesting a student leaders' review update.

Congratulations to Scott on winning the position of Deputy Principal at Auckland Intermediate School. Scott Boniface has tendered his resignation.

Genevieve Thomas has tendered her resignation to work at Milford Primary School.

2024 leave application for Helen Stedman approved.

Moved: Eddie Christian

Seconded: Jonathan (Monty) Duncan

Correspondence Out

Emma has acknowledged the resignations.

1.8 Chairs Update

Eddie Christian and Monty Duncan dealt with a complaint regarding the process of a standdown. The process had been followed and this had been communicated with the family concerned, with a positive outcome. Regular Principal meetings had been disrupted due to leave and a bereavement.

2.0 Strategic and Governance

Nil.

2.3 Policy Review

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

- Curriculum and student achievement policy
- Health Education, (board consulted the community in Term 4 2022. Next one due at the end of 2024)
- Student achievement information

2.2 Governance Documents

Already covered.

2.3 Election Planning

Investigation as to how we can opt in, to a staggered election at the next election cycle.

2.4 Friends of Stanley Bay

Principal is meeting with Tabatha and Paul who wish to continue to run discos in 2024. Teachers to be instrumental in the running/structure of the disco, FOSB to assist by organising leading up to the event and support on the night.

3.3 End of Year Data Review

Scott presented the End of Year Data Report which compared new mid-year to end-of-year achievement data in Reading, Writing and Maths. The data is different from previous board reports due to the way it was set up in the student management system (SMS). The parents have been getting the correct information, however, the previous board reports have not been correct due to it not reflecting the data sent to parents. Recently the SMS has been set up correctly so that the Board reports now reflect the student achievement data that parents have been getting about their children. With the school changing SMS from etap to Hero in the new year, the board requested that a one-page explanation be written for the next board hui, to ensure that the data integrity and classification are correct. The board will seek an independent verifier, with impartial advice to understand the data and how it is collated.

Board to discuss independent verification at the January board meeting.

Eddie thanked Scott for the report.

3.7 Finance Report

Janie presented the October Finance Report.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

Due to an unexpected funding drop, due early 2024, approx \$14k from the MOE to cover furniture. Emma requested that \$14K of the money allocated for furniture in the 20224 budget be used to purchase Haier heatpumps for the classroom. We may need to disable the heaters for the heatpumps to operate. Kate Maiava has offered to purchase the heatpumps with a discount via Fisher and Paykel.

The board requested further exploration, no commitment at this time.

Motion: approval for quotes to be explored and brought to the board.

Moved: Eddie Christian

Seconded: Anthony (AJ) James

Draft 2024 Budget

Motion: The board approves the 2024 Budget.

Moved: Eddie Christian

Seconded: Anthony (AJ) James

3.9 Acknowledgement of Achievements

Rita Harvey for her work with the Creatives in Schools and implementing technology and Jill Cahill for all her hard work with Sculpture On Shore and Calendar Art.

3.10 Principal's Appraisal

Discussed in-committee on 11/12/23 and on track.

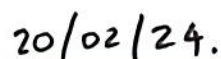
4.1 Identify items for next agenda

Student Assessment Data - One pager
Action Plan
Camp RAMS

Meeting closed 8.50 pm



Presiding Member



Dated