LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 4 November 2024

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

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
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	Matt suggested moving 3.6 Topic of Interest: Future Proofing to the end of the meeting for an indication of how much time was left for discussion.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 9 September 2024 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	**Topic:** Actions from Previous Meeting – Bring BSLA/Pasifika assessment information to the next meeting	Move to first meeting of 2025.	Melanie	February
	Topic: Pasifika, Māori, Pakeha Comparison Data – Email Jo, Amanda & Melanie to thank them, on behalf of the Board, for all the extra work they've been putting in recently. Plan something to show appreciation for the extra effort and the value that brings to the school.	Roll over to next meeting.	Vito & Julia	December
	Topic: Evaluation of Meeting – Update the Evaluation Template. Add Evaluation points to the bottom of each Agenda as a constant reminder.	Send the template to Melanie.	Vito	ASAP
2. <u>Decisions</u>				
2.1 Policy Reviews: Finance & Asset Management Policy / Managing Income and Expenditure	Karl said the policies are fine as they are. They contain a fair amount of jargon. Discussion ensued regarding when the financial information is sent through to the Board and seeing the budget once per year. Should it be seen by the Board more often in case there are questions? Melanie speaks with Lloyd monthly and finances are discussed if necessary. Melanie and Kathy liaise with Education Services regarding Term Deposits and whether to roll them over or not when they mature. Finances are supposed to be ratified at each meeting. There are certain procedures that must be	Share the entire Financial Report each month with the Board.	Melanie	Every month

	followed regarding finances and these are often discussed with the Auditor each year. **<u>Motion</u>: "I move that the Board ratifies the Financial Report from Education Services at each meeting." Karl/Matt. Carried.**			
3. <u>Discussions</u>				
3.1 Māori Data Update	Melanie put a Māori Data Infographic together in response to questions at the last meeting. Discussion about Target Learners, who are children targeted from the data. They are usually children who are just below the level, and this helps to accelerate their learning. SWANs have a separate programme, as do the ELL children. Michelle asked what interventions are put in place as it appeared that some children hadn't improved, so what would be the next steps? There is a plan for next steps that ERO recently saw and were happy with. This plan can be shared with the Board. Matt asked if there is an action plan in place to address the ERO comments. Melanie said she was working on that before ERO visited as there is a disparity between Māori and Pakeha results. The plan will be shared with the Board when completed. The BSLA programme has worked for the majority of Māori students. Teachers are about to work on the end of year OTJs (Overall Teacher Judgment), and this information will be ready at the beginning of next year. Māori and Pasifika children fall in the band to prioritise closing the disparity. Building up mana is important.	Capture steps taken for an action plan for Māori and Pasifika Target Learners	Melanie	ASAP
3.2 Wellbeing	The Board asked how the teachers and management are feeling. Amanda said there are a lot of sick teachers at the moment, but otherwise nothing is abnormal for this time of the school year. Melanie reported a positive staff meeting today. It was Aotearoa Teachers' Day last Friday, which was celebrated. Brief discussion about brainstorming to look ahead to the structure of 2025. Melanie said only a few people turned up, which was the same for ERO feedback. Communication goes out to staff via HERO.	Remove the names of leave requesters from the report.	Melanie	ASAP

3.3 Gifted & Talented Report **3.3i SENCO Presentation**	As read. The report shows the top results for Reading, Writing and Maths, but all children can be gifted in other areas. As read. Matt asked how many Māori and Pasifika children are included in the report. There are 4 out of 18. These are the children who have IEPs twice per year, but a few smaller ones too, a little more spread out than in the past. There are a lot of other children who have extra support but are not funded. Amanda said the Sensory Space (Kupe) has been a fabulously useful area. Matt asked how this aligns with the Strategic Plan and the Board's broader plan to "sell the school". This is 'business as usual'. Julia acknowledged the amount of work that goes into this report on behalf of the Board.			
3.4 Newsletter Roster	It was decided to blend the last two meetings together for newsletter information from the Board.	September meeting information October meeting information	Matt Julia	5 November 19 November
3.5 ERO Update/Questions	Melanie reported on the "Every Day Matters Attendance Report", stating that 55% of children are coming to school 90-100% of the time. ERO were impressed with the efforts put in place to get children to school. Melanie has a letter ready to go out to parents of children who have greater than 30% of absences. The ERO Report is due around Week 8.	Report on the response to the ERO Report reviewing current measures in place to ensure good attendance.	Melanie	ASAP
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Matt had a few questions regarding building connections and asked Michelle if she had given feedback on the Strategic Plan. Melanie said Michelle had and had thought it was good. Matt pointed out that this hadn't been noted. Matt asked about feedback on engaging the school community and seeking communications from whanau. Melanie said a survey will go out to families in the Week 6 newsletter. She has spoken to a teacher about setting up a Māori Facebook page. The Board asked to see the Health & Safety Risk Register, so Melanie showed the folder in the staffroom. Staff are advised in team minutes to speak to Jo Graham, who is the Health & Safety Officer, tell management, or just fill in one of the forms. **<u>Motion</u>: "I move that the Principal's Report be accepted and that the September Financial Report be ratified." Matt/Karl. Carried.**	Check back to ensure this was done and, if so, mark it as completed.	Melanie	ASAP

3.6 Topic of Interest: Future Proofing	The Board had a big discussion regarding the declining roll and how to put some strategies in place to increase and protect it for the future. We need to showcase our inclusivity and great achievements. Lloyd suggested the website needs updating and it was agreed a few videos showcasing success stories would be a nice touch. Karl asked what we are trying to achieve as the number of children in Lyall Bay can't be changed and families have the option of choosing private or Catholic schools over a public school which has a zone in place. He also pointed out that the community feedback survey goes out to ask school families what they want the school to be. Matt thought focussing on a particular area would sell the school, be it Art, PE, Science, etc. Melanie suggested that our focus should be Learning Through Play as this covers all those other areas as well as being our point of difference. Amanda said the New Entrant roll is going to be bigger than it has been for a while, so that's positive. It was decided that a couple of people should get together to brainstorm ideas and how this can all be linked with the Strategic Plan.	Get together to work through achievable ideas and bring it back to the Board for more discussion.	Matt, Vito, Melanie & Amanda	ASAP
5. Formal Meeting Closure	Vito ran through the evaluation of the meeting points. Karl thought the Board needs to be better at keeping to the amount of time allowed for each topic on the Agenda as we had gone a long way over at this meeting. Vito thought some questions could be clarified by email prior to, rather than at, the meeting.			

The meeting closed at 9.05pm. Next Meeting: 7.00pm, Monday, 2 December.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie **Previous Meeting**	***Topic:*** **Actions from Previous Meeting** – Bring BSLA/Pasifika assessment information to the next meeting	Early 2025
Vito & Julia **Previous Meeting**	***Topic:*** **Pasifika, Māori, Pakeha Comparison Data** – Email Jo, Amanda & Melanie to thank them, on behalf of the Board, for all the extra work they've been putting in recently. Plan something to show appreciation for the extra effort and the value that brings to the school.	Rollover / ASAP
Vito **Previous Meeting**	***Topic:*** **Evaluation of Meeting** – Update the Evaluation Template. Add Evaluation points to the bottom of each Agenda as a constant reminder.	Send to Melanie ASAP.
Melanie	**Topic: Policy Reviews -** Share the entire Financial Report each month with the Board.	Every month
Melanie	**Topic: Māori Data Update -** Capture steps taken for an action plan for Māori and Pasifika Target Learners	ASAP
Melanie	**Topic: Wellbeing** - Remove the names of leave requesters from the report.	ASAP
Matt & Julia	**Topic: Newsletter Roster** - September meeting information (Matt) October meeting information (Julia)	5 November 19 November
Melanie	**Topic: ERO Update/**Questions - Report on the response to the ERO Report reviewing current measures in place to ensure good attendance.	ASAP
Melanie	**Topic: Principal's Report / Strategic Plan** Feedback - Check back to ensure this was done and, if so, mark it as completed.	ASAP
Matt, Vito, Melanie, Amanda	**Topic: Topic of Interest / Future** Proofing - Get together to work through achievable ideas and bring it back to the Board for more discussion.	ASAP