LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 5 August 2024

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson (via phone), Matt Hunt, Amanda Luxford, Michelle Duff
Apologies: Vito Lo Iacono
Meeting: Opened at 7.05pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Michelle 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 17 June 2024 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	All completed.			
2. Decisions				
2.1 Policy Reviews: Concerns & Complaints Raising Concerns & Complaints Assessing & Respond-ing to Concerns and Complaints	Karl said there was quite a lot of reading in these policies. No changes are needed, but we need to be making sure that we direct people back to them if there are any concerns.			
2.2 Out of Zone Ballot	**Motion: "I move that the Board opens the Out of Zone Ballot for 20 places for 2025." Matt/Lloyd. Carried.**	Advertise in newsletter and The Post – the deadline for applications will be 25 October.	Melanie/Kathy	ASAP
3. Discussions				
3.1 2024 Mid-Year Data	Opinion was divided on the new graphs Melanie had used this year. Melanie explained how the graphs work and which cohorts are compared. Lengthy discussion regarding results, target students and where each Year group should be working towards or within.	Bring BSLA/Pasifika assessment information to the next meeting. Make a graph for Māori achievement against NZ European achievement.	Melanie Melanie	9 September 9 September

	The Pasifika reading data was a little concerning, so more work will be put into discovering why the results have dropped and how to move the children along. Teachers are confident that most of the children will shift positively by the end of the year. BSLA assessments are focussed on word sounds/phonics to work out how words sound, but this is part of the structured literacy mandated by Government. The data for BSLA is different from previous data used. Michelle thought it would be helpful to have another graph to show if Māori are achieving at the same rate as other ethnicities. Parents of target children are kept up to date regarding programmes the kids are in. Julia appreciated all the work that goes into the data and thanked Melanie on behalf of the Board.			
3.2 Wellbeing	The leadership team worked through the Emotional Cultural Canvas, that staff worked on earlier in the year, and how feelings can be supported. This will be shared with staff and next steps will be worked through. Leaders will spend more time in the staffroom during breaks to mix with staff more. Melanie thanked Vito for the delicious cannelloni he provided for a staff morning tea.			
3.3 ERO School Improvement Framework	Karl led the discussion on Board Membership and Collaboration at the last meeting. This time Learner Safety, Wellbeing & Confidence was discussed and the rating was agreed upon for each of the areas. Karl asked if we need a new topic for the next meeting. We are trying to improve our approach to Governance and raising our best practice. Matt suggested looking at School Trips, discussing how they look, learning process, etc. It was agreed, at each meeting, we would decide on a scenario to discuss.			
3.3 Possible Sources of Evidence Framework	ERO has sent their requirements for possible sources of evidence. Three areas need proven evidence – Strategic Plans, Policy Procedure & Review, Safety & Wellbeing Data Reports. Melanie said we can provide evidence, but isn't sure it shows it's been			

	scrutinised, eg, Principal Appraisal documents, communications to the school community via the newsletter.			
3.4 Board Assurance Statement and Self-Audit Checklist	Lloyd and Melanie had met with Andrea from ERO. Lloyd had worked through the Self-Audit Checklist and sent it out for the Board to see. Everyone was happy to support it and thanked Lloyd for all the work put into it. Melanie has to gather evidence and send it through to ERO by the 13th of September. ERO will visit the school for 2 days in Week 1 of Term 4 and this has been put in the calendar.	Add all the significant dates into the calendar.	Melanie	ASAP
4. <u>Monitoring</u> **4.1 Principal's Report (includes Health & Safety and Finance) Ka Hikitia**	As read. Lloyd thought the balance sheet was looking good. Melanie reported that she had contacted WorkSafe and there is no longer a need to notify them for overnight hospital stays as any school incidents didn't happen at "work". Everyone agreed that any incidents should still be logged to the WorkSafe website. Matt asked about 5YA. Melanie said funding has been approved, so IR Group has the money to do the roofing over the senior school and admin block. Money was also kept in reserve for carpets and high safety items. Julia asked whether everyone thought there should be a roster for doing the newsletter piece so that somebody different does it each time.	Write a Board piece for the newsletter. Make a roster for writing the newsletter piece.	Michelle Melanie	Tues, 13 August ASAP
5. <u>Formal Meeting Closure</u>	Lloyd closed the meeting with a whakatauki.			

The meeting closed at 8.20pm. Next Meeting: 7.00pm, Monday, 9 September 2024.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Agenda Item	Action	Timeframe
Melanie/Kathy	**Out of Zone Ballot**	Advertise in newsletter and The Post – the deadline for applications will be 25 October.	ASAP
Melanie	**2024 Mid-Year Data**	Bring BSLA/Pasifika assessment information to the next meeting.	9 September
Melanie	**2024 Mid-Year Data**	Make a graph for Māori achievement against NZ European achievement.	9 September
Melanie	**Board Assurance Statement and Self-Audit Checklist**	Add all the significant dates into the calendar.	ASAP
Michelle	**Principal's Report (includes Health & Safety and Finance) Ka Hikitia**	Write a Board piece for the newsletter.	13 August
Melanie	**Principal's Report (includes Health & Safety and Finance) Ka Hikitia**	Make a roster for writing the newsletter piece.	ASAP