

# Redwood School Board of Trustees Meeting Minutes

## Held in Hoiho Hub

**Tuesday 26 November 2019**

PRESENT : Mr Chris Bealing, Ms Sarah Caldwell, Mr Scott Fletcher, Mrs Emma Gee (Chairperson), Ms Sarah Parder, Ms Allyce Muir, Mr John Stackhouse

IN ATTENDANCE: Pauline Prescott (Minutes)

Mr Nick Gunn (Deputy Principal)

Kate Norman

APOLOGIES: Ms Sarah Caldwell, Ellie Cherry


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

Item/Discussion	Action/Decision
<b>Strategic</b>  <b>4. PB4L Tier 1/2 – Kate Norman</b>  Ms Norman spoke into her previously circulated report on Tier 1.  The PB4L team has representatives from teachers across both syndicates, teacher aides and parents and meet monthly  Updated the game wheel for 180 leaves, and updated the prize box  Celebration held at Murchison Park for those children who had attained 210 leaves or more  Staff leaf draws held regularly  Missing class posters have been replaced  Ellie Cherry Kate have attended PD sessions at MoE, and have held PD for staff  Lesson plans and matrixes to be updated  Teachers keep up to date with behaviours of concern, introduced an in-class tracking document, tick columns, quicker to enter rather than logging onto eTap to record.	

<p>Catch Up Club is a positive environment, children nominated/invited by staff, some closed groups, run Ellie Cherry and Nick Gunn</p> <p>This has been the first complete year with all three rewards (Yr 0-2 – bands, Yr 3-4 – bag tags, Year 5/6 badges)</p> <p>Discovery time focuses on key competencies and values</p> <p>Thanks extended to Kate and the team. The difference can be seen in the school.</p> <p>Ms Norman left the meeting 7.25pm</p>	
<p><b>PTA</b></p> <p>Mrs Gee attended the last meeting. Emma Norris is rewording some aspects of the constitution. A Special Meeting will need to be held up make the changes, early 2020. A donations register is part of the update.</p> <p>Planning for Mini Christmas Night Market going well.</p> <p>Current members have completed membership forms. PTA Executive to approve.</p> <p>The PTA have requested to be Police Vetted from 2020</p> <p>The Board of Trustees have also requested to be Police Vetted from 2020</p>	
<p><b>Strategic</b></p> <p><b>1. Draft Goals 2020 including 5. National Standards trends, priority groups</b></p> <p>Mr Stackhouse presented an overview of trends from the past 5 years. Significant sustained gains in all areas. Mathematics to be next major focus for 2020/21/22.</p> <p>Target groups for specific reporting will be set in 2020.</p> <p>Should be 75-80% at/above in Maths and Reading.</p> <p>Diagram forms part of focuses on next 3 years, more staff discussion to be held.</p> <p><b>2. Mathematics data report</b></p> <p>February 2020 agenda</p> <p><b>3. Literacy data report</b></p> <p>February 2020 agenda</p> <p><b>6. Staff Appointments Update</b></p> <p>CVs have been received for Learning Needs Coordinator role. Interviews will be held next week. Nick Gunn and Ellie Cherry reviewing CVs. Three interviews to be held</p> <p><b>7. School Redevelopment</b></p>	<p>Mrs Prescott to put on google docs.</p> <p>February agenda</p> <p>February agenda</p>

<p>Colour scheme discussed. John Stackhouse to contact Martin MoE with choice – red (splash), blue (hint), green (hint) and grey (bulk). Seeing green or blue when you look in any one direction. Blue on the outside areas, green when you look from the court, red on the southern walls. Penny to be asked for mock up.</p>	<p>Mr Stackhouse to contact Martin MoE.</p> <p>Mr Stackhouse to email Penny for mock up</p>
<p><b>Compliance</b></p> <p><b>1. 2020 Draft Budget</b></p> <p>On google doc. Budget of hall rental receipts to be looked at again with regard to the impact from redevelopment recladding. Hoping to have a minimised impact on our hall hirers, work over school holidays if possible.</p> <p>Policy wording to be reviewed in light of Government changes. Need to signal to community about changes with camps, which camps will be held, increases in contributions.</p> <p>Increase donation to \$120 for 1 child, \$180 for family of more than one.</p> <p>Year to be planned to suit money coming in. Can ask for contribution for swimming and camp. May cost the Board \$11,000 if we offer all the same activities as previous years.</p> <p>Year 3/4 camp may be cancelled or changed to a day activity.</p> <p>Emma Norrish to draft notice, to be circulated to Board and out in newsletter this week.</p>	
<p><b>Health &amp; Safety</b></p> <p><b>1. Policy/Review</b></p> <p>Nothing to report.</p> <p>Looking at taking up School Docs from 2020 – Emma Norrish</p> <p><b>2. Reports/Incidents</b></p> <p>None</p> <p><b>3. Review</b></p> <p>Nothing due to be reviewed</p>	
<p><b>Administration</b></p> <p><b>1. Totaranui CoL Update</b></p> <p>Board training available in February</p> <ul style="list-style-type: none"> <li>- Treaty of Waitangi (yes, if funded)</li> <li>- Governance (all done except Sarah Parder)</li> </ul> <p><b>2. Bot Newsletter item</b></p> <ul style="list-style-type: none"> <li>- Fees, rebuild, Merry Christmas</li> </ul>	

<p><b>3. Confirmation of previous minutes</b> (not 'In committee')</p> <p>Moved Mrs Gee, 2<sup>nd</sup> Mr Bealing, carried and signed</p> <p><b>4. Correspondence</b> (not 'In committee')</p> <p>All emails received by Mrs Gee forwarded to Board</p>	
It was resolved that the above administrative items be accepted Moved by Mrs Gee, seconded Mr Fletcher, carried	
<p><b>Principal's Report</b></p> <p>Previously circulated on google docs. Mr Stackhouse spoke into his report.</p> <p>Reinvested \$100,000 for 1 year</p> <p>Auditor documentation completed and sent</p> <p>Mr Stackhouse attended van Asch deaf education parent meeting. Positive feedback from parents, they want their children involved more in using sign. End goal – mainstreaming/satellite class. We currently receive \$2000.00 donation per annum, will increase to \$4000.00 per annum when classes go to weekly</p> <p>Part time staff hours have been set</p> <p>Teacher aide hours to be confirmed (dependant on funding)</p> <p>0.3 confirmed for Reading Recovery (as calculated in the budget)</p>	
It was resolved that the Principal's Report be accepted and accounts passed for payment. Moved Mr Stackhouse, Seconded Mrs Gee, carried.	
<b>Special Issues</b>	
<p><b>Matters Arising from the last meeting</b></p> <p><b>Agenda items for next meeting</b></p> <p>The meeting was closed at 9.05pm</p> <p>Mr Gunn left the meeting</p>	

Signed: 	Date: 10/12/19
<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>	