



Maruia School Board of Trustees Agenda, Reports and Minutes Meeting Date: Thursday 29th February

1. Administration

Meeting Opened: 7:41 pm

Next Meeting: Thursday 4th April 2024

Present:

Alex Wilson, Campbell Sanders, Justine Kelly, Vicki Thomson

Apologies:

Kim Hamilton

Visitors:

N/A

Acceptance of Agenda:

Justine

Moved: Vicki

Seconded:

Acceptance of previous minutes:

Moved: Vicki

Seconded: Vicki

Conflicts of interest:

N/A

Appoint the Presiding Member (Board Chair)

Moved:

Seconded:

**Kim is absent from tonight's meeting.
Campbell Sanders acting as presiding member.**

Board roles and responsibilities:

Review

- a. Campbell - Finance
- b. Justine - Health and safety
- c. Vicki - Staff Rep and Minute taker
- d. Kim - Student Achievement
- e. Alex - Principal

Code of Conduct

Review - copy provided.

Maruia School BoT Governance Framework 2024

Review including work plan

2. Strategic Items:

Strategic planning

Strategic plan provided in governance framework doc - hard copy provided.
Develop - Embed - Sustain - Review (through opportunities available to us (Regionally Allocated PLD), and student, staff, parent and community voice).
Currently working on the annual implementation plan - due date 31st March.

3. Monitoring:

Student achievement data analysis

End of Year 2023 - please see attached report.

Student attendance

Term 4, 2023 Every Day Matters report from the Ministry of Education provided.
89.8% of students present in Term 4, 2023 - regular attendance is defined as 90% or higher.

One hour a day policy

Amendments to the National Curriculum Statements for The New Zealand Curriculum - statement provided.
Action taken: timetable change - copy provided.

Camp - Maruia School Bridge Valley Adventure Camp 2024

EOTC Event Proposal, Approval and Intentions Form provided for signing
EOTC Transport Standard Operating Procedures provided
EOTC Emergency Response Guide provided
RAMS provided

Physical Restraint Rules and Guidelines

Completion of training module certificates provided.

Cell Phone Policy

Written through SchoolDocs - policy provided.

Settlement of the Primary Teachers' Collective Agreement - Classroom Release Time (CRT)

15 hours needed for Term 1, 2024 are covered by incorporating into the timetable.

Ministry of Education information and School Docs policy provided.

Risk Management

(student well-being)

Sunscreen purchased and available for students to use throughout the day - reminders are given.

Policy review

Policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up to date and implemented correctly. Policy attached.

4. Finance Report:

Finance Report

December 2023

These should be considered interim until the audit process is complete.

2024 Draft budget

Finalising this for approval in the next board meeting.

Alex is in contact with Solutions and Services and Andrew Seagar (MoE) to support.

Leasing Chromebooks for Piwakawaka

Quotes provided for leasing with and without extended warranty (often included).

Comparison when pricing the purchase of chromebook outright was similar.

Information why leasing is a more common and better option for schools provided.

Move: Campbell

Seconded: Justine

Tasman Rural Women

Donation of \$600 to go towards PE equipment.

5. Property:

Carpet in Classrooms

The new carpet was installed - it looks great!

Pool

ThinkWater have advised we look at winterising the pool rather than filling it at the beginning of each summer. Additional cost of chlorine (not as much as summer), running of the pump and filter. ThinkWater has plans for this, used in other schools and could be consulted (for a cost).

Are you happy for Dallas to look into this? **Yes to get a quote - but potentially we could fill earlier in the year, when it's not dry?**

Maintenance:

Drinking fountain beside staffroom blocked and leaking - **Kim do you have someone at the springs that might be able to look into it?**

Risk Management:

(hazards identified and actions taken)

Dead branches from trees surrounding the field have been identified and removed.

Wasp nest in the roof of the library - possibly two? Entering from two areas, under the flashing. Course of action ... **Contact Peter and Margaret Brooker, can set up Verspex?**

Health and Safety walk around with Justine and Dallas - when suits?

6. Tasks and Events (from previous meetings):

Action Required:	Person Responsible:	Time Frame:	Status:	Completed:
<i>Buildings to be sprayed for lichen.</i>	<i>Alex</i>	<i>Before the summer holidays - between now and end of year</i>	<i>Contacted Washrite. They will complete a quote. Two options, spray and remove or the more economical option is to spray and wait for two rains to remove moss. NB: Await for a quote and make a decision. Potentially will wait until the beginning of winter next year. NB: Kim to inquire regarding Barry completing this at the same time as doing the trees.</i>	
<i>The shed at the end of the pool needs to be repaired and painted.</i>	<i>Alex/Dallas</i>		<i>8 boards need replacing. It will need to be sanded and painted. Concerns re. construction as boards will continue rotting. NB: Alex to touch base with Glen from the Ministry regarding whether the shed can be taken down. Will sit on it, until a decision has been made at further notice. No rush at this stage.</i>	
<i>Swimming Pool Heating</i>	<i>Kim</i>	<i>As soon as possible</i>	<i>NB: James to come and do a measure etc (52L)</i>	

<i>Principals house: Roof Damp spot in master bedroom cupboard Ventilation in kitchen and bathroom Back screen door Down pipe by garage Dishwasher There is a leak in the ceiling coming through the chimney. Firewood???</i>	<i>Kim and Chris to go and have a look. Kim to get a quote on nails for the roof. Kim needs to take the doors to Christchurch</i>	<i>Screen door people contacted. Screen doors will be taken to Christchurch for repair</i>		
<i>Trees by Caretakers shed and hanging branches</i>	<i>Kim</i>	<i>As soon as possible</i>	<i>A John Bell representative has come. Waiting for a quote and time. \$2600 Quote from John. Approved by BOT.</i>	<i>Kim spoken with John Bell on 12 Dec. Going to be completed in Summer Holidays.</i>
<i>Working Bee</i>	<i>Outdoor during spring.</i>			<i>Move to 2024</i>
<i>The latch at the gate at the end of the pool needs to be repaired as it does not lock.</i>	<i>Kim</i>		<i>Kim is looking into this. Kim to follow up.</i>	
<i>Signage for pool</i>	<i>Alex/Kim</i>		<i>Alex still needs to come up with the wording for this (a refresh of the pool rules and a statement about not climbing on the pool roof) and send it to Kim. Once complete, Alex to inform MoE.</i>	

7. Acknowledgements:

Ivy and Edz who are volunteering their time.

8. Principals Report

Tō Tātou Ako - Our Learning

- Beginning of the year, whānau hui & goal setting conferences were extremely successful again with 17 of our 18 students and their whānau attending.
- Nathan Scott (Cyclone) attended on the 12th February, taking students for a minecraft Education lesson and discussing with staff PLD opportunities. As a result, parent, staff and student voice was collected and regionally allocated PLD was applied for on Friday 23rd February.
- Swimming sports were held on Monday 19th February - all students present participated in some way and thoroughly enjoyed the afternoon (rating it a 5/5 across the school).

- Assessments have been completed and OTJs formed for the beginning of the year.
- Athletics afternoon was a success with all students present participating and a large number of our parent and community members supporting the event.

Tō Tātou Iwi - Our People

- Lisa Dent (RTLB) has visited and administered two CAT 4 Assessments, a UK based assessment which can indicate gifted and talented traits.
- Maruia School has applied for dual enrolment with Te Kura (Correspondence School) in order to provide academic extension.
- Amber Kiejko has begun her role as Office Administrator
- Bea Isolana has begun her role as Teacher Aide and volunteer
- Edz volunteers 4 days a week in the school as a Teacher Aide
- Ivy volunteers 1 day a week in the school as a Teacher Aide
- Alex has engaged with the TOSI Kāhui Ako twice this term.
- Jaquie Diliger (N4L) visited on 21st February to discuss upgrades to the Wi-Fi network.
- Alex met with Bruce Warren (Mentor Principal T1, 2024) via zoom on Thursday 22nd February.
- Ryan (Buller Sports Alliance) is coming in for three sports lessons this term. He replaces Chloe.
- Through National Library Services to Schools we have subscribed to 'Standing Order'. We will receive 2 orders of books per year for 2 years. We'll select 1 or 2 boxes of books and send them to your school. All courier costs are covered so the programme is free to use.

Tō Mātou Wahi - Our Place

- The garden is producing a great variety of vegetables. Students have enjoyed maintaining this and taking some of the produce home.
- Partnership with EnviroSchools has started - signage is on display, resources delivered and staff have engaged in up to two PLD meetings.
- NZ Panels, EnviroSchools, DOC and Maruia School have met regarding the propagation of Kowhai plants and the planting of these at Marble Hill. A plan to underpin the mahi is in progress. NZ Panels will fund the school bus once per term and a sign to show how the partnership is supporting conservation at Marble Hill. Maruia School will try to coordinate with DOC / EnviroSchools for trip days.

15. Administration:

Community consultation regarding staffing

Professional Coaching (and Well-being) Support Fund Declaration

Paula Sheldon has relieved for three days (26 - 28 February) for additional release for Alex.

Leave requests

Vicki Thomson

Paula Sheldon will cover the principal release while Vicki is away.

Casual vacancy of elected board member

If less than 10% of eligible voters requested an election then we must select a board member. They will need to complete the eligibility declaration form - provided. This will be kept on board files.

Parental Leave advice from NZSTA:

Maternity leave letter provided

1. Notice to BoT from Alex
2. BoT has 21 days to approve and respond (approval template on NZSTA website) - **template adapted and saved in BoT folder**
3. Alex to complete application form and BoT to complete employers section - **Alex has completed application form on mrlR**
4. BoT decides how to cover the absence - you do not have to advertise. - **completed and minuted below**
5. Generally, parental leave can be covered by a relieving employee on a fixed term employment agreement (NZTA has template letters using the principal resources - resource centre - recruitment - fixed term letters of offers and notices - choose appropriate letter, e.g. primary principals acting up (internal appointments) LoO - Acting Up Primary Principal covering parental leave template. - **this letter has been drafted on Kim's behalf and saved in BoT file - edit date only**
6. If it is an internal appointment, the relieving principal is covered by the Primary Teachers' Collective Agreement.
7. Alex has been advised by NZTA that conflict of interests are not relevant unless the BoT would like to declare such.
8. BoT can contact NZSTA if they need further clarification.
9. Links:
 - a. [Parental Leave](#)
 - b. [Fixed Term Letters of Offer and Notices](#)

Vicki Thomson to provide cover for Alex during her 26 weeks maternity leave in a fixed term position.

Moved: Justine

Second: Campbell.

Signing of previous minutes.

Preparation for next meeting:
Meeting Closed: 8:55pm.

Student achievement data analysis - Writing

When comparing to the mid-year OTJ data:

No students achieving in the well below section, more students are achieving in the at and above sections.

Maruia School

Writing (2)Mid2023

Alex Wilson - Principal Whole School 2023

10051	1B	1P	1A	2B	2P	2A	3B	3P	3A	4B	4P	4A	5B	5P	5A	6B	6P	6A	Well Below	Below	At	Above	Total	
Y0	100% (1)																				100% (1)		1	
Y1	100% (1)																				100% (1)		1	
Y2	50% (1)	50% (1)																			50% (1)	50% (1)	2	
Y3	33% (1)	33% (1)			33% (1)																67% (2)	33% (1)	3	
Y4				50% (1)			50% (1)														50% (1)	50% (1)	2	
Y5				100% (1)																	100% (1)		1	
Y6					100% (1)																100% (1)		1	
Y7										100% (1)											100% (1)		1	
Y8							50% (1)			50% (1)											50% (1)	50% (1)	2	
Totals	28.6% 4	14.3% 2		14.3% 2	14.3% 2		14.3% 2			14.3% 2										7.1% 1	35.7% 5	50% 7	7.1% 1	14

Writing (3)End2023

Alex Wilson - Principal Whole School 2023

10054	1B	1P	1A	2B	2P	2A	3B	3P	3A	4B	4P	4A	5B	5P	5A	6B	6P	6A	Well Below	Below	At	Above	Total	
Y0	100% (6)																				100% (6)		6	
Y1	100% (1)																				100% (1)		1	
Y2		50% (1)		50% (1)																	50% (1)	50% (1)	2	
Y3	25% (1)	25% (1)		25% (1)	25% (1)																50% (2)	50% (2)	4	
Y4				50% (1)			50% (1)														50% (1)	50% (1)	2	
Y5					100% (1)																100% (1)		1	
Y6						100% (1)															100% (1)		1	
Y7										100% (1)											100% (1)		1	
Y8							50% (1)					50% (1)									50% (1)	50% (1)	2	
Totals	40% 8	10% 2		15% 3	10% 2	5% 1	10% 2			5% 1		5% 1									30% 6	60% 12	10% 2	20

Student achievement data analysis - Reading

When comparing to the mid-year OTJ data:

More students are achieving in the at and above sections.

Maruia School

Reading (2)Mid2023

Alex Wilson - Principal Whole School 2023

10050	1B	1P	1A	2B	2P	2A	3B	3P	3A	4B	4P	4A	5B	5P	5A	6B	6P	6A	Well Below	Below	At	Above	Total		
Y0	100% (1)																				100% (1)		1		
Y1	100% (1)																					100% (1)		1	
Y2	50% (1)				50% (1)																	50% (1)	50% (1)	2	
Y3	33% (1)		33% (1)		33% (1)																	33% (1)	67% (2)	3	
Y4				50% (1)			50% (1)															50% (1)	50% (1)	2	
Y5					100% (1)																	100% (1)		1	
Y6							100% (1)															100% (1)		1	
Y7										100% (1)												100% (1)		1	
Y8									50% (1)			50% (1)										50% (1)	50% (1)	2	
Totals	28.6% 4		7.1% 1	7.1% 1	21.4% 3		14.3% 2		7.1% 1		7.1% 1	7.1% 1										28.6% 4	57.1% 8	14.3% 2	14

Reading (3)End2023

Alex Wilson - Principal Whole School 2023

10053	1B	1P	1A	2B	2P	2A	3B	3P	3A	4B	4P	4A	5B	5P	5A	6B	6P	6A	Well Below	Below	At	Above	Total		
Y0	100% (6)																					100% (6)		6	
Y1		100% (1)																				100% (1)		1	
Y2		50% (1)			50% (1)																	50% (1)	50% (1)	2	
Y3	25% (1)	25% (1)		50% (2)																		50% (2)	50% (2)	4	
Y4				50% (1)				50% (1)														50% (1)	50% (1)	2	
Y5						100% (1)																100% (1)		1	
Y6								100% (1)														100% (1)		1	
Y7													100% (1)										100% (1)	1	
Y8									50% (1)			50% (1)										50% (1)	50% (1)	2	
Totals	35% 7	15% 3		15% 3	5% 1	5% 1		10% 2	5% 1				10% 2									25% 5	55% 11	20% 4	20

Student achievement data analysis - Maths

When comparing to the mid-year OTJ data:

More students are achieving in the at bracket and two more students are achieving in the above bracket.

Maruia School

Mathematics (2)Mid2023

Alex Wilson - Principal Whole School 2023

10049	1B	1P	1A	2B	2P	2A	3B	3P	3A	4B	4P	4A	5B	5P	5A	6B	6P	6A	Well Below	Below	At	Above	Total	
Y0	100% (1)																				100% (1)		1	
Y1		100% (1)																			100% (1)		1	
Y2		100% (2)																			100% (2)		2	
Y3		67% (2)		33% (1)																	67% (2)	33% (1)	3	
Y4				50% (1)		50% (1)															100% (2)		2	
Y5						100% (1)															100% (1)		1	
Y6							100% (1)														100% (1)		1	
Y7												100% (1)										100% (1)	1	
Y8									50% (1)			50% (1)									50% (1)	50% (1)	2	
Totals	7.1% 1	35.7% 5		14.3% 2		14.3% 2	7.1% 1		7.1% 1			14.3% 2									21.4% 3	71.4% 10	7.1% 1	14

Mathematics (3)End2023

Alex Wilson - Principal Whole School 2023

10052	1B	1P	1A	2B	2P	2A	3B	3P	3A	4B	4P	4A	5B	5P	5A	6B	6P	6A	Well Below	Below	At	Above	Total	
Y0	100% (6)																				100% (6)		6	
Y1		100% (1)																			100% (1)		1	
Y2		50% (1)	50% (1)																		100% (2)		2	
Y3	25% (1)	50% (2)		25% (1)																	75% (3)	25% (1)	4	
Y4						50% (1)		50% (1)													50% (1)	50% (1)	2	
Y5							100% (1)														100% (1)		1	
Y6								100% (1)													100% (1)		1	
Y7													100% (1)									100% (1)	1	
Y8									50% (1)				50% (1)								50% (1)	50% (1)	2	
Totals	35% 7	20% 4	5% 1	5% 1		5% 1	5% 1	10% 2	5% 1				10% 2								20% 4	65% 13	15% 3	20