

Redwood School Board of Trustees Meeting Minutes

Held in Kereru Hub Tuesday 1 August 2017

PRESENT : Mr John Stackhouse (Principal), Mrs Ana Connor, Mr Chris Bealing, Mrs Emma Gee, Mr Phil Hale, Mr Terry van der Schaaf, Mr Chris Els (Deputy Principal)

IN ATTENDANCE: Pauline Prescott (Minutes)

APOLOGIES:

The meeting opened at 7.05pm with a whakatauki and waiata. Mrs Connor welcomed all to the meeting.

| Item/Discussion | Action/Decision |
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| PTA No meeting being held in August. Fair planning going well. | |
| Strategic 1. Behaviour Focus We are on Tier 2 of PB4L, achieving 100%. We now get resourcing targeting higher behaviour needs and PD. There will be a Tier 1 and Tier 2 team Tier 1 keeps the current working, changing bands and reward system, freshening up the system. Tier 2 introduction day for new team members on 14 August. Focussing on actively teaching our values, keeping to build the culture of the school. There has been significant positive impact on behaviour across the school. Teachers are working with consistency, following up issues and rewarding good behaviour. Parents saying that they are using the school values at home. 2. Community Builder Student leadership team taking activities in the hall at lunchtimes, Mondays and Thursdays. Servant leadership has been taught to Year 6s. Mr Els to spend more time with the Student Leadership this term. Wider community builder through newsletter, website – remind people to look on the website when sending out emails and texts. Mr Els spoke about a school AP to connect with our parents. Casebrook Intermediate have this AP. Another BYOD parent night to be held. Cyclone seeing Mr Els Fri 4 Aug regarding 15 hours PD including community PD. Canterbury Anniversary day is incorrect on the calendar. To be changed to Fri 17 November. | Mrs Prescott to change calendar |

Mrs Connor to draft an article for newsletter No. 12 re website, school rebuild, co-opt member

3. Board Leadership Planning Day

School Leadership Planning Day being held prior, at Vodafone meeting room.

Mr Hale has booked a room at Vodafone for Thursday 7 September for the Board Leadership day.

Contact available for catering at both these meetings.

Agenda to include outcomes from the School Leadership planning day; strategic goals, ERO, Rebuild, refocussing on the Redwood Way.

4. School Redevelopment

Covered also in Principal's Report. Ministry of Education have not agreed to the transfer of the hall to MoE ownership. It would adversely affect our entitlement to Learning Spaces. Room 5 asbestos cladding needs replacing – being kept as a Board owned building. Mr Stackhouse and Mr Els have met with Justine Duke-Norris (MoE). The SNUP wireless has been upgraded, we have paid 20% of the cost. These improvements can be transferred to the new school buildings. It has greatly improved our wireless capacity. Good service from Torque IT.

Ministry of Education have agreed to our concept plan, 15 teaching spaces. The next step is for the master plan with the footprint drawn. Concept plan is indicative only. Want plenty of indoor/outdoor flow. Mr van der Schaaf suggested looking at the entrance/driveway/carpark of Westburn would be worth looking at for our rebuild. Our priority is student first.

Compliance

1. 2018 Term Dates

Draft term dates circulated, discussed, alterations made, final dates agreed.

2. Enrolment Scheme – Out of Zone Ballot

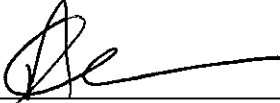
We have had a large number of inquiries for enrolment for next year. It was agreed that 20 places be offered for Out of Zone enrolments for 2018. A range of 15-25 places was agreed. Moved by Mr Stackhouse, carried.

Suggested that a team from Redwood School attend local preschools for parent evenings.

3. Teacher Appraisals

'Our Code, Our Standards' is the new document from Ministry of Education, to be fully implemented by 2018. Parts of this new document will be included in this year's appraisals, along with the current Registered Teacher Criteria. Focus will be on collaborative practice and differentiated programmes. Question template has been distributed to staff. Focusing on catering for children's differences in the classroom, learning cycle – getting to know children, assessment, determining needs, meeting those needs, being successful or not, priority learning

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| <p>groups, differentiation – cultural,. Mr Els and team leaders will be completing collaborative practice appraisals. Recognise staff for things going well and for overcoming difficulties. All classes will be visited by the end of Term 3.</p> <p>4. Ed Plus Compliance</p> <p>Deferred to the next meeting.</p> | <p>Add to agenda</p> |
| <p>Health & Safety</p> <p>1. Policy Review update – Mr Stackhouse looking at the triennial review of policies. Update will be ready for next meeting. Nothing to discuss at present on Outdoor Education. Draft Attendance Policy review has been given to Mrs Connor, to be emailed to the rest of the Board. To be discussed next meeting.</p> <p>Emergency Procedures – on display in all classrooms Drills undertaken regularly. A reminder to parents in the next newsletter that in event of a lock-down, they are not to come to school until the all clear has been given by the appropriate authority.</p> <p>2. Reports/Incidents – No incidents.</p> | <p>Mr Stackhouse to email draft Attendance Policy review to Board.</p> |
| <p>Administration</p> <p>1. BOT Calendar – Content to be amended by Mr Stackhouse and Mrs Connor.</p> <p>2. Confirmation of previous minutes – Moved Mr Hale, seconded Mrs Gee. Carried.</p> <p>3. Correspondence - accepted</p> | <p>Updated BOT calendar to be emailed to Board.</p> |
| <p>It was resolved that the above administrative items be accepted. Moved Mrs Connor, Seconded Mr Bealing, carried.</p> | |
| <p>Principal's Report</p> <p>Finance Meeting held Monday 31 July – Overspend on maintenance. Banked Staffing/Board funded staffing balancing. Being monitored.</p> <p>Part-time teacher hours were reduced at the end of Term 2. Teacher Aide hours had to reduce with a student leaving. Teacher Aides were spoken with.</p> <p>Appointments Committee – Mr Bealing to confirm availability to attend interviews next week.</p> <p>The exterior of the Hall needs to be repainted, also the woodwork outside the Library. It was suggested that we approach the 'painters' in our school community re a possible working bee.</p> | <p>Mr Stackhouse to contact parents who are painters.</p> |

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| <p>It was resolved that the Principal's Report be accepted and accounts passed for payment. Moved Mr Stackhouse, Seconded Mr van der Schaaf, carried.</p> | |
| <p>Special Issues</p> | |
| <p>Matters Arising from the last meeting</p> <p>Carried forward to next meeting</p> <ol style="list-style-type: none"> 1. EdPlus Compliance requirements minuted 2. Board Leadership Planning Day <p>The meeting was closed at 8.15pm</p> | |
| <p>Signed: </p> | <p>Date: 29/8/17</p> |
| <p>Under Section 48 of the Local Government Information and Meetings Act 1987, Mrs Connor moved that the public be excluded for the following part of the proceedings of this meeting to discuss staffing issues.</p> | |