

MINUTES: GARSTON SCHOOL BOARD OF TRUSTEES Approved 8/6/22
Meeting: Wednesday, 6th April 2022 at 7p.m.

Whakatauki

Titiro whakamuri

Kokiri whakamua

Look back and reflect

So you can move forward

1. Present: K O'Loughlin, B McNabb, S Glover, M Evans, Visitors: L Hore, S Moore, J Evans.
Guest Speaker: Cleave Hay (NZSTA)

1a. Apologies: Nil.

1b. Declaration of any conflict of interests for the remaining agenda items.

Resolved: Yes / No If no, comments N/A

1c. Explanation given by Cleave Hay, NZSTA adviser, on the role of the Board in Governance and how it differs from the role of the Principal as the manager of the school.

2. Audit - Parent/Teacher Interviews

Over half of the possible number of families took advantage of this opportunity to meet with teachers to discuss their children's learning. We have extended the time to allow for late requests for interviews because during this term there have been ongoing, unavoidable student absences due to COVID.

The interviews provided a valuable insight into how teachers/staff can work together with parents to help improve the children's sense of happiness around the social and learning experiences provided at school.

During discussions a small number of parents shared the difficulties their children sometimes experience as a result of the dynamics of our school roll i.e. consisting of only a small number of students in particular ages and year levels which means there are less options available for friends. Staff and teachers are committed to monitoring this situation and to provide strategies to help students better deal with relationship issues that arise as a result of it. Strong links are being made to our Health Education programme.

Principal reported on up-take and feedback around parent/teacher interviews.

3. Strategic Planning

A new planning and reporting framework comes into effect on January 1st, 2023.

We look forward to leading a consultation this year in preparation for developing the 2023 Charter. Our aim is to make the consultation process easy for people to get involved in so as to encourage input and ideas.

1. **More about the changes in 2023**

- a 3-year strategic plan that stays in place for up to three years and sets out how the board will achieve its objectives - it must be submitted to the Secretary of Education for approval every three years.
- an annual implementation plan with more detail about the board's strategic plan's, objectives and targets for each year - it will not need to be submitted to the Secretary
- an annual report that includes the board's statement of variance and annual financial statements
- your board will have to:
 - consult with your school communities, staff, students, and "others" as part of preparing your strategic plan
 - publish your strategic and annual implementation plans on your school website (cont.)

- make sure your annual report includes your statement of variance and annual financial report
- new planning and reporting regulations are planned. They will provide your board with more guidance about the new framework. Consultation is expected in 2021 / 2022

Principal advised that schools are awaiting direction for implementing the new Planning and Reporting framework requirements that will come into effect on 1st January 2023.

4. National Administration Guidelines - NAG's

4a. Curriculum (NAG 1) Report to the Board - Science - Year 4-7. Strand - The Material World.

Programme Taught: This term the class have been introduced to Chemistry through a range of practical experiments. The focus has been Reversible and Irreversible Changes. The children have built knowledge of dissolving, melting, solutions, solids, liquids, gases and begun to explore the difference between physical and chemical changes. They have begun to learn about the Periodic Table of Elements and know some of the chemical symbols and how all materials are made from atoms.

Results: They have worked in small mixed-age groups with a range of lab equipment and shown cooperation, safety and total engagement in their learning. In writing up their experiments, they have learnt the standard format of Hypothesis, Equipment, Method, Results and Conclusion. Using diagrams and photos to record their learning is also popular and useful. They have watched videos to consolidate their understanding and enjoyed quizzes and other online activities. Monday's Science morning seems extremely popular with all of the class.

Evaluation: The chemistry module has proved very successful and allowed the children to use an excellent range of equipment and resources. We were fortunate to have a hot plate donated by the Kingston Holiday Park, which we can use for experimenting with heat and changes of temperature. Seesaw will also showcase the learning for whanau to discuss further at home.

We will continue to: focus on STEAM (Science Technology Engineering Maths Arts). In Term 2, the Science will broaden into a Physics based topic looking at Simple Machines. If you would like to donate any wheels, axles, levers, screws, pulleys, inclined planes or wedges for our engineering experiments, please contact Sheena. Alternatively you may like to come in as a guest presenter with expert knowledge in this field!

Mrs. Ashford-Tait's report on Year 4-7 science programme was shared. Principal explained how the focus on science learning was in response to a previously identified gap in learning for our students in this age group which has also been identified nationally as an area for curriculum improvement. The school programme being provided will fulfill curriculum requirements through STEAM teaching (Science, Technology, Engineering, Arts, Maths). The Strand focus for Term 1 was the Material World (chemistry) and for next Term will be the Physical World (Physics). Our school has strategically organised the personnel to teach this programme and is continuing to build the materials and resources to support it. The new classrooms will provide fit for purpose teaching facilities for this subject area.

School-wide Student Achievement Action Plans for Reading, Writing, Maths

Principal explained:

- how the annual targets were set to achieve strategic goals to lift achievement of all students in reading, writing and maths including the target students.
- how additional advice and guidance from outside educational specialist teachers was used to support students who required it as defined by specific criteria.

Reading

<p>Strategic Goal: To lift the achievement of all students in reading including the target students who do not yet meet the expected level of achievement.</p>	<p>Target Area:</p> <ul style="list-style-type: none"> - Reading - Comprehension and decoding
<p>Annual Target: To accelerate the progress of all students in reading so that the school-wide results are as follows:</p> <ul style="list-style-type: none"> - By November 2022 - 100% of students will show progress in reading. - By November 2022 - 75% of students will be achieving the expected level for reading. 	<p>Student Group:</p> <ul style="list-style-type: none"> - Whole-School - Special focus on a target group of students

ACTION PLAN

What will the school do to meet the target?	When will it be done by?	Who is involved/responsible?	What resources will be allocated to meet the target?
Analyse reading assessment information to determine the learning needs of all children, including the target students.	March 2022	<ul style="list-style-type: none"> - Teachers/Principal - Learning Support Co-ordinator - RTLB 	Assessment time organised.
Professional learning and development in the teaching of struggling readers.	April 2022		- Better Start Literacy Approach
Monitor all students' reading progress, including target students	On-going		<ul style="list-style-type: none"> - Staff meetings - Moderation between teachers - Board reports prepared
<p>Interim Data:</p> <ul style="list-style-type: none"> -Up-date assessments & records. -Compare results & note progress. 	June 2022		-Release Time
<p>Final Data:</p> <ul style="list-style-type: none"> -Up-date assessments & records. -Compare results & note progress. -Analysis of Variance 	Nov 2022	↓	<ul style="list-style-type: none"> -Release Time -Application for on-going support
Discussion/Recommendations:	Dec, 2022	Teachers, Principal, Board	Staff and Board meetings

(cont.)

Writing

<p>Strategic Goal: To lift the achievement of all students in writing including the target students who do not yet meet the expected level of achievement.</p>	<p>Target Area:</p> <ul style="list-style-type: none"> - Writing - Deeper Features (sentence structure) - Surface Features (spelling)
<p>Annual Target: To accelerate the progress of all students in writing so that the school-wide results are as follows:</p> <ul style="list-style-type: none"> - By November 2022 - 100% of students will show progress in writing. - By November 2022 - 75% of students will be achieving the expected level for writing. 	<p>Student Group:</p> <ul style="list-style-type: none"> - Whole-School - Special focus on a target group of students

ACTION PLAN

What will the school do to meet the target?	When will it be done by?	Who is involved/responsible?	What resources will be allocated to meet the target?
Analyse writing assessment information to determine the learning needs of all children, including the target students.	June 2022	- Teachers/Principal - Learning Support Co-ordinator	Assessment time organised.
Allocate more teaching time for writing instruction.	Feb 2022 - on-going	↓	- Timetable changes
Monitor all students' writing progress, including target students	On-going		- Staff meetings - Moderation between teachers - Board reports prepared
<p>Interim Data: -Up-date assessments & records. -Compare results & note progress.</p>	June 2022		-Release Time
<p>Final Data: -Up-date assessments & records. -Compare results & note progress. -Analysis of Variance</p>	Nov 2022	↓	-Release Time -Application for on-going support
Discussion/Recommendations:	Dec, 2022	Teachers, Principal, Board	Staff and Board meetings

Maths

<p>Strategic Goal: To lift the achievement in Maths of all students including the target students who do not yet meet the expected level of achievement.</p>	<p>Target Area:</p> <ul style="list-style-type: none"> Maths - Problem-Solving - (Finding a Solution)
<p>Annual Target: To accelerate the progress of all students in maths so that the school-wide results are as follows:</p> <ul style="list-style-type: none"> - By November 2022 - 100% of students will show progress in maths. - By November 2022 - 75% of students will be achieving the expected level. 	<p>Student Group:</p> <ul style="list-style-type: none"> • Whole-School • Special focus on a target group of students <p style="text-align: right;">(cont.)</p>

ACTION PLAN

What will the school do to meet the target?	When will it be done by?	Who is involved/responsible?	What resources will be allocated to meet the target?
Analyse data to determine the learning needs of all children, including the target students.	March 2022	Teachers/Principal	Assessment time organised.
Ensure Rm 1 students have 5 maths sessions per week between 2 teachers.	Feb 2022 - on-going		- Timetable changes - Teacher Aide assistance
Professional learning & development in maths to develop teacher confidence and competence in multi-level teaching.	May 2022		- Across School Teacher- Sharing expertise. Averil Lee tutors through the Southland Maths Cluster.
Monitor students' progress in problem solving (ability to organise information, use correct strategies and compute accurately).	On-going		-Staff meetings -Moderation between teachers
Interim Data: -Up-date assessments & records. -Compare results & note progress.	June 2022		-Release Time
Final Data: -Up-date assessments & records. -Compare results & note progress. -Analysis of Variance	Nov 2022		-Release Time -Application for on-going support
Discussion/Recommendations:	Dec, 2022	Teachers, Principal, Board	Staff meetings and Board meetings

4b. Documentation and Self Review (NAG 2)

The following policies will remain open for review as part of our School Docs triennial cycle of review until the end of Term 1.

* The Emergency Planning and Preparation, School Closure, Emergency Management, Safety Management System, Risk Management, Health & Safety Induction, Visitors to the School, Disaster Management, Crisis Management. COVID19 Information.

The principal further explained there was access to additional procedures for:

fire, gas leaks, chemical spills, bomb threats, dealing with suspicious letter or packages, trespasser on school grounds, violent intruder on school grounds, reverse evacuation lockdown, earthquakes

4c. Employment/Personnel (NAG 3)

* Release time for teachers. We have employed a reliever for several days, this term to provide release for the Year 1-3 teacher to organise aspects of the New Entrant/Year 1 Better Start Literacy programme and to conduct reading assessments.

* Principal has met with ERO representative to discuss preparation for Garston School's profile report. The new role of ERO was explained.

4d. Finance (NAG 4)

The accounts for payment and finance report were presented and accepted. S Glover/J Edmonds.

4e. Property/Asset Protection (NAG 4)

- Property Report was presented and accepted. M Evans/B McNabb.
- New Classroom Block update from MoE. They are looking at re-sealing the driveway paving at the school in conjunction with the new classroom, with a design they have used elsewhere.

Interlink have given an indication they will have the contractors back on our site by the end of March to start all the external works (Decks, canopy's and mowing strips).

They are expecting to land the building around mid-April. Interlink will send out an accurate programme shortly.

They are also expecting 1 more quote for the water and sewage upgrades today, so they can move forward with this work also.

- Cluster flies: The exterior of the school, window/door frames and window sills need spraying.

* Glen Perkins (Southern IT) visited school on 28th March and updated all the iPads, chrome books and wi-fi units. Glen also installed security certificates on each unit which will prevent objectionable material being downloaded.

4f. Health & Safety (NAG 5)

- A successful Earthquake drill took place on Wednesday, 30th March. Staff and students remained calm and followed the inside and outside evacuation procedures.

- Injury/Incident Report: For the period 3 March - 29 March 2022

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only				0
Number of injuries/incidents resulting in GP or other medical visits				0
Number of serious harm injuries (reported to OSH)				0
Comments on serious harm injuries:				
Signed: _____				
Dated: _____				

4g. Legal Compliance (NAG 6)

- The school roll at the date of the meeting was 26 and made up of 12 (Year 0-3) and 14 (Year 4-8) students.

5. Home and School

Representatives discussed ways of informing new people to the Kingston community about Garston School.

6. School Bus

- The school bus was used to transport students on Monday, Tuesday and Thursday of swim week. The bus driver enjoyed it and worked very well.

7. Events/Special Topics

- Risk Analysis plans for Year 4-7 camp from 4th-6th May and Swim Week 4-7 April were viewed.

8. Administration Matters.

8a. General Education/Board Updates.

- Cleave Hay and the Board explained to the parents present, what number of parent reps it considers necessary to run a fully functioning Board.

8a. General Education/Board Updates

- Following advice from Cleave Hay the Board agreed that: 'The Garston School Board of Trustees is changing the constitution of the Board of Trustees to allow for 4 parent representatives to join the Garston School Board of Trustees.' Moved M Evans Seconded S Glover. Approved. This motion will now be sent to the Ministry of Education to record the changes in the Education and Training Act 2020.

- The board also agreed that prospective BOT members will be encouraged to attend Board meetings up to the election on 7/9/22.

8b. The minutes from the previous meeting held on Wednesday, 2nd March 2022 were confirmed as a true and accurate record of that meeting. M Evans/S Glover

8c. Matters arising: Nil.

8d. Correspondence

MoE: Provision of RAT kits, COVID 19 Updates, Corey Krygsman (new MOE Project manager for the new build) Operations Grant (April), Confirmed Staffing.

NZSTA: Term 1, Southern Region - Executive to host guest speakers for a breakfast meeting (parent & Board members) - topic of Neuroscience and student Mental Health.

E.R.O: How ERO works with your school.

The correspondence was presented and discussed. B/McNabb/K O'Loughlin.

9. Meeting Closure

9a. Time, date, preparation for next meeting: T.B.A.

9b. Group evaluation of meeting

Signed:
Presiding Officer
Garston School Board of Trustees.

Date: