

KAIPARA FLATS SCHOOL BOARD OF TRUSTEES MINUTES OF MEETING HELD 19TH OF SEPTEMBER 2019 at 7PM

Present: Roxanne, Gael, Debbie, Mark, Christine, Sarah, Todd, Sandy,
Edwin(MOE)

Apologies: Paul

Meeting opened: 7.05pm

Edwin from MOE lead a PB4L discussion with input from Gael and Roxanne.

Gael, Roxanne and Edwin left meeting at 7.30.

Minutes of previous meeting were incorrect. Reading recovery and finance moved and second in wrong place, also that minutes were too brief.

Principals Report: Kaipara Flats school children leaving the school in a positive light. Eastle testing from YR4-6 maths, Yr3 children tried the test today with positive report from Sharon on how they coped. Information graphs looking for gaps in learning and goals to work towards. Yr 5-6 class has a large spread of abilities.

Discovery learning has been very popular with the children this term.

Learning conversations were well attended and positive feedback from staff and parents. Bell needed to be sorted out with a timer so principal is not waiting to ring the bell every 10 minutes and can walk around and see what is going on in the classes.

Curriculum assessment - John Hatty video . Roll of teacher and dynamic assessment, podcasts and teacher development.

Maori language week - tokenism discussion by staff who decided a more authentic approach is needed with regular use of te reo and ti kanga throughout the school.

Collaborative teaching - Debbie sat in and documented the teaching of Takahe class by both Stevie and Gael then the lesson was repeated in Kea - good experience for teachers and how the language /lesson changed between rooms. This session went well.

PDL - National standards have gone but we need a level indicator. Learning progression framework with steps. What the child is learning and where it needs to get to. We have started this using this tool in writing.

Seven principles of learning - budget elements - purchase of furniture - choice and flexibility for learning. Stonefields school set up will be looked at when Debbie/Todd attend a visit.

Digital tech review and plan - list of achievement. PDL is slow in coming - 2020 introduction of robotics with the use of the Lego system.

Kahui Ako - Community of Learners. Achievement Challenge being refreshed. Debbie on the committee. There are 2 Across School vacancies which means that teachers are out of school 2 days per week. Some principals is too much. The Lead Principal has resigned, effective from 2020. Sandy spoke on this and the importance of getting the right leader.

Staffing 2020:

Roxanne to retire at the end of the year - resignation accepted. Gael is having an extensive back surgery next week and has asked for one years refreshment leave - entitlement. Tina -reading recovery for 2020. Debbie has approved a reduction in hours to 0.4 but retaining her permanent roll. Phillippa does not want to continue in her role as reading recovery teacher. She has enjoyed the role, but has found it very tying, restricting her to our school, 5 mornings per week. Reading recovery is an expensive intervention but Debbie is happy to commit to 2020 so that she can collate data re the impact. Once that data is analysed, a decision can be made as to whether we continue. Christine Wilson - 1 day per week next year fixed term year by year.

Excitement about getting new staff and what they may have to offer our school. Jobs have been advertised. There is the potential for staff to move classes if they are interested.

One child stood down 2 days this term.

Debbie moved - Todd accepted.

Chairman's report: Roll and enrolment zone paperwork in the post from Wellington - this confirmation of zone needs to be set before ballot. Zone to

be set for term 1, 2020. Next meeting to set ballot. 19 children coming for next year that we know of at this stage some of which are out of zone. Class sizes to be decided before set zoning. Even keel numbers for staff numbers. Six classes for 2020. What will it look like re numbers with what we have and what we expect in zone and out of zone.

24th October next meeting - email in advance 5 days so board member have a chance to digest contents.

After school care - numbers going up - 3 new families starting to use the service next term. JD and Anne sharing duties and enjoying it.

Christine - PTA would like to do a meet and greet with the new board. Date to be set which suits - perhaps after a PTA meeting - afternoon may suit.

Hazard audit check list - tagging of electrical equipment - all in favour of having a qualified person to come and do a well overdue check - up to \$800 approved to spent on this. Defib case - Sarah to contact Jan regarding getting this organised.

Mark talked about the Bridgehouse new board meeting and how he feels about being a new member - credit card - budget - streamlining info - governance - review of strategy - what is happening in the future. Goals going forward - strategic plan to 2021 - spend time going through school docs.

Annual plan usually done in Oct/Nov for the new year. To be done after Stonefields visit on the 12th of November - teachers involved. New staff appointed before annual plan - needs to be done before March 2020.

Teacher only day 25th Nov - hopefully appointed new staff by then - strategic plan with new staff.

The next board meeting to be held on the 24th October - meeting to be solely on the strategic plan - 2hr session - intro to strategy.

End of year morning tea for staff from board members on last week of term 4 - gifts to be arranged.

Retirement assembly in school for Roxanne and Tina and to acknowledge 25 years of service.

Junior and Senior prize giving to be separate with board chair giving a speech at both.

Meeting closed at 8.55pm