

MINUTES: GARSTON SCHOOL BOARD OF TRUSTEES

Meeting: Wednesday, 15th March 2023 at 7p.m.

1. Present: K O'Loughlin, A Aldridge, T Naivaluwaqa, M Tayler, B McNabb

1a. Apologies: Nil.

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

2. **Principal's Report**

Discussion around how teachers are working with the Resource Teachers of Learning and Behaviour and Literacy and the Learning Support Coordinator to remove barriers to learning for those students who have been identified as needing additional learning support. Principal reported that there has already been evidence of reading progress made by those students since the term began so teachers will continue to implement current strategies and programmes that have led to these encouraging results.

The principal reinforced that the most important indicator of learning is the students' individual progress, but this is not generally explicit in a recorded achievement level at a particular given time. It was emphasised that a great effort was placed on accelerating the progress of those students who were working towards attaining an expected level of achievement relative to their school year.

Other topics reported on were:

- Professional learning and development FINSCOL Day when principal attended workshops focusing on Dyslexia/Autism Spectrum, Cultural Competency & Wellbeing.
- Room 1 students' presentation to the Southland District Council.
- Parent/teacher interviews were offered over 3 days from 6 - 8 March.

Extra Learning Support Programme

Principal explained work done with the Learning Support Coordinator to collaboratively plan and implement programmes to provide extra support for select students.

Actions to date have included:

- * Using a screening assessment to isolate the weaknesses/strengths of students who have shown signs of dyslexia.
 - * Finding additional resources to use to remove barriers to students' learning and work towards accelerating their learning.
 - * Locate resources to support specific programmes for students who are currently working towards meeting an expected learning level in literacy and maths.
 - * Formation of 2 ESOL groups (funded by MoE) to accelerate language acquisition linked to experiences that engage them and celebrate their cultural identity.
 - * Work with the principal to complete applications for assistance from support providers: R.T.L.B. (Resource Teacher of Learning and Behaviour), R.T. Lit (Resource Teacher of Literacy) and E.S.O.L. (English for Speakers of Other Languages).
 - * Work with the teacher aide to implement a new reading programme.
- ✚ The following 2 excerpts were communicated to parents in our school newsletter in advance of an alternative Mid-Dome athletics competition.

1. An alternative sports day was held at our school since the usual Mid-Dome event could not be organised. It was a modified athletics event with an emphasis on skill development and maximum participation for all. It also emphasised our school's Key Competencies and Values Education programmes.

At a later date the names of any students aged 7 years and over who meet the required standards for competing at the Northern Athletics Championships will be forwarded to the organisers. Once the entries have been confirmed further information will follow. The Northern Athletics event is scheduled to be held on 15th March at Northern Southland College with a postponement date as soon as possible afterwards.

2. On the 28th February, the children thoroughly enjoyed the Garston Sports Day, which combined traditional athletic events, with novelty relay races and culminated in a circular obstacle race. Determination was also this week's value and the children really showed it.

"A good rotation to keep everyone busy and active" noted Luké.

"Competitive but fun" commented Sophie.

The children learnt the skills of long jump, high jump, shot put, discus, hurdling and sprinting in their PE lessons and had the opportunity for a friendly competition with peers of similar ages during a rotation in the first hour of the day. *"Everyone did their best" said Jake, whilst Juno noted "We tried our hardest."*

This gave the teachers a really good chance to see which children had talent, confidence and developing the skills which might lead to a chance to represent the school at Northern Southland Athletics. The children meeting the standard, will be given opportunity to practise further and compete against other schools. *Howie said this helped with "determination to win"*

During the second part of the day, the children raced with their whanau groups in the sack race, egg and spoon race, bat and ball race and duck waddle race. It was wonderful to see the leaders and deputies assisting the younger students and working as a mixed age team. *Clara claimed the events "interesting and fun."*

The finalé was an exciting obstacle race around the Friendship Garden, including tunnels, tramps, stilts, aiming and crawling under a vibrating parachute. The teams loved it and many asked for another turn! *Taegan said it was "the most fun."* The children all helped each other and it was great to see the parents getting involved too. *Hazel shared "my mum loved it!"*

I'm sure if Heron from Active Southland has her way, there will be a parents' crazy relay next time! Thanks to everyone for a great day.

3. **Strategic Report**

Proposed Goals to build on from 2022's Charter Goals:

Board discussed adopting the following goals actions required to meet goals and their respective expected outcomes:

Strategic Report

Board discussed adopting the following goals actions required to meet goals and their respective expected outcomes:

Goal 1: Garston School's aim is to lift the achievement in Reading and Writing of all students, including those who do not yet meet the expected level.

Goal 2: Garston School's aim is to lift the achievement in Maths including those who do not yet meet the expected level.

Goal 3: Garston School's aim is to promote student and staff wellbeing (Hauora).

Goal 4: Garston School's aim is for the Board to plan and co-ordinate projects that encourage parent involvement to enhance the social and physical environment of the school.

4. National Administration Guidelines - NAG's

4a. Curriculum (NAG 1)

At 8:35 the meeting went to In-Committee to discuss 2023 Student Achievement Action Plans for Reading, Writing and Maths.

The normal meeting re-convened at 8:43pm.

4b. Documentation and Self Review (NAG 2)

The following 5 policies have come up for review as part of our School Docs triennial cycle of review. The review period closes at the end of Term 2.

- Legislation and Administration Policy, Student Attendance, Enrolment, Privacy, Official Information Requests

How to review:

1. Visit the website <https://garston.schooldocs.co.nz/1893.htm>
2. Enter the username (garston) and password (call the school office for it).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type. (Parent or board member)
7. Enter your name (optional).
8. Submit your ratings and comments.

If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.

Board Assurance policies: **Principal ensured that:**

TOPIC(S)	ACTIONS
Risk Management (repeated every term)	Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection.
School Planning and Reporting	<ul style="list-style-type: none">* Assure the board that sections of the most recent school charter/strategic plan that require yearly updating have been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March.* Ensure that a single PDF file of the annual report for the auditor (including audited financial statements and required signatures) is submitted to the Ministry through the School Data Portal by the board by 31 May.* Assure the board that the school charter/strategic plan and annual report is available for public view.
Equal Employment Opportunities	* Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).
Healthcare	* Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.

4c. Employment/Personnel (NAG 3)

The principal attended a workshop based around learning/teaching and the expectations of the National Curriculum Refresh incentive. The 3 key differences of the new curriculum are:

- The realisation of the intent of Te Tiriti O Waitangi.
- Broadening of what success looks like for students.
- Setting high expectations for all.

(cont.)

Principal will gather initial whole-school data to submit to MoE around students' ability to use Additive strategies and mathematical Symbols and Equations.

* Sarah Willmot was employed from the start of Term 1 2023 as a full-time permanent, Year 1-3 teacher. She is an experienced foundation class teacher and familiar with delivering teaching programmes to meet the structured literacy approach that we are committed to using at our school.

* Planned teacher strike action for Thursday, 16th March.

4d. Finance (NAG 4)

- The accounts for payment and Finance Report were presented and accepted. **B McNabb/T Naivaluwaqa.**
- The 2022 Audit process has commenced.

4e. Property/Asset Protection (NAG 4)

* Property Report.

* New Classroom Block update.

- Consent has just been given for the sewerage, water and drainage to be connected. Work to start on 20th March and last for 3 weeks. This work includes demolishing the old pump house and running the pipe from the well to the new tank underground. A new shed will be built next to the tank and will contain a U.V. water treatment system.
- Frost matting on the front deck is being fitted this week.
- The new driveway is close to being signed off.

* The new 10 Year Property Plan was discussed and approved. **B McNabb/A Aldridge.**

* Amy Aldridge's presented concept landscaping plans for possible funding from Bunnings. The school community will be asked for their input/ideas before application is made.

4f. Health & Safety (NAG 5)

- Injury/Incident Report: For the period 1 December 2021 - 14 March 2023.

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only		5		5
Number of injuries/incidents resulting in GP or other medical visits		2		2
Number of serious harm injuries (reported to OSH)				
Comments on serious harm injuries:				
Signed: _____				
Dated: _____				

* A successful fire drill was held to familiarise new staff/students with the procedure. Discussions around what to do if they hear the alarm (e.g. don't worry about shoes etc.).

* A Risk Analysis Management Plan for the upcoming swim week was presented.

4g. Legal Compliance (NAG 6)

- The school roll at the date of the meeting was 31 and made up of 13 (Year 0-3) and 18 (Year 4-8) students.

- 1st March roll return has been submitted to the MOE.

- Paid union meetings and industrial action for teachers are planned for this year.

5. **School Bus**

- The Ministry audit on our responsibilities for running the school bus has been completed and approved.

6. **Events/Special Topics**

- Teacher Only Day for 24th April (after school holidays finish and the day before ANZAC Day) to discuss mandatory curriculum changes.

- **Swim Week.**

The quotes for \$3680.00 to cover pool hire and instructors' fees for 10 lessons/31 children over 5 days and transport in the school bus to Mossburn for \$2230 were approved. **T Naivaluwaqa/M Tayler.**

- Cross-Country. This year the cross-country will be held at the dog trial area on Lorne Peak.
- Funding Application from Southland District Council for landscaping discussed.

Board Vacancy

Leah Gillespie who has moved away from the district and subsequently resigned as a Parent Representative on the Board.

Following discussion, it was agreed that the Board will hold a by-election for Leah's **T Naivaluwaqa/M Tayler.**

7. **Garston Home and School**

- The Garston Home and School will be asked to contribute towards the cost of Swim Week.

8. **Administration Matters.**

8a. General Education/Board Updates. **Nil.**

8b. The minutes from the previous meeting held on Wednesday, 30th November 2022 were confirmed as a true and accurate record of that meeting. **B McNabb/T Naivaluwaqa.**

8c. Matters arising: **Nil.**

8d. **Correspondence**

- * MoE: - Muazam Akthar - Project up-grade.
 - January 2023 Operations Grant Notice.
 - January 2023 Bus Grant.
 - 2023 Pay Equity top-up grants.
- * Community Trust of Southland: - Principal's Discretionary Fund Grant.
- * NZSTA: - STA News Issue 325.
- * Southern Reap: - Advising that they have the MoE contract to run the Attendance Service.
- * Leah Gillespie: - Notice of resignation as Parent Representative on the Board.

9. **Meeting Closure**

- 7a. **Time, date, preparation for next meeting. T.B.A.**
- 7b. **Group evaluation of meeting**

The meeting closed at 9:50pm.

Signed:
Presiding Officer
Garston School Board of Trustees.

Date: