

**MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING**

**HELD ON 5th DECEMBER 2018**

**Present:** S Seel (Chair), P Wright (Principal), S Nagels (Staff Rep), J Fitzgerald, A Munro, L Balvert, L Nelson, G Bobsien, C Taylor.

**Welcome:** Meeting opened at 7.00 pm. S Seel welcomed the board and G Bobsien to the meeting.

**Apologies:** D Robson.

**Motion:** that the board accepts D Robson's apologies.

**MOVED** from chair

**CARRIED**

**Motion:** that G Bobsien has speaking rights.

**MOVED** from chair

**CARRIED**

**ACTION TABLE LIST - November 2018**

Apply to Grassroot Trust re playground	T Balvert
Report on grant for the Cricket Wicket and get quotes	A Munro
Ask A Morgan to draft a survey for our Maori community.	G Bobsien
Totara Team – markings for games.	S Nagels
Develop a new Maori name for HES.	Board/In-School team
Hautu for the Board.	J Fitzgerald
Community Survey results.	S Seel
Review of Policies and Procedures.	D Robson
Forward a link to the Procedures for D Robson.	S Seel
Review Staff Handbook.	D Robson
Re-advertise Teacher Only Day.	P Wright

Skids – asked for a key for the hall cupboard.	P Wright
Contact D Robson re Insurance.	S Reyneke
Review the Community Survey Results	Board
School uniform	Board

**Discussion:**

- Grassroots Trust Application re playground. T Balvert. Has not applied as yet, intends to follow up. L Nelson - will we apply to the Trillian Trust? Discuss later.
- Report on grant for the Cricket Wicket and quotes. A Munro. Discuss later.
- Ask A Morgan to draft a survey for our Maori community. G Bobsien. Anaru is in the school tomorrow for a meeting. S Seel - noted that 80% of responses to the Community Survey were New Zealand European.
- Totara Team – markings for games. S Nagels. To look at other prices. Playground build has been signed off. Will organise the shade sail before the end of term. A Munro - how are the marking for the games holding up around the school? P Wright – we will get them re-painted, some are wearing off. This is done 5 yearly.
- Develop a new Maori name for HES. Board/In-School team. P Wright. Will discuss tomorrow with Anaru. S Seel - talked to staff and they were positive about Anaru's presentation to them.
- Hautu for the Board. J Fitzgerald. Followed up with Nomi, she is keen to do this in the new year.
- Community Survey results. S Seel. Done. To discuss later.
- Review of Policies and Procedures. D Robson. Done. Board to review next year.
- Forward a link to the Procedures for D Robson. S Seel. Done
- Review Staff Handbook. D Robson. To do.
- Re-advertise Teacher Only Day. P Wright. Done
- Skids – asked for a key for the hall cupboard. P Wright. Done.
- Contact D Robson re Insurance. S Reyneke. P Wright - the cost per person has risen by a huge amount - 30%. Will ask D Robson to talk about this at the next meeting.
- Review the Community Survey Results. Board to discuss later.
- School uniform. Board to discuss later.

**Motion:** that the Hamilton East Board of Trustees applies to the Trillian Trust for \$5,000 to go towards the Middle Play Space construction.

**MOVED** T Balvert/L Nelson

**CARRIED**

**Action:**

- Grassroots Trust application re Totara playground. T Balvert
- Trillian Trust Application for the playground. L Nelson & T Balvert
- Ask A Morgan to draft a survey for our Maori community. G Bobsien
- Totara Team – markings for games/quotes. S Nagels.

- Re-visit marking for children's games, after playground is constructed. P Wright
- Develop a new Maori name for HES – discuss with A Morgan. P Wright
- Hautu for the Board – follow up for the new year. J Fitzgerald
- Review Policies and Procedures in 2019. Board
- Review Staff Handbook. D Robson
- Insurance Costs. D Robson to discuss at the next meeting.

**Declarations of interest:** none

## **Strategic Planning**

**Hautu and/or Internal Evaluation Tool** Discussed by S Seel

- Has looked into the Hautu and Internal Evaluation Tool. Would like the Board to complete a short a survey. S Seel will set this up for board members to fill in individually. The Evaluation Tool is forwarded to STA and they report back on the results.
- Hautu - will wait to hear back from Nomi for next year - re costs.

**Achievement** P Wright - will discuss in the Principal's Report.

**Action:**

- Internal Evaluation Tool – survey to complete. Board

**POLICIES** S Seel – next meeting with D Robson.

## **GENERAL BUSINESS/REPORTS**

**Principal's Report:** As tabled. Discussed by P Wright

- Roll stands at 467 students.
- We have enrolled students who will be going to Marian next year. Have contacted the Principal regarding this. We are obliged to take these students as they live in zone.
- Thanked to the board for their support and wisdom this year.

**Achievement**

- Challenge this year was to raise student achievement across the school in writing.
  - G Bobsien – the analysis is based on the data we take off Linc-ed. There is a mis-match of the data and the assessments that the teachers carry out. Will look further into the system to right these anomalies.
  - S Nagels - there is a problem with the Maths data, we have worked out how to fix this. G Bobsien - this will be sorted by the end of 2019.
  - S Seel – the Board want to see the trends - is the data going up or down and why. What can the school do to improve the results.

- Kahui Ako challenge to raise boys reading comprehension.
  - G Bobsien used PAT tests to assess the students.
  - The year 4 group is working above the national norm. This is the group we have put a lot of intervention into.
  - Year 5 students started slightly below, but are still close to the national norm.
  - Year 6 are slightly under.
  - 65% of the students are at level or above.
  - Year 4 girls are already at the year 5 level.
  - Maori and Pasifika boys are trailing behind – there are not many students in these groups.
  - Generally the results are very pleasing.
  - Other ESOL students have made accelerated gains.
  - Board discussed.
- Repeated reading programme. This has been monitored by L McKenzie. 24 students are involved. Ten of the students have moved 7-13 levels.
- Yolanda Soryl training and teacher support for LA's. This is a strongly phoinexed based programme that we will use in year 1 and 2. We hope this will lay the foundation for solid literacy learning. It will be used across the Kowhai Team. Effective for boys and ESOL students.
- S Nagels - we track the oral data for students in the Kowhai Team.
  - This year we have 60% of 5 year olds at 5 or above.
  - The ongoing target is to achieve a minimum of 80% AOL 6yrs at 6yrs.
  - Play based learning is achieving high oral language levels.
  - We are testing students when they have been at school for 20 weeks and then at 6 years.
- Comprehension group for reading. ACE - Accelerated Comprehension Education. G Bobsien - the power of these programmes is doing this every day, sequential. These students move onto Peachgrove Intermediate, we will be able to track their progress there.
- G Bobsien - PAT results for maths. There has been strong gain in the year 4 and 5 groups. All the boys have done well with gains.
- P Wright – Reading Recovery. There are 14 children involved. 5 of the children completed the programme successfully, 7 are continuing with the programme, 2 have been referred to CDC. The teachers involved work alongside the parents.
- S Seel - wants data that shows the progress with the target, throughout the year. G Bobsien showed examples of individual student's progress.
  
- New teachers for 2019 - Ivy UY, Ange Dent and Rachael Tyler. Discussed the layout of the class levels for 2019.
- Asbestos Management Plan. Have to identify any asbestos in the school and make repairs if there is any damage to these areas.
- Accelerated Modernisation Scheme –
  - This will be available in the next 5YA - 2022/2023.
  - Board agreed that a new staffroom is required and the sickbay needs to be updated.
  - Classroom set-up grant – the amount of \$7000 will go into our Operational Grant in January 2019.
  - Pool changing rooms are in need of updating.

- The deck on Rooms 14-16 will be extended and the small deck outside room 14 would be replaced – first holidays 2019.
- Work scheduled to start on Monday with the new bathroom for our new student.
- We should be getting better storage and the hot water cylinder in the sickbay will be removed.
- S Reyneke's office will be repaired.
- Roll growth means that we may get extra funding.
- S Seel - asked A Munro if he would be contacting S Flintoft in 2019. Could invite her to a board meeting. D Vincent has suggested a new Strategic Plan for the school.
- Programme maintenance – painting to continue.
- O Jones has asked for replacement lino in her classroom as it is lifting, this is a health and safety issue.
- Schedule a school walk through early 2019.
- International Food Festival. A wonderful night for the staff, students and parents. Board thanked G Bobsien for organising the event.
- P Wright attended the Waikato Regional Wananga Mangatoatoa Pa.
- Teacher Only Day was held on 26<sup>th</sup> November.
- A Munro asked if there is a transfer of student data to Peachgrove Intermediate. G Bobsien - we have transition meetings with the DP and SENCO. Part of the CoL was to develop these transition processes.
- Key Competencies - relates to the school toolkit.

**Motion:** that the Principal's report is accepted.

**MOVED** P Wright/S Seel

**CARRIED**

**Action:**

- Contact S Flintoft. A Munro
- Follow up on Asbestos Plan. A Munro
- Schedule a school walk through the school. P Wright/S Seel

**Finance Report** Discussed by J Fitzgerald and T Balvert.

Meeting attended by: P Wright, S Nagels, G Bobsien, S Reyneke, T Balvert, J Fitzgerald and P Granville.

Apologies: D Robson and L Nelson.

- P Granville very happy with the accounts.
- Budget is sitting at 75%. There is a surplus of \$34,000.
- If we run according to budget we are fine.
- We had underbudgeted for the photocopier - had to pay-out to change firms and now have an extra copier in the school.
- Thought we would get extra funding from roll growth, but the rules have been changed. S Reyneke will contact the Ministry to confirm.

**Motion:** that the board accepts the Finance Report for the month of October 2018.

**MOVED** P Wright/S Seel

**CARRIED**

*Motion:* that the board authorises the Finance Committee to pay the batch payments for the months of November and December 2018 and January 2019..

**MOVED** from chair

**CARRIED**

**Action:**

- Contact Ministry re roll growth. S Reyneke

**Health and Safety**

- T Balvert – the rotten railing outside room 14 needs to be replaced. P Wright - D Brugh thought it would be replaced with the extension to the deck, otherwise we could employ a builder.
- L Nelson to ask O Jones to report the lino to S Reyneke - to add to Health and Safety document.

**Action:**

- Replace railing outside room 14. P Wright/D Brugh
- Ask O Jones to report the lifting lino. L Nelson

**Cricket Wicket** Discussed by A Munro

- The quotes added up to around \$10,000 - these are now out of date.
- We have been approved a grant of \$2,000 from the Cricket Federation. This expires in August 2019 if not used. We could re-apply if necessary.
- P Wright - suggested that the school funds the extra \$8,000 required.
- A Munro - if we improve the facilities, we may get more games. A new wicket could encourage the students to use it at lunchtimes and during the school day.
- Grassroots application was declined.
- S Seel - Trust Waikato Grant applications are straight forward.
- J Fitzgerald suggested a working bee. A Munro - would still need a concrete truck and the construction would be quite involved. Board agreed to employ contractors rather than do it ourselves.
- Aim would be to have it constructed for the next season.
- A Munro - the criteria for a grant is to have 2 quotes. Waiting for an answer from Trust Waikato.
- G Bobsien suggested using the \$20,000 grant we get each year.

J Fitzgerald - would like the school to have a hockey turf.

P Wright - the surface is easily damaged by leaves, bike tyres, etc.

**Action:**

- New quotes for the Cricket Wicket. A Munro
- Apply for grants to cover the cost of the Cricket Wicket. A Munro/T Balvert

**Property** - Discussed by S Seel – read the letter from O Jones

- The board has received a letter from O Jones regarding protecting notable trees on the school grounds.
- BOT has suggested that we put some plaques beside the significant trees.
- If we protect them we could be limited in the future development of the school.
- P Wright - there is an environmental section in the Charter. We could add a section regarding the significant trees on the property, stating that we believe that they should not be removed.
- S Seel - will meet with O Jones and discuss how we could add this to the Charter. Also ask her if there is anything else she would like included.

**Action:**

- Contact O Jones regarding the notable trees. S Seel

**Community Survey** Discussed by S Seel

- Has gone through the survey results - not a great response across the cultures in the school.
- The responses were slightly down this year - 54.
- Still some work to do informing parents about Linc-ed and reporting. Suggested a note in the newsletter occasionally to remind parent to click a the link to view their child's report.
- S Nagels - helps parents who are having Linc-ed issues. This is often due to the parents changing emails.
- P Wright - suggested a Linc-ed help desk at the family picnic.
- Question 9 - set appointment time for parent interviews.
  - Could look at having a combination of set times and informal visits to the classrooms.
  - P Wright - suggested that instead of Teacher Only Days, close the school at 1.00pm and then have the interviews from 1.30pm - 8.00pm.
  - More parents prefer to visit the school in the evening after they have finished work.
  - S Seel - this would be best for the Leadership Team to decide.
- Sports - no particular sport stood out as being requested by parents.
- Board discussed the written comments in the survey.
- Suggestion to send an email to the parents when Linc-ed is updated with student information. S Nagels - an email is sent out when Seesaw is updated - Kowhai and Totara Teams.
- A Munro has been to the City Council and proposed a crossing near the Te Aroha Street/Grey Street roundabout - not a positive response.
- P Wright - scooter racks would be useful for students.
- Sports teams for 5 year olds was requested.

- S Nagels will make a comment in the newsletter as to why we do not have sports teams for 5 year olds.
- Encourage parents to find local sport groups they could join.
- J Fitzgerald suggested providing a list of the school's sport and cultural groups for new parents.
- A Munro suggested that we invite parents to be coaches and managers of the teams as we always have difficulty filling these roles.

**Action:**

- Reminder in the newsletter regarding Linc-ed. P Wright
- Linc-ed help desk at the Family Picnic. S Nagels
- Parent interviews schedule. Leadership Team
- Email sent to parents when Linc-ed data is updated. S Nagels
- List of sports teams and cultural groups to be added to the enrolment pack. Invitation to parents to be coaches/managers. R Owens

**School Uniform** Discussed by S Seel

- J Fitzgerald – a good idea, but don't want expensive items.
- P Wright – many parents are happy not to have a uniform.
- L Nelson – a uniform can give the students a sense of belonging. Could have a cultural design incorporated and be voluntary. May be a cost saving for some families with only one outfit to wear, instead of a different outfit every day.
- P Wright - we get new families enrolling every week. There are families who cannot start at Peachgrove Intermediate due to waiting for the uniform shop to open.
- S Seel - this should be reviewed before the next Community Survey and look at the costs involved.
- G Bobsien - would we get staff input? Board agreed.
- S Nagels - harder to tell the children apart if they are all in uniform.
- S Seel - board has to go through this thoroughly, then take it to the school staff for their consideration. Look into next year.
- S Seel - need to have a certain standard of uniform.
- G Bobsien - this brands a school, what do we want the community to think of when they see our students? Our strength is that our students value diversity.
- A Munro – there are expectations outside the school grounds if the children are in uniform.

**Action:**

- Investigate costs of a school uniform. Anyone who is interested.
- Staff input regarding the uniform. P Wright

**ADMINISTRATION**



## **Correspondence:**

### **IN**

Education Gazette (x2)

MOE – 2013 Product Liability Claim, Carter Holt Harvey. As tabled. S Seel - Carter Holt Harvey is being taken to court by the Ministry. There is some concern regarding the water tightness of Rooms 14 - 16. The Ministry is looking at schools around New Zealand.

O Jones – Protection of Redwood tree. As tabled

H Blair – Resignation. As tabled. S Seel read her letter to the board. The Board agreed to accept her resignation. P Wright – this is the only school that H Blair has taught at since starting her teaching career in 2009.

OneMusic – Music Licence (S Nagels). As tabled

*Motion:* that the Inwards correspondence be accepted.

**MOVED** from chair

**CARRIED**

## **Board Minutes**

*Motion:* that the Minutes dated 14th November 2018, be accepted as a true and correct record.

**MOVED** from chair

**CARRIED**

A Munro suggested future Agenda items - media articles and government announcements.

P Wright suggested a link in google docs to any articles of interest.

### **Action:**

- Add media articles of interest and Government announcements to google docs. P Wright/Board

Moved into committee at 9.24 pm

As tabled

Moved out of committee at 9.32 pm

## **Schedule Next Committee Meetings:**

Finance – 11th December 1.30pm

ACTION TABLE LIST - December 2018

Grassroots Trust application re Totara playground	T Balvert
Trillian Trust Application for the playground.	L Nelson & T Balvert
Ask A Morgan to draft a survey for our Maori community	G Bobsien
Totara Team – markings for games/quotes	S Nagels
Re-visit marking for children’s games after playground construction.	P Wright
Develop a new Maori name for HES – discuss with A Morgan	In-school CoL
Hautu for the Board – follow up for the new year	J Fitzgerald
Review Staff Handbook	D Robson
Insurance Costs – to discuss at the next Board meeting.	D Robson
Internal Evaluation Tool – survey to complete	Board
Contact S Flintoft.	A Munro
Follow up on Asbestos Plan	A Munro
Schedule a school walk through the school.	P Wright/S Seel
Contact Ministry re roll growth.	S Reyneke
Replace railing outside room 14.	P Wright/D Brugh
Ask O Jones to report the lifting lino.	P Wright has emailed
New quotes for the Cricket Wicket.	A Munro
Apply for grants to cover the cost of the Cricket Wicket.	A Munro/T Balvert
Contact O Jones regarding the notable trees.	S Seel
Reminder in the newsletter regarding Linc-ed.	P Wright

Linc-ed help desk at the Family Picnic	S Nagels
Parent interviews schedule.	P Wright
Email sent to parents when Linc-ed data is updated.	S Nagels
List of sports teams and cultural groups to be added to the enrolment pack. Invitation to parents to be coaches/managers.	R Owens
Investigate costs of a school uniform.	Anyone who is interested.
Staff input regarding the uniform.	P Wright
Add media articles of interest and Government announcements to google docs.	P Wright/Board
Set up Internal Evaluation Tool	S Seel

**Next Board Meeting: February 2019**

**To discuss at the February meeting:**

Review complaints Policy

Meeting closed at 9.35 pm

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Signed as a true and correct record

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Date