LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 12 June 2023

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

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Amanda opened the meeting with her mihi.			
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 8 May 2023 were accepted as a true and correct record. **Karl/Melanie. Carried.**			
1.4 Actions from Previous Meeting	All actions were completed.			
2. Decisions				
2.1 Policy Reviews	None to review currently.			
2.2 10YPP – Review and Accept or Make Changes	Matt suggested trying to progress projects as soon as possible to cut down on time, escalating costs, etc. Melanie said that procurement processes need to be worked through. All agreed the main thing is to get the senior building sorted and to push to get as much done as soon as possible. **Motion: "I move the Board approves the 10YPP."** **Lloyd/Karl. Carried.**	Call Frank to find out if procurement processes can be skipped.	Matt	ASAP
2.3 Audited Accounts – to be approved	Matt queried the $400,000 sitting in the bank account. Melanie explained that most of it is a 'buffer' that schools are required to keep. **Motion: "I move that the Board approves the audited accounts"** **Lloyd/Karl. Carried.**			

Item	Discussion/Decision	Action	Responsibility	Timeframe
3. <u>Discussions</u>				
3.1 2022 Strategic Plan – Āwhinatia: Build Connections: Connect Learners and Community, Measure to be decided.	Melanie thanked Jo for organising the Te Ahi Ora workshops / evening displays for this week. The children will have a workshop during the day and then there is an evening show. Huetepara on Wednesday Maranui on Thursday Onepū on Friday Soup will be supplied for families attending the evening shows.	Attend the evening show: Wednesday Thursday Friday	 Karl Matt Lloyd	 Weds, 14 June Thurs, 15 June Fri, 16 June
Community Engagement – Upcoming Events	Swimming Sports are at the WRAC on Thursday, 22 June. Children need to be swim tested first, so racing should start around 10.15am. Whole School Assembly will be at 2.10pm on Friday, 30 June, the last day of Term 2. School photos will be done in the first week of Term 3 on Thursday, 20 June and Friday, 21 June. It would be great to have a Board photo taken. FoLBS are running a Roller Disco on 11 August. Discussion regarding how engagement has been pretty good and seems to be getting back on track after Covid. Matariki falls during the holidays this year, so there will be Matariki electives in Week 10, and anyone is welcome to take an elective or come in to assist.			
Getting to know our whānau – Ngāti Porou	Melanie has made a Ngāti Porou poster as we have quite a few children who identify with that Iwi. She will make more posters as necessary to make a display showing the backgrounds of our students.			
3.2 Writing Presentation	Jo and Amanda presented Writing Assessment guidelines for our teaching and learning programmes. OTJs (Overall Teacher Judgement) are done twice per year and assessments can be moderated if the OTJ doesn't match the outcome. Target Learner Groups are identified by previous OTJs and data. The guidelines were shared at the Teacher Only Day and input was requested. Currently the junior school is using the Yolanda Soryl programme and this may be taken through to the middle and senior syndicates if deemed to be a good fit.	Give Melanie the Onepū writing handout to share with the Board at the next meeting.	Jo Graham	31 July

3.3 Wellbeing	Various things have been put in place to support everyone's wellbeing. There was breakfast at the recent Teacher Only Day. Kaimahi were given the option of attending the T/O Day or taking leave without pay. Kaiako continue to take CRT days offsite if this works better for them and changes have been made to staff meetings to support everyone better as this can be an overwhelming time of year. Matt commented that he's been hearing some positive comments about the school out in the community and asked if staff are feeling like the interactions with parents are more positive.			
3.4 Local Curriculum	This is a sharing document that all schools should have. There are 23 slides and all teachers have access to these. There was a discussion about the best place to keep this if parents would like to see it.	Keep a printed copy of the Local Curriculum at the office in case anyone asks to see it. Print a copy for Matt to collect from the office in the morning.	Kathy Melanie	ASAP ASAP
3.5 Unit Holders	Read only documents.			
3.6 Health & PE Consultation	Melanie reported that 22 people had responded to the survey. A lot of people asked for more sport and some disagreed with the ranking style of questions. Leadership just wanted to get a feel for what the community wants and will try to balance requests across the board.	Take to Leadership to continue working through. Pull a name out of the hat to win the survey prize.	Melanie Jo and Amanda	ASAP ASAP
3.7 WCC – Changes in Roads Around School	A meeting was held with WCC staff regarding the intersection at Wha & Freyberg Streets and a new crossing on Freyberg Street outside the school. Timeframes were discussed and the Council would like a bigger team of parents for a consultation meeting. WCC will be organising an opening celebration. The next meeting will be held on Monday, 17 July.	Scan documents and share with the Board	Melanie	ASAP
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Karl asked about the door closing too quickly in the junior school under Health and Safety. Melanie has asked John to have a look at it and the door will remain open or locked until it has been fixed. Grow Kaiako – Brogan, Arielle and Melanie will visit with Oxford Crescent School, as recommended by Longworth Education, on Thursday.			

The meeting closed at 8.40pm. Next Meeting: 7.00pm, Monday, 31 July.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Matt	10YPP - Call Frank to find out if procurement processes can be skipped.	ASAP
Karl/Matt/Lloyd	Community - Attend Te Ahi Ora evening shows on Wednesday, Thursday and Friday	14, 15 & 16 June
Jo Graham	Writing Presentation - Give Melanie the Onepū writing handout to share with the Board at the next meeting.	ASAP
Kathy	Local Curriculum - Keep a printed copy of the Local Curriculum at the office	ASAP
Melanie	Local Curriculum - Print a copy for Matt to collect from the office in the morning.	13 June
Melanie	Health & PE Survey - Take to Leadership to continue working through.	ASAP
Amanda & Jo G	Health & PE Survey - Pull a name out of the hat to win the survey prize.	ASAP
Melanie	WCC Road Changes - Scan documents and share with the Board	ASAP