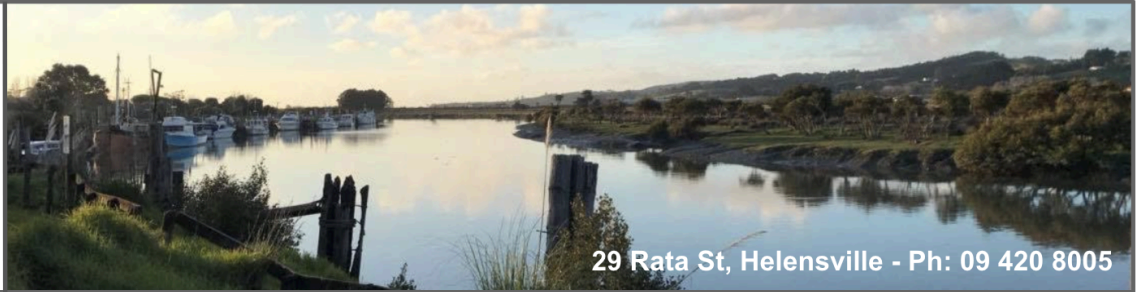


Helensville
Primary School



Ngā Taonga o Te
Awaroa



29 Rata St, Helensville - Ph: 09 420 8005

Helensville Primary School Governance Group Minutes July 2024

Meeting Presiding Member: Tony Francis

Meeting: # 3 of 10

Location: Staffroom

Date: 23rd July 2024

Time: 7:05pm

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:

Karakia Timatanga	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.
Proposals / Approvals / Actions / Key Points		
Confirmation of agenda	To Be Confirmed - Confirmed	
Conflicts of interest	No new conflicts	
Correspondence In/Out	Nothing	
Updates arising from previous minutes	June Minutes to be accepted - All accepted by the board. Actions to be highlighted so they are all captured.	

Principal's Report

Report to be tabled as read. - All read by board

Clarity with people working with notes in report, how they influence with my role, health and safety, strat plan and some of the curriculum.

Bruce Warren Evaluation Associates - appointed as advisor and meet twice a month, he runs the community practice hui which is new. New requirements for BPs where they meet and discuss what's on top. How we navigate what we are required to by the Ministry. At the end of my second year, I have one more year to go after this.

Sephora - helps in cultural space along with Phil Gordon. Looking at our Professional growth cycle when these came in over appraisals - this is to ensure we are covering all areas Tapasa and Te Tiri o Waitangi. These are the people who can support us there. Helps with our Pasifika pupils and support the school and management team in general.

Phil Gordon - MAC works in a number for schools around Auckland and is to make sure that we are covering with a Maori lens he also helped with our Strat plan to make sure with the new reporting we as a school are covering NELPs and Te Tiri O Waitangi.

He will also be there to support us with the next lot of Strat planning.

Paul Manson - My Appraiser,(was with Evaluation Associates) works independently with the beginning principal program, he will work with me for the next year and next year. The year after we will need to look at this in 2026. Staff survey to work on goals for the year. Richard would like to keep him on for next year if the board is happy.

All of these are free through their programs but funded through the ministry, only person the school pays for is the appraiser.

Curriculum - Rimu & Rata teams got together to get the alignment of their literacy programs. Writing, assessment etc they have all agreed they need to be on the same page so that this will go through from year 5 through to the college with E-asstle. Moving forward in this space.

Team Leaders and Curriculum leaders coming together to work on what was best for the children alignment and coherence.

What caused this and stopped this in the past - In the past each team has done their own programs, but they are realising that being coherent will benefit the children and staff moving through the levels.

The Writer's tool box is something we are looking at for next year to align. Anything preventing - covid appears to be the interruptor in the reasons why teams went and run their own programs, due to so much change. We have a leader now and can now start making some collaborative progress. It will take some time but we will get there, when conversations are happening we can actually understand each year level.

Health & Safety - Harrison Tew, they do our lockdown audits each year. They also do an extensive audit and want to know with the board if this is an option we could look at. See how much this will cost as it would be a great audit. Opportunity to benchmark where we are at. Especially in today's climate. Can start afresh knowing that all our policies etc. Will be good to know we have everything in correct order. They are 3 - 5 days onsite.

Can't contract yourself out of health and safety, cost what is this.
Get them in to have a chat. Benchmarking would be great so we can see the good, bad and ugly.

Does the ministry have someone that does this? The Ministry doesn't do this themselves and cannot recommend a particular place.

Strat plan - after board training and advising this is what the board will be under for the remainder of this year and next year.

Guiding docs - Toolkit on school planning & reporting it outlined the new guidelines for the report on strategic planning - its only for 2 years it is normally for 3 years.

Streamlined a bit - I created a timetable for the process on what was to be done and the timeframe to do it. This had all the steps on what I had to do and guided me for this.

Community engagement was a big part of how we were going to collect this. Survey was created to make sure what we were asking was what we needed, which had four questions for the community. From that survey all the responses from this were downloaded into a google spreadsheet. 89 responses came back.

Sorted and filtered all the key words, then created themes, on each question.

From these I met with my appraiser, advisor, other principals and to streamline this, this went through a range of drafts and then was shared with the staff. They went into groups and gave feedback, rewrote and given again and then more feedback again.

Phil Gordan looked at this and said where is Helensville in this where are our school values which made us look into this even more about aligning this with our values.

three goals came out of this and came up with strategic initiatives, if we don't meet them they will roll on to next year. We have timeframes mentioned. Highlighted blue are what we are looking at this year. Next column is NELP which we had to align with the goal and made notes of in the plan. KPIs, responsibility, measures.

The highlighted blue ones are the items I am commenting on in the principals report. This was a real learning curve, feel very grateful to be apart of the whole process of the plan.

When was the last staff and yourself went over this. - As a staff on our staff meeting looking at it through there vertical teams, we changed last time, we will be looking at the strat plan this year to see where we are at.

I'm a little frustrated that some areas haven't moved as fast as I would have liked.

Where we are at the meeting if 10 was meeting the goal some are tracking around 3 some will get more movement this term. Not discussed in team meetings.

I share this at some staff meetings due to it being a bit of information overload, teams sit down and unpack it and see how we are tracking. Looking at doing this more.

Challenge to put all this time and energy, does not appear to be all front of mind board is here to keep you on track to achieve this.

Board sits as a strategic body - we are to hold you accountable of this.

This term will be when we start to look at reviewing this as a board.

Having the voice, did we capture this and then feed it back, get response back etc. then it creates a loop to the community and then creates trust.

Phil Gordon did say we had some amazing feedback to capture all of it would be hard.

<p>Matters arising from Principal's Report</p>	<p>Helpful for the reading of the report specific decisions to be made clear and noted on the agenda.</p> <p>The Strat plan was signed off with the commissioner prior to the board.</p> <ul style="list-style-type: none"> - Responsibility was quite broad - for next year if we look at people leading specific parts of it so it is more active. - Appraiser showed the principal the 3 circles - which had the goals and who had ownership of it, they then have others help them, then the principal oversees all the goals. - Good way to deconstruct the silos - then this makes a reason for the staff to pick up the doc as it will be ownership from them. <p>Page 1 of principal report - does this need to be changed from commissioner to board. - Page 9 Analysis of Variance - Discuss at next meeting</p>
<p>Finance & Property</p>	<p>Reports to be tabled as read,</p>
<p>Other items for discussionb</p>	<ol style="list-style-type: none"> 1. Feedback on recent Board Training. <ul style="list-style-type: none"> - Delivered with a strong message about Whanaungatanga - Strat plan etc was fantastic, focusing on and sharpening the pencil, breaking down the hours was great. - Answering questions for a new board and covering so much in such a short time was very valuable. Whanaungatanga - team, strong team. Looking forward to the next one. - Great Clarity of what he expects a board to be doing as a board role and the principals role and the cross over. He has a wealth of experience. Took a huge amount out of it and thoroughly enjoyed it. - A lot to take in and retain but it gave a lot of clarity on what we are to be doing. Great, we are all new and on the journey together. Would love some more meetings with him as we will come up with questions etc. especially along lines of other items with policies. - Really enjoyed it, and put it into perspective what we should be doing and where our focus is, especially breaking down the hours. Where we need to be and where we need to hear. - He's available for a phone call and emails if we have questions at any time. We could look at Term 4, will send him a thank you email and let him know we call upon him at another time. 2. Discuss establishing sub-committees. Property & Finance, H&S. <p>Do we as a board establish a committee to lean in and create some support - discussion on what we think as a board.</p> <p>Does it create more work or less work - the training presentation the buck would stop with the principal, and the board will this create more work. Yes it is more work but another layer of eyes over things on making more informed decisions to to safeguard not only us as a board. Would feel more comfortable - Health and safety more so than finance & property.</p> <p>What does the subcommittee do - separate entities.</p> <p>Could pull someone in if needed, want to stay focused on the strategic plan from the training we got was to stay focused. It could be someone I met with and then the principal brings it back to the board on advice given.</p> <p>Would have to have a good reputation.</p>

Appraiser what do you think and been across this school and the responsibility and privy to the risks a board would hold - Health and safety what are your suggestions - You can delegate authority but you cannot delegate responsibility.

Having said that you can have all the policies if they aren't being implemented then they are just a piece of paper. If not careful you can create more for them and getting them more into detail with a subcommittee detail - the subcommittee cannot do the principal role.

Handy to have them if you need them. - Finance committee does it once a year.

Health and safety should not be meeting every month. Take every reasonable precaution to ensure the school operates in a health and safe manner. Ensure that the leaders of the school are running the school. Board to have faith that the process is being followed.

Point to having a subcommittee would be to have the board also do the work that we could use someone outsourced to do.

Once a year, or once every six months to review policies, many of us in the room have other responsibilities for and witness to processes with what we do.

Look at it from the perspective unless you understand the inside out and you could become a liability - present something every 3rd meeting to all of us we may see the holes. if we take it on ourselves then we may miss more holes unless you do it for a daily job.

Health and safety gets assessed and then as a board review this every 3 months to see if we see any holes. This would give us a benchmark. This way as well it would let us know that what we are being advised at board meetings is correct.

Something to be said of sometimes having to defer to the board sometimes then people have the sense of accountability that it will be viewed by someone else. Wrote processes that someone could look at anytime.

Proposal - Park establishment of subcommittees until such time of enquiries in health and safety

3. Review and Pass Schedule of Delegations.
 Highlighted areas - finance and leave part.
 Values reasonable - we want the school to operate smoothly
 If making any changes - need to make sure the auditors are happy with any changes. Clarified points highlighted - circulate for next meeting for final touches
Park Signature formal/legal - review
4. Review and Pass Presiding Member Role Description
 Covers expectations of the PM - monitoring to the doc, is this annual or at re-election - review on a required basis of the document. Board approves this doc.
 Moved - David Seconded - Ana
5. Introduce Triennial Review Programme.
 Start to look at key aspects to look at the budget, annual plan, this year's performance etc.
 Looking at this for agendas for future meetings if you wonder where some of these items have come from.
6. Health & Safety.

	<p>a. AIMS Games (7-13 Sept). RAMS to be presented to the board for review before 16 Aug to be approved at 20 August board meeting.</p> <p>b. Rata Term 4 Camp (4-8 Nov). RAMS to be presented to the board for review before 8 October to be approved at 22 October board meeting.</p> <p>Richard to advise those in charge to ensure doc's are ready If anything needs to be reviewed then questions can go back and changes made. A zoom meeting could be an option if we need to discuss further.</p> <p>7. Student Achievement Update. - Move to next months meeting</p> <p>Policy reviews - did learn from the training that if we change anything on school docs and make changes it belongs to us not school docs. Check with school docs if this is the case that they then belong to the school - Richard</p>	
Upcoming Events/Key Dates	25 July 2-3pm, Mihi Whakatau.	
Karakia Whakamutunga	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.

Next meeting: 20 August 2024

Meeting closed: 21:00