

# Redwood School Board of Trustees Meeting Minutes

## Held in Hoiho Hub

Tuesday 20 March 2018

PRESENT : Mr John Stackhouse (Principal), Mrs Ana Connor, Mr Chris Bealing, Mrs Emma Gee, Mr Phil Hale, Mr Paul Rivett, Ms Sarah Burt

IN ATTENDANCE: Pauline Prescott (Minutes)

Chris Els

Genevieve Rae

Josh Harding

APOLOGIES:

The meeting opened at 7pm with a whakatauki and waiata. Mrs Gee welcomed all to the meeting.

Item/Discussion	Action/Decision
<p><b>Administration</b></p> <p><b>4. Digital Tools Strategy</b> – Genevieve Rae &amp; Josh Harding Gen and Josh spoke into their report. Apple TVs are reliable. Projectors all running, starting to get to end of their lives, not clear images. Android TVs not reliable- have trialed one. Lightspeed Is used to update apps on the iPads. Purple mini iPads need chargers – Laura has approached the PTA for funding \$200 for this. Website all updated, team information to be updated. Funding needed for Chromebooks for our Year 4 students. Elmwood Normal School has 50 Apple Macs to donate to our school. Redwood Hotel have said they will support our grant application. Hapara is used in Paerangi, parents can log in to see what their children’s work. Josh to work with staff to ensure it is used effectively. Digital Citizenship to be carried on. Need to record who already has a user agreement. A parent education evening should be held. Seesaw used in Rm 7/8. Could be extended to Year 5/6. One Whakatipu teacher is using a blog, Paerangi teachers have started using blogs. School App well used. Josh looking at starting a robotics group, learning coding. Gen and Josh will be enrolling in a MindLab Digital Technologies Curriculum online course. Investigating a cloud based server, removing our current server. Hall projector is unreliable – Will get Simon at Sitech to check and adjust where necessary.</p>	

Strawberry Sound to be contacted regarding audio in the hall.  
 Grants received for Chromebooks must be used to purchase them, can't be used to lease.  
 It was suggested we lease 15 devices for each Year 3/4 class, students would work in small groups on these devices. Quotes to be sought, purchasing vs leasing. Some funding available in ICT budget.  
 It was agreed that the school apply for grants for Apple TVs and devices.  
 Thanks were extended to Genevieve and Josh for their report and their work with ICT.  
 Genevieve & Josh left at 7.30pm

**Special Issues**

**2. PB4L – Chris Els**

Overview circulated and discussed.  
 Driving force: Systems, Processes and Data.  
 Kate Norman heads the Tier 1 committee, keeping the foundations going, building the culture.  
 Tier 2 for the top 12-15% child who needs more – looking at antecedents (why) and putting strategies/scaffolding in place.  
 Chris to attend the third training workshop on Tier 2.  
 10 copies of the MoE "Teaching for Positive Behaviour" booklet have been received, 1 per hub.  
 The MoE conducted a PB4L audit last week – 100% of children and 95% of staff answered the questions correctly. One staff member was a new, part-time teacher.  
 Meeting with Tracey Roberts from MoE for overview of Tier 2.  
 Thanks to Mr Els for his report and work.

**PTA**

No meeting held since last board meeting. Easter Raffle going well, being drawn Friday at assembly.


**Strategic**

**1. School Redevelopment – An email has been sent to Justin Duke-Norris re funding, copy went to Board.**

- The hall will be fixed as part of the project, cost to come out of the rebuild budget, but the BoT won't need to put money into it.
- The \$400 charged for sandwiches at BoT meetings will be put back into the budget.
- The current plan (#9) was approved to keep the costing process moving. This plan is within budget, is being finalised and will be back to the April BoT meeting. Mr Stackhouse has canvassed other local schools about how much of their budget they spent on their builds, but they haven't been told by MoE what their final cost was.

<ul style="list-style-type: none"> <li>• Costings to be reviewed against the Education Brief. Concerns to be raised with David Burn as the plan looks like a short term not long term solution. The Board to meet to discuss the Education Brief vs the plan before the April meeting.</li> </ul> <p>Mr Els left the meeting 8.15pm.</p> <p><b>2. Gifted and Talented report – John Stackhouse</b></p> <p>Report circulated including article discussed. Mr Stackhouse to update policies/procedures with the staff this year. 3 issues require significant input – formalising identification process, resourcing provision and teacher professional development. Differentiation much improved. Better linking to passions and interests. Most Gifted and Talented targeted teaching is within class, not pull-out groups; staying with own age level.</p> <p><b>3. Literacy – deferred to April meeting</b></p> <p><b>4. OIA – Enrolment Scheme</b> More information needed – to be discussed at the April meeting</p> <p><b>5. Communication Survey</b> Mr Stackhouse to send through the link to BoT. To be discussed in the April meeting</p>	<p>April agenda</p> <p>April agenda</p> <p>Mr Stackhouse to send survey link.</p> <p>April agenda</p>
<p><b>Compliance</b></p> <p><b>1. Staff Appraisal</b></p> <p>Information issued to all teaching staff re appraisal focuses and professional learning group focus, mentoring for staff and leadership team.</p> <p><b>2. Strategic Plan &amp; Charter</b></p> <p>Sent to MoE 6 March</p> <p><b>3. Review Admin Policy</b></p> <p>Underway – the next focus area</p> <p><b>4. Health &amp; Safety Checklist</b></p> <p>Fire and Earthquake drill completed, Lockdown drill set for next week.</p> <p><b>5. EdPlus Compliance</b></p> <p>Completed by Mrs Gee and Mr Stackhouse previously</p> <p><b>6. Staff job descriptions</b></p> <p>All full time teachers completed, Teacher Aides to be redone as their hours change</p>	

<p><b>7. Staff appointment procedures</b> Under review – interview processes, records kept including referees.</p>	
<p><b>Health &amp; Safety</b></p> <ol style="list-style-type: none"> <li>1. Policy - EoTC reviewed by Mr Els and Mr Stackhouse updated procedures. To be presented at the April meeting for final reading. Pandemic Plan – reviewed, stays the same. Looking at having all policies on ‘School Docs’. Board and staff will be able to view and review, regularly.</li> <li>2. Reports/Incidents – No incidents</li> <li>3. Review – Playground equipment checked. Mr Wilson to paint some of the playground.</li> </ol>	<p>April Agenda</p>
<p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. <b>Board Professional Development</b> Mr Rivett and Ms Burt to complete training. Access online at School Trustees Association to see what is available. Some courses are online, some are in person workshops. They both need to set up an account with STA (sta.org.nz).</li> <li>2. <b>BOT Newsletter</b> Article needed for including in new newsletter. To include new chair, welcome to Ms Burt, rebuild – community meeting when we have costings, ERO visit (30 April).</li> <li>3. <b>Totaranui CoL</b> update discussed. Looking at the data – writing is a challenge for all schools in the cluster, especially for boys; and Maori. Combined leadership – Sharon Keen (Casebrook), then Stephen Harrison (Cotswold), then Jeff Smith (Papanui High). A shared perspective. It is worth continuing with the cluster with the trust that has been built between the schools.</li> <li>4. <b>Digital Tools</b> – previously discussed</li> <li>5. <b>Confirmation of previous minutes</b> Moved Mr Hale, seconded Mrs Connor, carried</li> <li>6. <b>Correspondence</b> Emails still be received by Mrs Connor being forwarded to Mrs Gee</li> </ol>	<p>Ms Burt &amp; Mr Rivett to contact STA re courses.</p> <p>Mrs Gee to send article to Mrs Prescott by Wed 28 March</p>
<p>It was resolved that the above administrative items be accepted. Moved Mrs Gee, Seconded Mrs Connor carried.</p>	

<p><b>Principal's Report</b></p> <p>Previously distributed on google doc</p> <p>ERO arriving 30 April. Board to meet prior to April meeting in preparation.</p> <p>Special meeting set for Monday 9 April at 4pm to discuss School Redevelopment and ERO visit</p>	
<p>It was resolved that the Principal's Report be accepted and accounts passed for payment. Moved Mrs Gee, Seconded Mr Bealing, carried.</p>	
<p><b>Special Issues</b></p> <ol style="list-style-type: none"> <li>1. School Rebuild – previously discussed</li> <li>2. PB4L – previously discussed</li> </ol>	
<p><b>Matters Arising from the last meeting</b></p> <p><b>Carried forward to next meeting</b></p> <p>The meeting was closed at 8.55pm</p>	
<p>Signed: </p>	<p>Date: 10/11/18</p>
<p><b>Under Section 48 of the Local Government Information and Meetings Act 1987, Mrs Gee moved that the public be excluded for the following part of the proceedings of this meeting to discuss staffing issues.</b></p>	