



## Meeting of the Gulf Harbour School Board of Trustees



Wednesday 11th May 2022

Meal - 6.00pm - In the Staffroom

Meeting - **6.30pm - In the Staffroom**

Welcome/Karakia (All say together)

Present:

Matt, Dave, Earle, Fiona, Mel, Ruth, Jacki, Tony C, Abi

Tony N sends his apologies

Conflicts of Interest

PB4L Meeting Matrix

BoT Code of Conduct

Action Register

Minutes of the previous meeting

Tony C moves Dave seconds

BoT Dashboard - (April 2022) Link will be available on 6/05/22

All of our children who we have had concerns about are now back at school. There are 6 children who are now legally allowed to work from home and are no longer on our roll.

When asked about the issue in regards to removing students from the roll, Mel has said no to the ministry to each case, however due to covid they have still been allowed to leave.

Last term we averaged at 88% attendance, considering the situation a good place to be in.

201 term 1 sick days for teachers compared to last year's 36 days in the first term.

Matt adds that these sick days look worse due to the requirement of needing to take 10 days off due to the self isolation period. Being monitored in terms of the finance report impact also.

Finance - Currently ahead of the expected budget deficiency. BASC is still in the process of how we can improve the business.

Mel says she has added a few extra graphs today looking at donations. We are running behind this year on donations compared to last year.

Large expected drop in working capital, still in a good place just not as comfortable as before.

Matt suggests adding last year's term 1 donation data into the presented graph. As well as the target line for the donations.

Everyone is happy with the layout of the new dashboard



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Mel says tell her if you want new things added to the dashboard. There is plenty of room to optimise the layout and content.

### Strategic Update:



*Our strategic Aims 2022... Teaching & Nurturing Our Community Together*

**TEACHING & LEARNING**  
*Maximise student engagement across all learning areas*

- Utilise and tailor opportunities to cater for and support students with different learning needs
- Honour our Treaty obligations and ensure opportunities are provided for learning success for Maori
- Ensure opportunities are provided for learning success for Pacifica and other ethnic groups.

**COMMUNITY & CULTURE**  
*Have a strong community culture that values diversity and multiculturalism*

- Strengthen and celebrate our positive culture within our school and in our wider community - The GHS Way

**RESOURCING & PROPERTY**  
*To have a safe, clean and modern learning environment for all to enjoy*

- Improve the outside environment for learning and play.
- Develop a future proof property plan for roll growth.

*"Be the difference to ourselves, others and the world"*

Responsibility • Tū tika . Resilience • Tū kaha . Kindness • Atawhai . Respect • Manaaki

### Strategic Plan - review

**Teaching & Learning** - *Maximise student achievement across all learning areas*  
Target action plan overview presentation (SLT) - heads of school to present

Fiona to present for years 1&2

Numicon is a way of teaching maths where you follow a scope and sequence very systematically  
The intervention programme for year 2 is tracking really well and we are happy for the support in resources and staffing. Belinda Vetrross is doing a great job as the Numicon lead, thank you.

Fiona would like to say thank you for the support from the board for the resources and money for more teaching assistance.

Jacki to present for years 3&4

Jacki says moving to a different system has taken some adjustment to understand the shift between the two programmes.

An app has also needed to be purchased which is an additional cost of the programme.

This programme is getting us to move to a very sequential approach.

Alia has been doing a great job and teachers are observing her to see how to better teach the programme.





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The intervention is aiming to get the children out of the “red” zone.

Earle asks how the score is determined for each “level”, it is an averaged score from across everyone using this programme and what is deemed to be an appropriate level at certain times.

Matt asks what the cost for one child is for the programme, Jacki says that is dependent on a number of factors. This is something Jacki could roughly work out for the board in future.

Additional board funding has allowed us to have Jo onsite more, she is a huge asset for the school and a key player in helping the children and teachers through the intervention and implementation of this programme.

Dave asks how the 7 teachers are finding the shift to the new programme, Jacki says they are nervous as it is new. They have got a great support network around them to aid in this shift in teaching.

Earle asks when we will be fully moving away from the old approach (Colour wheel), Jacki says we are in the second year of the 3 year plan of transitioning to the structured literacy approach.

Despite parents liking the colour wheel, ultimately this approach will be much better. It will mean children will see bigger gains in their reading in the future.

Earle asks how long structured literacy has been used, Jackie Says it has been used since about the 70s and is now taking off in NZ.

Agility with sound is just one programme for this approach.

Better start is a ministry initiative.

Jacki says we are well ahead of the game in the transition to this different teaching approach.

Abi adds all of this is supported by data to prove this approach works really well. This is a very standardised approach which is less subjective than the colour wheel.

Matt asks what the digital vs book reading approach looks like. Jacki says the app is all about breaking up words and putting them together.

Mel adds this isn't a game at all. This is an app which is like a whiteboard on an ipad. Unlike readers in the colour wheel, there are no pictures which makes children look at the words, improving decoding skills.

Earle asks how different this will be for parents to adjust to in regards to offering support..

Jacki says hopefully we can resource this well enough in the future, so that we will be able to send books home.

Abi adds there are free decodable books online. There are also free apps etc. This may require a bit more effort from parents.



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Ruth to present for years 5&6

A big thank you to the board for the extra resourcing and teacher aid hours.

A group of 6 children who may not have certain behavioural skills have been pulled out to try and improve communication and collaboration. This is part of an effort to help children to engage more in learning and be more ready for college.

Earle asks if the kids who are underachieving have got neuro-diverse needs;

Ruth says that the reason for a child underachieving could be due to a diverse range of things.

The only way to get a child diagnosed with something is if the parents get them tested.

Even if a child is diagnosed with some sort of learning challenge it can be very difficult to get any extra support or funding from the ministry.

It is really challenging to get extra support for these children.

Mel says the heads of school are doing a great job and we are seeing good results already.

Mel says that last term was the most challenging out of the last 2 years with COVID.

### Items to discuss:

- Current BOT Meeting Schedule - proposed revised meeting schedule 2022 (Matt/Mel)

Matt says there seems to be a lot of time between meetings at the moment. The proposal is to take it back to a week 2 and week 8 meeting each term.

This would result in 2 extra meetings this year.

Mel says we could always add something extra if necessary.

Mel says this should mean we don't need the agenda to be as jam packed.

Dave asks if they should be in person or online. Matt says it is much nicer and easier in person.

Matt moves, Earle seconds all in favour.

- Zoning information (Matt/Mel)

Mel says without a zone we can't receive additional funding.

With the projected role growth for 2030, we need to start thinking of a plan to be able to house all these children

After this decision we will need another meeting to further plan.

Matt motions the new proposed zone, Dave seconds all in favour





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- Professional Development - NZSTA treaty trip to Waitangi 18th & 19th June 2022  
**Online workshops T2** (Matt)

Matt asks people to please advise if they are interested in attending and we will support funding.

- BoT staff communication - include Staff Check In (Matt/Mel)

Matt asks if there was the chance for selected staff to spend time with BoT members to talk about professional development and their journey at GHS.

Mel says it would be good to be able to check in to see where the staff was at and where we can help support the staff in different areas. Gives staff another vehicle to communicate any concerns etc to the board.

Abi says it is important to the staff to engage more with board members.

Mel to add more information about what teams etc members of staff are in, where the board can find them.

- School Board Election Planning/Appointment of Returning Officer (Matt)

Most common date to choose is the 7th of September. The election will be electronic  
Mel suggests Sharon Beard to be the returning officer.

All in favour

### **Sub Committee feedback:**

- Behaviour Sub Committee - Suspension Hearing (March 2022) (Matt)

A suspension meeting needed to be held for a particular student, Matt says people with the particular skill set to deal with this were involved.

The decision was made that the child would be excluded from GHS. This decision was not taken lightly.

There are now 10 days where we have to try to get this child enrolled at other schools.

Other schools have so far said no they are unable to. The ministry has been very poor in helping to handle this situation.

This child is still at home, enrolled at GHS. A group has now been set up to help this child and other children.

There is now support around the child and family, currently the child still belongs to GHS.

Matt says we are still working through this and is unsure what exactly we do now.

Matt would like to make it clear the obligation the school and board still have on this child.

Jacki adds the most frustrating part is we are willing to keep the child had we received adequate funding from the ministry.





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Earle asks what the final outcome is if no school takes the child and the ministry continues to follow suit. Mel says the mother knows what the child is capable of and will be very careful to put the child into another school.

Matt would like to acknowledge the work everyone has put into this.  
Mel will keep this on future agendas for review.

- TWWT and FG Sub Committee (Earle) GHS way Board version  
Started off with an inquiry into what was going well and what needed improving.  
Then themes were developed.  
Key events have been added to certain time frames.

Fiona adds this procedure is a way to get a new board member up to speed in the most efficient way. This is the responsibility of the school, the board and the new member.

Earle says it was to make sure we don't lose expertise and knowledge and skill sets become more shared.

Matt says we should review what key competencies we have in the board and where we may be lacking / require in the future.

Fiona says there is an analysis in the NZSTA we could use.

We will use this suggested framework after the next election when/if we have new members after the election.

**Committee feedback** (if appropriate): *Please let me know 24 hrs before meeting*

- Property - Update - School gym/ hall plans update (Mel)
- Curriculum - (Fiona/Tony)
- Finance - End of year audit/General update (Dave)

No significant issues in the audit letter

There were some issues in the hand over of accounts between Tash leaving and Sharon taking over

Budget is looking to be at a deficit

Term 1 has chewed through half of the sick days allocated for the year therefore this could blow out the budget. Maybe 30k

Earle asks if there is any recognition from the ministry due to covid, this is not the case

BASC - despite changes due to the challenging environment, the reality is it will run at a loss. We are planning to promote BASC to show the benefit of taking your kids there. There are some fresh ideas on how we can save some money. We are almost at capacity.

Donations are well behind at this stage.





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Dave says the board should be leading by example in this area. Currently sitting at 18.5K. We will be sending out communications after the walkathon.

We need to follow up on children who have signed up for extracurriculars that haven't paid.

If we don't receive enough payment from parents and therefore we can't afford something we will pull it and state the school can't afford to do this.

All in favour

Earle asks what the donation covers, legally we have to vaguely state what the money will be going towards.

Having a clear breakdown of the costs has landed us in hot water before, the activity fee saga..

Sports fees - We are able to use this wording and Sharon has got the board authority to do so.

- Culture & Community - N/A - new focus for T2 Hautu Review
- Health & Safety - Covid/H&S Register

We are choosing to change the approach to only calling a meeting when required. The register will stay updated and we are keeping an eye on this.

**AOB** (Please put comments in at least 24 hours before the meeting for any other business you would like discussed)

- Response to changed Covid level (Earle)

Earle asks if classes are no longer suspended with 3 cases, this is no longer the case.

Mel says we stayed open when we could but closed when it was absolutely necessary to protect staff and children to prevent further, more extensive closures

- Good news stories- Term 2 Update (Abi)

Abi says feel free to read in your own time, some stories highlight the impact of board funding.

- ERO Update (Mel)

7th of July ERO onsite

ERO would like to meet with the board chair and any other members who want to attend the meeting will be about 45 minutes long. The ERO lady said 8 am.

Matt says 9:30 onwards works

Mel will ask if the staff rep should be there.

### Agenda for the next meeting

Karakia/ Closure





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End time 8.40pm



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