LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 31 July 2023

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson, Matt Hunt, Vito Lo Iacono (via Zoom), Amanda Luxford
Apologies: Nil
Meeting: Opened at 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Melanie opened the meeting with a whakatauki.			
1.1 Declaration of Interest	There were no declarations of interest within this agenda.			
1.2 Approve Change of Agenda if Necessary	There were no changes to the Agenda.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 12 June 2023 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	10YPP – Matt spoke to Frank. He will come back to Matt and Melanie with the next steps. He was very positive about getting things moving quickly and is looking at a mid-October finish.			
2. Decisions				
2.1 Policy Review: Learning Support	Karl reported that the Policy was sound and needed no involvement. There was a question about the reporting to the Board regarding IEPs, which Amanda does every year.			
3. Discussions				
3.1 2022 Strategic Plan: Community Engagement – Upcoming Events Getting to Know our Whānau – Ngāti Kahungunu	Everyone looked at the list of Upcoming Events. The Roller Disco has been postponed by FoLBS due to FIFA Fireworks in the City that night. A new confirmed date is still to come. Huetepara is hosting the Whole School Assembly on 18 August at 2.15pm. The parents of children who are performing will be sent an individual invitation. The recent Cultural Assembly was packed – a great turnout. The W.A.T.P. Hui Open Day (9 August) will have a Maths focus. Breakfast, lunch and afternoon tea will be offered.			

	Board members can spread themselves out and attend events when it is possible for them to do so. Lloyd and Karl said they can probably only attend the Learning Conversations. The Board felt that there is a positive feeling in the community.			
3.2 Mid-Year Data	As read. All children are included in the data. Matt said it was pleasing to see better progress for the Years 3 & 4 children after Covid. Karl asked if it was possible to get the information as a tracking picture or curve. It is better for families to see the end of year, rather than the mid-year data. This is usually shared in the newsletter and goes onto our website with Board papers.	Put the data into a Pivot Table moving forward. Make a "Through the Years" comparison chart to show better/worse/Covid results attributable to Learning Through Play.	Melanie Melanie	ASAP October
3.3 Wellbeing	Leaving staff were farewelled at the end of Term 2. New staff were welcomed and the Senior Leadership Team has been checking in with staff since the start of term. Discussion regarding celebrating success and the extra effort put in by teachers around assemblies, community engagement, etc.	Talk to Vito and Melanie to plan morning tea for staff. Provide morning tea by 10.45am with 1 or 2 Board members in attendance.	Julia Julia and Vito	7 August 14 August
3.4 Onepū Writing Handout	As read. This was the document to be shared, requested at the last Board meeting.			
3.5 Review New BoT Code of Conduct	This is just a reminder/awareness for Board members, but it's good to refresh everyone. Vito said it's good to do some self-assessment on occasion. Discussion ensued and it was suggested that minds are kept fresh by discussing case studies, using topics from the NZSTA list.	Take the old Code of Conduct out of Board Induction Packs and replace with the new one. Advise Melanie to add name of Board member and topic to be discussed for 10 minutes to each meeting Agenda.	Melanie Board member responsible	ASAP Each meeting
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Discussion about absences and the reasons for them and the correlation between absences and results. Also, a discussion regarding accidents at school during breaks. Lloyd said he found some of the information overwhelming and asked if the statistics could be broken down more to make for easier reading. It was suggested that the Board's rostered visits to the staffroom, once per term per Board member, be reinstated.	Write up a piece for the next newsletter. Break down statistics into titles/class/group.	Matt Melanie	Tuesday, 8 August Next meeting.

The meeting closed at 8.25pm with a whakatauki from Julia. Next Meeting: 7.00pm, Monday, 11 September.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie	Put the Mid-Year Data into a Pivot Table moving forward.	ASAP
Melanie	Make a "Through the Years" comparison chart to show better/worse/Covid results attributable to Learning Through Play.	October
Julia	Talk to Vito and Melanie to plan morning tea for staff.	7 August
Julia & Vito	Provide morning tea by 10.45am with 1 or 2 Board members in attendance.	14 August
Melanie	Take the old Code of Conduct out of Board Induction Packs and replace with the new one.	ASAP
Board Member Responsible	Advise Melanie to add name of Board member and topic to be discussed for 10 minutes to each meeting Agenda.	Each Meeting
Matt	Write up a piece for the next newsletter.	Tuesday, 8 August
Melanie	Break down statistics into titles/class/group	4 September