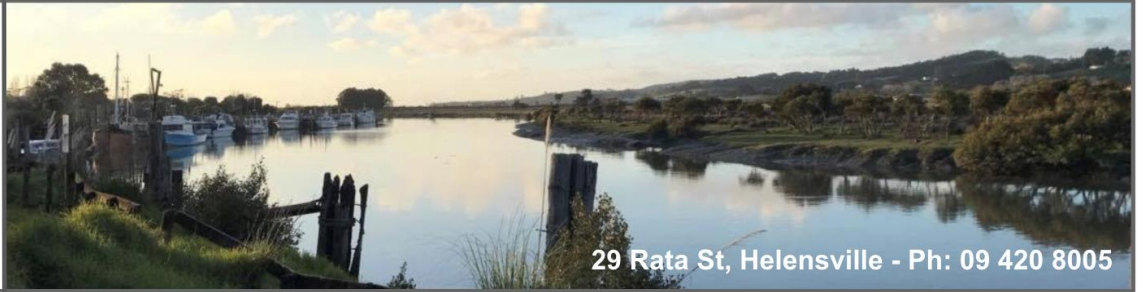


Helensville  
Primary School



Ngā Taonga o Te  
Awaroa



## Helensville Primary School Governance Group Minutes August 2024

**Meeting Presiding Member:** Tony Francis

**Meeting:** # 4 of 10

**Location:** Staffroom

**Date:** 20 August 2024

**Time:** 7pm

**Members:**

Tony Francis (Presiding Member) Ana Christmas, David Kidd, Robbie Steedman, Shannan Foreman, Amanda Hopkins (Teacher Rep) Richard Bennett (Principal) Sarah Jaques (EO) Bruce Adin (Advisor)

**Apologies:**

<b>Karakia Timatanga</b>	E ngā ariki o te rangi, Arahina matou, Kia tupu pai, Kia haumarū ai, I ngā mahi o te kura. Tuturu whakamaua kia tina TINA Haumi e, Hui e, TAIKI E.	Lords of heaven, Guide us, May it grow well, Keep us safe, In school activities.
<b>Proposals / Approvals / Actions / Key Points</b>		
<b>Confirmation of agenda</b>	To Be Confirmed	
<b>Conflicts of interest</b>	No	
<b>Correspondence In/Out</b>	No	
<b>Updates arising from previous minutes</b>	July Minutes to be accepted - Accepted	

	<p>Pass schedule of delegations at this meeting accepted and adopt them from 20/8/24.  Frist Tony Second David  School doc policies locally - if we make local changes they will be incorporated on their review cycles.  <a href="#">Minutes of Meeting July 2024.docx</a></p>
<p><b>Principal's Report</b></p>	<p>Report to be tabled as read.  <a href="#">Principal's Report - July 2024 (HPS Board)</a>  <a href="#">HPS 2023 Analysis of Variance Report (HPS Board)</a>  Goal this term to get into classes and have done this term. Found this really valuable.  Purpose - to connect more with the students and staff, meetings can make it feel like you are out of touch. This is making myself more visible.  Board member, classes got no art on the walls - part of the strategic plan.  - Keep generic to school.  Board to look at Phil Gordon to do Te Tiri Training - how long is a session? Principal advised he can tailor it to suit us. We did discuss the need for the new board. Decision would be some dates from the board - Tuesdays work best, 17th Sept, 15th Oct options see if he is available.  At time of writing report looking at funding a new junior teacher for term 4. will discuss more in the finance report.  School roll is growing - juniors - classes are getting high at 21.  With the 7 new entrances coming in with the numbers we ideally open up a new classroom, this will be room 9.</p> <p>OOZ enrolments - do we open up? Previous year we capped at 10 and had 6 come in. If we went over this we would have to go to a ballot. - This allows siblings into the school.  494 for capacity excluding OOZ. Roll is growing from the junior end of the school.  We do have migrant families at the school - come and go due to work, The bilingual unit at Woodhill we know we will be losing around 6 - 10 students.  OOZ - capped at 10 and if goes over then this would go to a ballot.  Criteria to go through for this process.  The board agrees with opening OOZ capped at 10</p> <p>Analysis of variance - submitted in March based on the previous 2022 annual goal with ERO partner.  2023 we were going through change in our strat plan and these were not relevant to where we were heading with change in management, staff etc  We needed to replace it with what we were all onboard with, which is our PB4L team. Report for 2024 will relate to this.  What do we use for reporting? differs, PATs ,E-asttle, BSLA (Better Start Literacy) could adapt with the resources to test the children for them progressing through the school.  Can we see this data at some stage? I have already got our DPs to get the data ready to present at our next meeting along with our literacy data from our literacy lead.  Have an earlier meeting start next time. Planning for the year ahead on other areas.</p>
<p><b>Matters arising from Principal's Report</b></p>	<p>Update Schedule of Delegations. Note feedback from Auditors.</p>

	<p><a href="#">20240714 Schedule Of Delegations.docx</a>  Local policy reviews in relation to School Docs.  School logo - Board project - set it out to school, get us together to talk about what the school is and come up with a design.  Stemmed from finding what represents Te Awaroa for our strat plan.  Tell the stories to the children of the area to get ideas and sit down to create a new logo. Will bring more meaning to it, board will ensure that the drive is there for it to happen.  Are there principles to designing it, artist asks questions on where you want to go. Capture it in a video for those that come after will be able to view and understand the process and how it has come around.  <b>Action on Richard and school to process this further</b></p> <p>Any board action items to be added to the agenda to keep it tidy.</p>
<p><b>Finance &amp; Property</b></p>	<p>Reports to be tabled as read, link to documents attached.  <a href="#">Helensville Primary School Commentary July 2024.pdf</a>  <a href="#">July 2024 Financials &amp; Property Overview</a>  <a href="#">Useful life and fixed assets.pdf</a>  Board approved for items to be removed and reports accepted.</p>
<p><b>Other items for discussion</b></p>	<p>1. Student Achievement Update. (carry over from last meeting) (DK). How are children achieving, how are we supporting both above and below levels of achievement? At a strategic level, how are we (the board) supporting our children to achieve at their highest levels? Curious how we measure achievement and how we look as a school, what impact has covid had? Moto is AIM High and we are aiming to help support if one is needing acceleration and one needing support how do we do that. How do we hear about it and how does the board support everyone. As a school we have a learning support coordinator, the classroom teacher is to cater to all the needs of the students in the class. Sometimes this needs support, where the learning support coordinator helps pull in resources, family in what we can do, eg teacher aides, we do spend a lot more for teacher aids and I request that we do continue in this, we do need more. I hope we can continue this.</p> <p>Those who need extending teachers have a professional conversation between teachers, some go into another class e.g., going into another class for this support its helping with their learning and behaviour. There are MOE providers who can come out to the school to do a bit of an audit on how we can meet the needs of the high achievement students. I would like her to come in and have a chat to ensure we are covering this or suggest in ways we can if required.</p> <p>As a board ensuring we have the other venues for support.  Member - if we can tap into a resource out there then that would be great to look into this further. Finance to ensure we have funds to be able to cover this.  Member - what would be useful - set the budget next year looking at the academic achievement - year on year data, how we are tracking over time, what are we doing to dial that up. What do we need to do more or less to support incremental changes, areas potentially where there could be gaps within a year group.</p>

Educational ideas about a data wall, struggled with as a staff, if we don't have everyone on board it's hard to continue it as some people looked at the wall as the wall of shame.

Teams look at children of concern academically.

Member - Are you confident that you have academic achievement, all data is tracked in eTap and shows you on a graph, eTap is across the whole school.

We can show all data for the whole school. Data wall was good visually. Board strategic goal is track this and want to know this for the budget for next year.

Next meeting we will have more

2. Strategic and Annual Plan (DK) - how and where is this woven into the day to day operations? How frequently do staff refer to the plan to ensure alignment?

- a. [\(HPS Board\) Helensville Primary School Strategic & Annual Implementation Plan 2024-2025.pdf](#)

Spoke passionately about the strat plan and how it was developed with the community, but... didnt feel like it was being lived and breathed.

You are right - we as a board we have to hold ourselves and yourself on this, how do we if we don't know.

Current principal report - shows how the school is being implemented - More accountability on who is driving and responsible for it.

Of the goals we have a driver of each one. SLT (Team Leaders) have a role to play with this.

Exec officer - resourcing to ensure that this is available for these teams to accomplish these goals.

Professional growth cycle - each staff member has two goals each year to accomplish. For a professional goal - a strategic goal would have been part of this.

Each team has a tracking document, this is populated in each team meeting, what other things are they doing that may also show that they are meeting the goals. Richard is extracting from this data for his report for the board.

More accountability for all staff. Monitoring throughout the year and is ongoing.

Member suggestion - A lot to read in our docs, have stand out moments showing from meeting to meeting the changes.

3. Helensville Youth Football Club (SF). The school's involvement in relation to funding grants.

Members of this club applied for funding in the school's name into the school account.

Say another club can't apply for funding to the school. Equipment for the school, if the school wanted to apply to the rotary club this has already been applied for we can't now due to this. Was applied for by Helensville Youth and used for Helensville Youth as required.

Still a lot going on around the club. Club is happy to lend equipment

4. Presiding member and Principal relationship (SF). Clarify when discussions need to be raised to the board.

Friend said about sleeping arrangement to AIMS - mate spoke to Richard going to take it to board, following week it was discussed with the board - 2 parents per room, though we may have had a discussion

about it - day to day running of the school so possibly not a board decision. Both discussed it, but just wanted to understand this. Sleeping arrangement - had a discussion every week, council, advice. Aims sleeping arrangement, operation decision set Richard EOTC is to ensure the safety of this. How he meets this is his responsibility to do this. Historical camps, AIMS etc that have already happened is how he accesses this and to ensure that he meets the policy. After a discussion this was an operational decision.

The meeting was a great meeting on what parents felt comfortable with and what they didn't. There is no cold hard fast rule on how many adults are in a room. Richard goes from the information from the MOE minimum of two if possible for EOTC for supervision in sleeping arrangements.

Member - different question on the usage of the board in a sentence, maybe look at the way it is said that it is or is not going to the board. Could have been sorted earlier on an operational level.

Member - RAMs are developed, parent meetings and presented and then can give feedback so everyone is comfortable with the planning of the rams and arrangements then it goes to the board.

Two different things; parent information meeting - bring concerns to this. Operational decision - if RAMs to be put in place and monitored.

What are we comfortable with for overnight stays?  
Is there a board policy for sleeping arrangements going forward, EOTC in eDocs has this all noted.

When are parents notified of the parents sleeping in the tents, AIMS yes parents know who is with who.

For camp - this will be detailed and notified to the families, full pack will go home stating who was where, this gives parents time to raise concerns. RAMs for this camp are at our next meeting.

In catch ups, the Presiding member cannot make the decision for the board, provide support and information and build the relationship.

Decisions that need to be made by the board will - is there a mechanism to reach out, if something popped up the Presiding member would contact the board and have a meeting to have this discussed earlier if required.

- 5. Policy in relation to EOTC and use of private vehicles (DK). Liability? - Next meeting
  
- 6. Board to seek assurance that this policy is effective. Reference: EOTC Transport Policy School Docs and relevant resources.  
Do we notify parents or don't we?  
If buses that are detailed in the letter to the parents.  
Checking of the private vehicle, WOF, Rego, Seatbelts, Booster seats.  
Parent's are not notified of who is taking the child. School to be informed if with a classroom teacher if they were taking their child, if it was not their child, the teacher needs to get consent from the other parent before this was to happen.  
Needs to be clarified.
  
- 7. School events. Planning and notification to school and community.  
Instances of late (or no) messaging, and appearance of lack of planning. (i.e. Sports events and Ag Day) - Next meeting

	<p>8. RAMS Review: AIMS Games.        From last year to this year on the RAMs - They have been done fantastically, food, sleeping, who is where is all there. It is very very thorough.        Member - Behaviour contract, students will read and sign this contract. This means we have the ability if required to remove for any reason.        Is there a parent contract - this is a policy in eDocs of what is expected.        Wellbeing of Teachers going down - how parents treat them.        Schools RAMs - any comments, <b>Richard will take back for any amendments required.</b></p> <p>Eating - Allergic reaction - eg Peanuts allergy then there is no peanuts(nuts) Meal plans will have to ensure that there are no nuts in any meals, bars etc - Ensure room and group are aware.        Choking - Who are first aid trained, all teachers are first aid trained (RAMS include people who are trained) Check if there are any parents who are first aiders.        Motel is there a first aid kit there, medical centre etc (info to be provided not required in rams)</p> <p>Downtime - If they do get separated for the children to have a phone number if it happens        This is where it is a good reminder to all to know the expectations.        Parents are there for a specific reason, make sure they know they are there for support the whole time, not to step back and let it go.</p> <p>Sleeping - Sleep walking - tend to wake during the night and want to search for food due to the sporting activities throughout the week.</p> <p>Transportation - In the event of a breakdown - who does the parent call?        Include the route they are all taking to ensuring that if this happens they are all on the same one.        Vehicle transport safety checklist for parents to verify these work - drivers licence, WOF, Rego, wipers, lights, horn etc. reasonable step taken. Parents know who the children are with.        Ensure that they are legal - insurance is the responsibility of the owner, not the responsibility of the school.</p> <p>Injury - First aiders added in.        Amended and save into the folder as a v1 for rechecking.</p> <p>9. Board Policy: No introduction of new board policy for review this meeting due to full agenda. Next meeting draft Board Roles and Responsibilities Policy.</p>
<p><b>Upcoming Events/Key Dates</b></p>	<p>AIMS Games 7-13 Sept.        Ag Day 18 Oct.        Sept Meeting: Review/Update 5YA/10YPP</p>

<b>Karakia Whakamutunga</b>	Kua mutu ā mātou mahi, Mō tēnei wā. Manaakitia mai mātou katoa, Ō mātou hoa, Ō mātou whānau, Ō mātou hapori Āio ki te Aorangi. Haumi e, Hui e, TAIKI E.	Our work has finished For the time being. Protect us all, Our friends, Our family, Our community Peace to the universe.
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**Next meeting:** 24 Sept 2024

**Meeting closed:** 9:40pm