

## **Berhampore School Board of Trustees Meeting Minutes**

**Thursday 11 August 2022**

Meeting began at 6.35 pm

### **1. Karakia tīmatanga**

Led by Mark

### **2. Attendance**

- a. Present: Amelia Ward, Mark Potter, Sam Green, Kate Lee-Gleisner, Zoe Batt, Miriam Zeier, Juliet Barker (minutes), Richard Chapman, Susan Fullerton-Smith, Michelle McCracken, Erin Grace, Veronica Dessenin, Sanja Antonijevic.
- b. Apologies: Sarah-Jane Hickman.
- c. Declaration of interests: none noted.

### **3. Strategic session**

#### **● Akoranga**

- o Michelle reported on the Aotearoa NZ History Curriculum paper. This year Senior Management is developing a response to ANZHC and how it will be implemented into the new curriculum. Michelle talked through the development of the programme and how the Histories curriculum will utilise Place Based Learning (PBE) to develop a knowledge of the local area Berhampore stories. Kura Ahurea and Martyn Reynolds have provided PLD support to the school. There was a discussion of how the PBE curricula overlaps and intersects with other learning methods such as Learning Through Play.
- o Michelle reported on the Learning Areas report. The following points were made:
  - o - It was noted that the school has been very lucky with covid (compared to other schools) but that covid has still had some effect to movement through curriculum levels, especially for children that started school from 2020 onwards.
  - o - Michelle also commented that as the measurement of metric has shifted over the last few years, it would be difficult to make comparisons between 2021 end of the year reporting and 2022 mid-year reporting.
  - o - Some children in the data assessed against NZ curriculum have additional learning needs, this may affect results.
  - o - For children that have less than 6 months of schooling a pre-level 1 curriculum has been used.
- o Michelle spoke to the highlighted concerns in the report. Years 2 +3 are below the expected results and these years are an area of focus.
- o By ethnicity; Māori students are doing well however MELAA students are an area of concern.
- o Michelle discussed the strategy to address these results. She described a multi-faceted approach; some help targeted directly at teachers, and some at

students. They will be looking at literacy programmes and support to implement the programmes, mentoring roles for staff to review data, and will continue to apply for ministry support.

- o The board thanked Michelle and staff and acknowledged that this is a huge project to accumulate this data and integrate together.
- o Mark noted that there will be more resource for the senior school next year.
- o Kate noted that for students with IEP's they are on a different cycle and Gill is scheduled to do an end of year learning support report.
  
- o Michelle spoke to Class Structure Report. She described the change in the approach to putting together class lists and that it was prompted by wanting to cater for children's needs and also wanting to give children more time with their teachers. Different class structure models have been looked at and to eliminate the traditional new entrant class would allow new entrants to stay with their classmates longer and then transition together through the school. This would also allow teachers to have more time with students and they should see academic improvements as a result.
- o Mark noted that the senior leadership team are looking at several different models for 2023.
- o The board discussed when it would be the right time for community consultation. Mark noted that community consultation is scheduled for Term 3, along with feedback from whanau and Term 4 the board would be advised, community informed and class lists made.
- o The board discussed concerns around the model, including how to deal with a teacher/student combination that might not work for a number of years. Amelia noting that there is flexibility to adjust for specific student/teacher requirements, and benefits to reduce student anxiety outweigh this. Richard noting that some teacher/student relationships need longer than a year to work out.
- o There was a discussion around cohort entry, and the shift away from a new entrant class has helped children not constantly being in a transition mode.
- o Also a discussion around transitioning to Intermediate schooling where years 7 and 8 are together in many schools.

#### ● Property Report

- o Juliet updated on the Construction Project progress, all on track, Stage 1 complete and Stage 2 underway.
- o It was noted that the heating had been fixed to the interim tuatara space.
- o Action: JB to check on timeframes for the upgrade work to the toilet blocks and report at the next board meeting.
- o Mark noted that Alaska has been good at communicating with staff about when disruptive and noisy work will happen.
- o Sam queried the work that Richard had undertaken for the learning hub, included in plans (Bill Anderson trust money).
- o Juliet updated on the Masterplan project, currently waiting on the Architect's to lock in the briefing timeframes for staff and students.

#### ● Principals report

- o Mark spoke to the Te Kahui Whetu conference for Professional Development and noted that it was an incredible opportunity.
- o Mark discussed the school zone decision.
- o Action: MP to prepare a proposal and circulate to the board with recommendations of places for out of zone enrolments in 2023 for approval by 19th August.

- o The Board moved to note the recommendations of the report, and that Mark prepare the report and circulate by email on the 19<sup>th</sup> August. Moved by Zoe. Seconded by Sam. Motion passed.

- Finance Report - SG

- o The Finance Committee has sent a response to the auditors recommendations, eg creating a checklist. A draft checklist is currently being reviewed. Note that one of the recommendations was that there is a signature on the minutes of the board.
- o Sam noted that there is some additional funding from MoE for heating.
- o Action: Finance committee to finalise the office checklist for the auditors.

The Board moved to note all the recommendations of the finance report including Accounting for Schools monthly report for June 2022, the Equity and Isolation Index outcomes and letters received from the MOE, and note the response to the auditors recommendations and actions taken. Moved by Zoe. Seconded by Juliet. Motion passed.

- Equity Index

- o Mark discussed the letter for MoE explaining the Equity Index system that will replace the school decile numbering. Sam noted that the index identifies 37 risk criteria that can be a barrier to learning.
- o Mark doesn't anticipate a big shift in funding and suggested that the school keep opting into the donation scheme.

- Previous Minutes

- o The Board moved that the minutes from 30 June are a true and accurate report. Moved by Zoe, seconded by Richard.

- Policy Report

- o Mask policy, MoE recommendations about implementing a policy. School has decided to keep with the current approach to encourage mask wearing as it seems to be working.
- o Action: Comms to be sent out to the community noting that previous policies are in place, review if they feel required. Seek review to term 1 policies to ensure any school-specific information in the review topics is up to date before inviting others to participate in the review.
- The Board moved to note the scheduled and internal review updates for Term 3. Moved by Richard, seconded by Zoe.
- The Board moved that the Board don't implement a mask policy at this stage based on Mark's advice that encouragement of mask wearing seems to be working. Moved by Zoe, seconded by Sam.

- Recruitment approach

- o Kate outlined the recommendations and process within recruitment approach articulated in her paper.
- o Mark noted that he can ask if NZEI can help with funding for recruitment.
- o The process was discussed. The full board need to meet and agree with the recruitment advisor what to look for in a new principal to inform the Job Description. The advisor will work up a JD for advertising that will be presented for board review. A committee will work with the consultant on a day to day basis.

- o Action: For the recruitment advisor, to look at JD's in the gazette – what does good look like?
- o Action: MP to ask NZEI about how much support could be provided?
- o The Board moved to accept Kate's recommendation for Robin Thomson to be appointed as our recruitment consultant, subject to (a) confirming her rate, and (b) a successful meeting between Robin and members of the Appointment Committee (see below). Moved by Richard, seconded by Zoe.
- o The Board moved to establish an Appointment Committee, with delegated responsibility as outlined in this paper. Committee to consist of Kate and Sam (or Lacey, maybe) Moved by Richard, seconded by Zoe.
- o The board moved to convene again in late August to discuss what we are looking for in candidates in order to prepare the job description/person specification and advertising materials in September. The Terms of Reference for the Appointment Committee and overall recruitment timeline should also be finalised at this meeting. Moved by Zoe, seconded by Amelia.

- Election and Succession Planning

- o ZB noted that there were no staff nominations. A bi-election with all staff will be required if no one steps forward.
- o No election is required for parent trustee's, the returning officer has notified. There is no Māori whānau representation. It would be good to identify a person who can start with the new board.
- o It was noted that establishing Te Atakura group may help. A refugee whānau group is also to be established.
- o Action: MP to follow up on a parent who might be suitable in this role.
- o Presentation of taonga to leaving board members Miriam and Zoe.

## 7. Items for next meeting

Date of next meeting – 22 September 2022.

## 8. Karakia whakamutunga

Led by Mark

Meeting ended at: 10:11pm

### Meeting minutes approved and signed by the Chair

Signed: 

Name: Kate Lee-Gleisner

Date: 23 September 2022