

Minutes of the meeting of the
Whenuapai School Board of Trustees
Monday 7 December 2009

QUORUM PRESENT

Item No 1: MEETING OPEN

The Chair, Peter Lamberton, declared the meeting open at 7:00pm

Item No 2: PRESENT: Warren Spanhake (Principal), Ceilidh Martin, Peter Lamberton (chair), Eugene Bingham, Les Stockley, Tracy Collins
APOLOGIES: Shannon Corsan (Staff Rep), Gregg Carrington, Cherylene Neels.
VISITORS: Nil

Item No 3: APPROVAL OF AGENDA

The following items were added to the agenda;

- Staff Representative

Motion: That the amended agenda be accepted.

Moved: Spanhake
Seconded: Collins
Carried

Item No 4: APPROVAL OF PREVIOUS MINUTES

Minutes of the previous meeting were circulated to the BoT.

Motion: That the minutes of the previous meeting be accepted as a true and accurate record of the previous meeting.

Moved: Lamberton
Seconded: Spanhake
Carried

Item No: 5 MATTERS ARISING FROM THE PREVIOUS MEETING

Action plan from 16 November 2009 covered. Several issues outstanding which have been transferred below (refer attached sheet).

Moved: Lamberton
Seconded: Spanhake
Carried

Item No 6: BOT CORE BUSINESS

1. Principals Appraisal – not yet started
2. Policy Review Update – This has been completed after an extensive effort from management and Ceilidh Martin and Management. Folders are now available with full indexing and copies have been supplied to all relevant staff.
3. 2010 Board Elections this year. Timeframe and elections need to be discussed however a subsequent email attached below outlines the dates now committed to

Event	When
Fix Election Date	Now
Select RO	Now
Call for Nominations	By 15 March 2010
Nominations Close	Noon 23 April
Voting Papers Distributed	By 28 April

Voting Day	7 May 2010
Count Votes	13 May 2010
Board Takes Office	14 May 2010

Common Date: Even though the common election date is **7 May 2010**, with all promotion and support focused around that date, the Board must still independently make and record its decision on what date will be their election day. That is the day on which the poll for the election closes. Once that date has been decided the Returning officer can easily work out the rest of the timeframe.

Decision: Your Board must make a decision about which date to use and that decision must be recorded in the minutes of a properly constituted Board meeting. That decision has to be made **before the 1st of February** – and if that may be a problem during term break time, remember trustees are able to sign or agree in writing to Board resolutions by way of post or electronic communication, such as fax or email.

If the Board has not made its election date decision by the end of this month (and therefore before the 1st of February) then it is required under s101 (4) (a) of the Education Act 1989 to make its election day the second Tuesday in May. That is the **11th of May** this year.

Funding for Elections: Boards should receive the first payment on **Friday 29 January 2010**. The payment will now be made separately from the Operations Grant. The remittance advice slip will stipulate: **BOT Elections**, so it will be easily identified.

Appointing RO: If you haven't already done it, the Board should appoint a Returning Officer to run the two elections, one for Parent representatives and one for the Staff Representative. That appointment should also be recorded in the minutes.

4. Charter Changes. Board agreed that the National Guidelines needed to be incorporated into the "**Statement of Intent**" contained in the Whenuapai School Charter.

Motion proposing the following additional clause be adopted

"Every Child will be making progress to reach National Standards, regardless of their ethnicity, if they have a disability or have special education needs"

**Moved: Spanhake
Seconded: Stockley
Carried**

5. 2010 Draft Budget prepared. Thanks for the work of Warren and the team in putting this together. Some small items requiring clarification but in principle budget looked quite accurate. Only issue was the only source of comparison was against the 2009 budget and not against any actual data which could be misleading. Lamberton undertook to provide that source of comparison before final signoff of budget.
6. ERO Progress – Lamberton, Bingham and Spanhake attend a 1 hour briefing along with 15 other schools scheduled for their ERO reports in term 1 on the 16th of November. Meeting was informative and main outcome for consideration was whether the school would engage a "Friend of the School" to assist with ERO. School saw limited advantage in have a third party involvement with ERO irrespective how strong an advocate they may be and declined the opportunity.
7. 2010 Goals were proposed by management:

- ***To enhance the quality of teaching and learn through the introduction of a more robust Appraisal process involving a range of personnel in a variety of contexts.***

Comments were how this could best be measured. As with a number of the goals below and the following were suggestions or actions that would accompany the goal

1. Budget allocation of \$6k per department to improve the current process;

2. Focus is on a formative walk through and adding value, not adversarial
 3. Team Leaders to walk through team Classrooms' not less than Monthly;
 4. Deputy Principals to walk through classrooms under the not less than Monthly (Ms Neels for the Junior School and Mr Dawson the Senior School);
 5. All formative walkthroughs to have a written assessment signed off by both parties offering feedback);
 6. Board to receive updates in the principals report that this is being undertaken
- ***To provide staff with a greater understanding of the content and delivery of the NZ curriculum with specific reference to the integration of the Key competencies and values in teaching programmes across all levels of the school.***

The following were suggestions or actions that would accompany the goal

1. 100% of staff to have completed appropriate professional development with the attainment of this goal with 6 months;
 2. Survey to be conducted in June to assess how staff felt about the effectiveness of the training and practical application in the classroom;
 3. Best practice adopted following consultation;
 4. Survey to be re-undertaken in December to gauge effectiveness and improvement.
- ***To undertake a comprehensive review of the Numeracy Programme across all levels of the School and assess pupil performance in relation to National Standards.***

Angela James to head and champion this goal.

The following were suggestions or actions that would accompany the goal

1. Angela James to submit and present her full report to the Board covering what works well now what could be improved, proposed changes (if appropriate). The identification of issues and a proposed recommendation detailing both budget implications and student achievement implications by the end of Term 3.
- ***To introduce Activ Board / Projector setup as a teaching tool in selected rooms to provide greater depth of learning of engagement/learning for pupils and teachers with specific reference to enquiry.***

Nicole Wilson to head and champion this Goal

1. The board has installed 5 machines for the start of term 1 across two teams. It is the desire of the board to roll this out further, however feedback on the effectiveness will be required before further expenditure is committed;
 2. Possibility of survey to be conducted quarterly on staff and students being exposed to the technology and what outcomes it is delivering to all stakeholders. Quarterly may be too frequently, however depending on the feedback it may permit the possible rollout of smartboards across the school sooner.
 3. Report to be provided quarterly summarising new technology to come to the board.
- ***To develop school wide programmes/initiatives/strategies that enhance the integrity of our individual and collective performance in facilitating leaning and teaching to ensure that the best possible learning opportunities for all students.***

Odessa Holmes to head and champion this Goal

1. Clarification of this goal sought as outcomes still unclear

8. Management Units - Advised board as to which staff had management units and where allocated.

Item No 7: Correspondence

7 Items of correspondence entered.

Moved that the correspondence be accepted. All relevant to the board was fully disclosed.

**Moved: Lamberton
Seconded: Collins
Carried**

Item No 8: Finance Report

No further financial information supplied since last discussed at board level.

Item No 9: General business

Staff Representative

Given the birth of Ms Corsans baby recently recent birth the board enquired as to her desire and availability at board meetings. She has agreed that she would wish to continue in that roll.

Elections are being held this year and the staff representative must also stand as do ordinary trustees.

Board was of the belief that the staff representative should have a standing agenda item from 2010 as the board was interested in positives, wants, negatives, needs and feedback from staff on current issues that they wished to be raised at board level.

Motion proposed

“Written report to be provided at board meetings as a standard agenda item covering staff issues”

**Moved: Collins
Seconded: Bingham
Carried**

Item No 10: NEXT MEETING

The next Meeting will be held on Monday the 8th February 2010 at 7pm in the Whenuapai School Staffroom.

Item No 11: MEETING CLOSED

The Chair, Peter Lamberton, declared the meeting closed at 10:43pm

_____, signed as a true and accurate record this, _____ 2009.

ACTIONS FROM 7 DECEMBER 2009

Outstanding actions that remain for discussion or closure are:

- | | | |
|--|---|------------|
| 1. What was the cost of building project (as opposed to anticipated budget) | - | Property; |
| 2. Smartboards committed to what rooms | - | Management |
| 3. Staff rep to be elected at the beginning of the year. Promote to staff in term 1 | - | WS |
| 4. Principals Appraisal – need form action plan prior to ERO (22 nd FEB) | - | PL/TC/CM |
| 5. ERO Update | - | PL/WS |
| 6. New Policy – Teacher to sign and acknowledge they have been supplied with to occur at teachers only day | - | WS |
| 7. Board to present Gala to staff at teachers only day | - | EB |
| 8. Elections requirements | - | WS |
| 9. 2010 Budget to be clarified and ratified on comparison with prior years data | - | PL |
| 10. Clarification of some goals following discussion with Board | - | WS |