

ELMWOOD NORMAL SCHOOL
MINUTES OF BOARD OF TRUSTEES MEETING
Tuesday 27th February 2018 at 6:05pm

1.0 MEETING OPENING

Present:

Paul Armitage (Principal), Malcolm Hollis, Tilly Flood, David Gardiner, Mike Hickford, Julia Hurren, Anna Bridge, Toni-Jayne Miles (staff representative), Vicki Harrington (Board Secretary).

2.0 ADMINISTRATION MATTERS:

- 2.1 **Election of Chairperson:** Paul called for nominations for a Chairperson for 2018. Malcolm Hollis was nominated by Mike Hickford. There being no further nominations, Malcolm was re-instated as Chairperson for 2018.

Moved: Mike Hickford
Seconded: Anna Bridge
Passed

Malcolm welcomed everyone to the first meeting of the year.

- 2.2 **Confirmation of Minutes of meeting 7th December 2017:**
Recommended: That the minutes and In-Committee Minutes of meeting held on 7th December 2017 be approved and adopted as a true and correct record.

Moved: Julia Hurren
Seconded: Tilly Flood
Passed

- 2.3 **Correspondence:** The correspondence was passed around the Board. Paul mentioned an email from our Insurers Aon, advising that they are working on negotiations around increases, including increases to Government levies and advised we remain covered while they get this sorted and the invoice out to us. Our insurance cover remains in place.
- 2.4 **Declaration of Interests 2018** – There were no changes to the current declaration of interests.
- 2.5 **Review Programme 2018-2019:** Our Review programme was explained by Paul. The main portion of this document highlights our 3 year cycle of schooldocs policy reviews. It also covers other areas the Board addresses and forms a map for our meetings. We will need to review this document as it was put out before the Govt changed National Standards. A new copy will be sent out to the Board.

3.0 MONITORING FOCUS:

3.1 Principals Report:

Roll – Our school roll is down slightly on this same time in 2017. The Roll Return will be done on 1st March 2018 – this will confirm our provisional staffing.

Personnel: Our new teacher, Andrea Brunton has settled in well. Our Beginning teachers are in their second year and additional resourcing has been applied for to cover this.

Financial Reporting: Financial accounts are now being completed on Xero Accounting System. Additional income was received in the Government Grants and Local Funds. This gave us 12% more income than we budgeted for. We finished the

year with a cash deficit of \$27,712 which was in the area of staffing. There is an amount of staffing which will be paid back. Unpaid activity fees for the Year 6 leavers were written-off totalling \$1,950.55 for the 2017 year.

Budget 2018:

- Since approving the draft budget in November last year there have been a few minor changes in income. We have re-worked the 2018 budget accordingly.
- The 2018 budget shows total income of \$834,753; operating expenditure of \$746,994 including cyclical maintenance provision of \$15,000; and depreciation \$100,000 leaving an Operating Deficit of \$12,241.

Property Report:

1.0 **MoE Christchurch Schools Rebuild:** Malcolm, Tilly, David and Paul attended the MoE Christchurch Schools rebuild (CSR) Property Programme meeting. The presentation was for the schools in the wave 5-7 of the CSR. The link to the Presentation is within the Board Report. We commence our master planning in the first quarter of 2020. Pre-plan will be done prior to this in 2019 which incorporates the pedagogy of the school. It begins with the teaching and learning philosophy which is done with staff, Board and community.

We will arrange with Murray Overton for the Board to go and visit Kaiapoi Borough School. We will come back to the Board with a doodle poll of dates. Ginnie Warren at St Albans would also be great to visit as they have just finished their build. We will contact Murray and then Vicki organise doodle poll.

2.0 **Swimming Pool:** ENSCA contributed \$6,000 towards the running costs of the pool for the 2017/2018 season.

General Items

1.0 **Teacher only days:** Toni-Jayne spoke on behalf of the staff regarding the teacher only day held at the beginning of the year. It was extremely worthwhile and the best she had attended. All the staff were buzzing after it and were able to glean much from the day. Paul ought to be commended on the fantastic day.

2.0 **Meet the teacher:** A successful Meet the Teacher evening was held on 7th February.

3.0 **Charter:** This will be discussed later in the meeting.

4.0 Education Act Changes:

Cohort Entry – Paul explained the announcement from the Minister of Education for Cohort Entry and the implications for Elmwood. This is something we will explore with our neighbouring schools once the MoE has finalised its policy.

National standards were removed on the 12th December 2017. Schools and kura are no longer required to use and report on National Standards and Ngā Whanaketanga Rumaki Māori for the 2018 school year and beyond.

The Bill's introduction does not change the current situation, which is that schools and kura:

- have been able to use tools other than National Standards and Ngā Whanaketanga Rumaki Māori, from 12 December 2017, to monitor their students' progress and achievement against curricula expectations
- will continue to be required to report to parents, at least twice a year, on their child's progress and achievement across the curricula
- still need to set and report against Charter targets for student progress and achievement and to collate this information to also inform school planning, resource allocation and programing decisions. From 2018 however these

processes, with the exception of a school or kura's next Analysis of Variance due on 1 March 2018 (see below), are no longer required to use National Standards/Ngā Whanaketanga Rumaki Māori measures

- NAG2 reports no longer require National Standards and Ngā Whanaketanga data
- still need to report against their 2017 targets, that refer to National Standards/Ngā Whanaketanga Rumaki Māori, in their next Analysis of Variance (AoV). This is due by 1 March 2018".

Perhaps next term once we have finalised our process of reporting this can be shared with the Community. The tools are the same to identify either way how a child is doing. The Board will be updated on this at the next meeting.

5.0 **School donations:**

"The Minister of Education has indicated that the proposal to provide state and state integrated schools that opt-in, an additional \$150 per student per year in exchange for their agreement not to ask for parental donations, will be considered alongside other priorities in the 2018 Budget process.

The current policy around donations remains the same until the Government announces a change in policy. We will know more after the 2018 Budget announcement. The donation information will be sent out this week.

- 6.0 **Schooldocs:** Term 4 rollouts have not been released yet, however these policies were reviewed by Board and Staff and feedback was included with our correspondence for you to peruse. There is nothing requiring followup.
There are Term 1, 2018 policies to review for Home Learning and Financial Control and Expenditure. Please go to our page and review these.

RECOMMENDATIONS: That the adoption of the Principal's Report and the following recommendations be approved.

- 5.1 That the 2018 Charter including the Analysis of Variance of the 2017 Student Achievement Targets, the report on the strengths and areas for improvement (2018 Student Achievement priorities), the 2017 National Standards data and how the students are progressing, be approved.
- 5.2 The Financial Reports for months ending 31 December 2017 and 31 January 2018 and the Operating Summary, together with the Principal's Report as tabled, is accepted.
- 5.3 The 2018 Budget be approved. (Note: School donation and International Fees remain at the 2017 levels.)
- 5.4 That the Board renews the authority of the Principal, Mr Paul Armitage, to spend within the 2018 budget. All extraordinary expenditure outside of the budget must be referred to the Board for consideration.
- 5.5 That, in the Principal's absence, delegated authority be given to the Deputy Principal, Mrs Jill Evans, to assume the running of the school.
- 5.6 That the powers conferred on the Board under Section 15 of the Education Act 1989 be delegated to the Discipline Committee of the Board of Trustees, and the quorum for the Committee shall be any three trustees excluding the Principal.

MOVED: Paul Armitage
SECONDED: Toni-Jayne Miles

4.0 **STUDENT LEARNING /CURRICULUM TOPICS/CHARTER**

The Charter for 2018 was explained by Paul. He highlighted the fact that our school Value – 'Empathy' has now changed to 'Respect'. This was driven by the students and the Value was written by the staff. The Board were happy with this change.

