LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held Via Zoom on Monday, 9 September 2024

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member - from 7.35pm), Julia Blackburn (Vice Presiding Member), Vito Lo Iacono, Matt Hunt, Michelle Duff, Amanda Luxford
Apologies: Karl Emson
Meeting: Opened at 7.10pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Matt 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 5 August 2024 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	All completed, except for the 2024 Mid-Year Data. Roll over to the next meeting.	Add to the Agenda and bring BSLA/Pasifika assessment information to the next meeting.	Melanie	Next meeting
2. Decisions				
2.1 Policy Reviews: Protected Disclosure	As read. Straightforward policy.			
Teacher Aide Procedure	Melanie explained that this policy had been put in place due to funding shortfalls for Teacher Aides who are employed to work with certain children. Only 50% will be employed at any one time as permanent employees, so the school isn't left in the awkward position of having Teacher Aides with no funding to pay them when those children leave the school.			

Item	Discussion/Decision	Action	Responsibility	Timeframe
3. <u>Discussions</u>				
3.1 Pasifika, Māori, Pakeha Comparison Data	Melanie presented the analysed data and how to read and understand it. The data includes children who have just started and ESOL children, and follows the progress steps children have made. Discussion ensued regarding further analysis and breaking down comparisons and percentages to get accurate measures.	Email Jo, Amanda and 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.	Vito & Julia	ASAP
3.2 Wellbeing	As read. Melanie said that last week's staff meeting was cancelled when the facilitator couldn't attend as they are trying to take pressure off staff over the ERO visit. More children are using Kupe (the Sensory Room) for time out and some children are going to have some assistance from an Art Therapist on Tuesdays. There is a new driftwood pit for digging and building. There is a lot happening, as is usual coming up to the end of term. There will be Learning Conversations, Book Fair, WATP Hui, the Turning 5 Party, Camp, WoW Dress Rehearsal, as well as the Seniors' WoW performance at school. Some of the older children from Ahu will move into Au Hāro and Eke Ngaru at the start of Term 4 to make way for new children to enter Ahu. Letters have been sent to parents for permission to move their children into the Junior School one term earlier than expected.			
3.3 Newsletter Roster	Everyone was happy with the new roster for writing up a small piece for the newsletter.			
3.4 Risk Register	Melanie had moved Employment Risk up 1 due to the difficulty in getting NZ trained teachers and the current lack of relievers. Staffing has been an issue with sickness and all teachers now receiving 4 days of CRT per term.			
3.5 ERO Update	Melanie provided a list of what will be going into folders. The main things decided to look at were Cultural Responsiveness and Learning Through Play. Three pieces of evidence need to be provided for each domain and these are due in on Friday. ERO will be coming to school on the Tuesday and Wednesday of the first week of Term 4. They will meet with the Board on the Tuesday morning with initial questions and again on the Wednesday for a feedback meeting. It was agreed that having the same core group of people in attendance at both meetings would be best.	Meeting Attendees: Vito & Michelle – Tuesday only Lloyd – both days Matt & Julia – both days, for now - this may change Have an understanding of Stewardship and Governance and the framework everyone work on together.	All	15 & 16 October

Draft Cultural Narrative	Melanie asked for feedback. Michelle had found the document really good for helping her to understand how everything was integrated. Julia liked the explanation of how the logo came together and liked seeing the school values in more detail. It gave a good background and she thought it would be a great document to have in the Board Induction Packs.	Add the Cultural Narrative to Board Induction Packs for future Board members	Melanie	Next Election
3.6 Topic of Interest	Jo Graham has been recognised by a global education network for Learning Through Play based in Finland. This is fantastic recognition for Jo and all the hard work and commitment she puts in to LTP.	Organise flowers for Jo from the Board	Kathy/Melanie	ASAP
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Discussion regarding future-proofing the school. The roll is dropping for many reasons, such as zoning, expensive housing, older population not moving on, etc. A preliminary strategic session is needed to discuss options and how to promote the school to set up success in the next 5-10 years. It was agreed to have a brainstorming session and then pull out realistic ideas to work on. **<u>Motion</u>: "I move that the Board sets aside 1 hour at the next meeting to discuss future proofing the school roll."** **Melanie/Julia. Carried.**	Add a 1-hour 'future proofing' discussion to the next Agenda.	Melanie	Next meeting
5. <u>Formal Meeting Closure</u>				
Evaluation of Meeting	Brief discussion. Vito is going to update the template. Matt closed the meeting with a Karakia.	Update the Evaluation Template. Add Evaluation points to the bottom of each Agenda as a constant reminder.	Vito Melanie	ASAP Next meeting

The meeting closed at 8.15pm. Next Meeting: 7.00pm, 4 November.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie	***Topic: Actions from Previous Meeting -*** Add to the Agenda and bring BSLA/Pasifika assessment information to the next meeting.	Next meeting
Vito & Julia	***Topic:*** **Pasifika, Māori, Pakeha Comparison Data -** Email Jo, Amanda and 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.	ASAP
All	***Topic: ERO Update -*** Meeting Attendees: Vito & Michelle – Tuesday only, Lloyd – both days, Matt & Julia – both days, for now - this may change Have an understanding of Stewardship and Governance and the framework everyone work on together.	15 & 16 October
Melanie	***Topic: Draft Cultural Narrative -*** Add the Cultural Narrative to Board Induction Packs for future Board members	Next election
Kathy/Melanie	***Topic: Topic of Interest -*** Organise flowers for Jo from the Board	ASAP
Melanie	***Topic: Principal's Report -*** Add a 1-hour 'future proofing' discussion to the next Agenda.	Next meeting
Vito/Melanie	***Topic: Evaluation of Meeting -*** Update the Evaluation Template. Add Evaluation points to the bottom of each Agenda as a constant reminder.	ASAP Next meeting