



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 9th October 2023

**PRESENT:** Sarah Kemble , Peter Beckett, (by zoom) Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Stuart Houliston, (by zoom) Julie Scott (Chair), Kerry Jones, Andrew Blewden, (by zoom) Grant O’Donoghue, Hannah MacDonald,

**IN ATTENDANCE:** Karen Mitchell, Chelsea Brown Rosie Shanks (5.30 - 6.20)  
Meeting opened at 5.30pm

**1. OPENING**

**Karakia** – Jo Redfern-Hardisty

**2. ADMINISTRATION**

**2.1 Apologies – All present**

**2.2 Confirmation of previous minutes**

**Resolved** that the Minutes of 11th September be taken as read and confirmed as a true and accurate record  
**JS/CM Carried**

**2.3 Board Attendance**

**Resolved** that the attendance List for 9th October 2023 be received. **JS/CM Carried**

**2.4 Board meeting leave request**, if any please email J. Scott.

**2.5 Student Representative election:** Chelsea Brown was introduced.

**3. MATTERS ARISING**

Task	Responsible	Due Date
<b>ACTION:</b> To present a roll prediction for 2024 to the October Board meeting.	SK	completed
<b>ACTION:</b> Board members to think about a symbol which represents the school.	All	Ongoing
<b>ACTION:</b> Gabrielle to move forward with the planning around the 4 plus 3 model.	GW	completed
<b>ACTION:</b> SK and KM to reflect on people who could be approached to join the subcommittee to address bi-cultural and multi ethnic concerns.	JS/KM/SK	Ongoing

**4. BUSINESS**

**4.1 Principal’s Report**

**Noted** that:

- Roll is moving around at the moment so it is just a matter of wait and see. There are some students still undecided. Class sizes for next year are acceptable for the most part and are being closely monitored. There is always movement over the summer break. A full roll is to be celebrated.
- Immigration numbers have an effect on all school rolls

**4.1.1 Goal 3 Review:** Accepted as read

**4.1.2 Sports report: Noted that:** Annie Sadlier will be reporting in person to the Board in December.

**4.1.3 Harry Kim resignation:** Harry will complete an exit interview.

**Resolved that**

- the Principal's Report be taken as read and accepted
- Unpaid leave for Sarah Menzies for last two weeks of term 2 2024 be approved **SK/JS Carried**

**4.2 Special Character:** No report

**4.3 Property Report:** No report

- Request for a meeting with combined Boards about Watershed contract. Date to be confirmed by email.

**4.4 Finance Report:** No report

- Rise in fees discussed. Email from MC regarding this will be following shortly.

**4.5 Health & Safety Report:**

**Noted that:**

- Final approval for the equestrian trip. Parents have signed waivers for school responsibility of day to day management of students while on the trip. Waiver has been legally scrutinised. Students have signed a commitment to adhering to the code of conduct and behaviour policies.

**JS/CM Carried**

**ACTION:** H & S committee to look at newly mandated procedure regarding permission for changing daily activities on school trips.

## **5.0 General Business**

<b>5.1</b>	HOD assurance report: KM/JS Noted that: <ul style="list-style-type: none"><li>• All departments need to be supported through the changes.</li><li>• HODs appreciated being able to present to SLT.</li></ul> ACTION: To show appreciation for all the work that HODs do with all the changes in the curriculum.
<b>5.3</b>	Learning support / Gifted and talented update: Rosie Shanks spoke to a powerpoint <ul style="list-style-type: none"><li>• The vision of the department is social justice and aims at equity for every student.</li><li>• The vision includes: having all students being normally present participating enriching success in the classroom, identifying what the barriers are and seeing if we can remove them in some way, having education opportunities that are accessible for all students.</li><li>• The vision includes teaching students to be advocates for themselves in school and beyond.</li><li>• There are several programmes in place to cope with the needs of all students at different levels, both in assisting and assessing students.</li><li>• The school has six teacher aides, 5 part time and 1 full time. Finding teacher aides with math speciality is really difficult.</li><li>• There is difficulty finding enough exam supervisors to cater to the individual requirements of a growing number of students.</li><li>• UDL (Universal Design for Learning) is now being used throughout the school.</li><li>• The department is looking at increasing the use of the Learning Hub and wellbeing to hopefully include a sensory room.</li><li>• COVID has caused significant difficulties for students.</li></ul>

	<p>Suggestions for responding to the challenges:</p> <ul style="list-style-type: none"> <li>● 1. Increase Staffing - this includes teaching, teacher aides or other specialists.</li> <li>● 2. Additional Resourcing to support classroom learning <ul style="list-style-type: none"> <li>a. Providing concrete learning equipment to support Math e.g. Numicon.</li> <li>b. To support neurodiversity in our students by providing them with a range of spaces, places, equipment and technology that will foster their learning.</li> <li>c. Resources to continue our Professional Learning Journey with UDL.</li> <li>d. Resources to build the partnership between Learning Support and the Pastoral Needs team to build learner resiliency.</li> <li>e. Resources to assist with diagnosis of learner needs.</li> </ul> </li> </ul>
5.4	<p>Strategic plan - feedback from Gabrielle after last month's discussion</p> <ul style="list-style-type: none"> <li>● Discussion occurred around the placement of 'respect' in the strategic plan The concept of respect and having respectful relationships is very important to our community. Respect brings in the Treaty of Waitangi -e.g. respect for culture, respect for the environment.</li> <li>● Respect, Belonging, confidence and wellbeing</li> <li>● It was recognised that each one of these focus areas and the three pillars of Special Character, Learning and Teaching and Te Tiriti o Waitangi in the Strategic Plan will need to have KPIs and measurement targets and a manageable amount of activity that the school can effectively deliver and be successful with based on limited resources and time.</li> <li>● Discussion around the importance of action from the parents' point of view.</li> <li>● Discussion around the understanding and recognition of personal success in a variety of areas.</li> <li>● Discussion around future planning</li> <li>● Under confidence we need to add to prepare students to be confident for their future.</li> <li>● Strategic plan now to be sent to SLT for action plan</li> </ul>

## 6. CLOSING

Karakia – Michael Chinnery

There being no further business, the meeting concluded at 8.09 pm

Signed   
J Scott

The next meeting will be on 13th November 2023

Opening Prayer/Karakia: Andrew Blewden

Closing Prayer/Karakia: Kerry Jones

### ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
<b>ACTION:</b> H & S committee to look at newly mandated procedure regarding	JRH/JS	November

permission for changing daily activities on school trips.		
<b>ACTION:</b> Board members to think about a symbol which represents the school e.g. stencil of lake, Rangitoto, oak tree, Koru, Mercy cross, koihi koihi tree etc	All	November
<b>ACTION:</b> A letter to show appreciation from the Board for all the work that HODs do with all the changes in the curriculum.	JS	November
<b>ACTION:</b> SK and KM to reflect on people who could be approached to join the subcommittee to address bi-cultural and multi ethnic concerns.	JS/KM/SK	Ongoing
<b>ACTION:</b> Candidate for BOT award to be followed up	KM	November