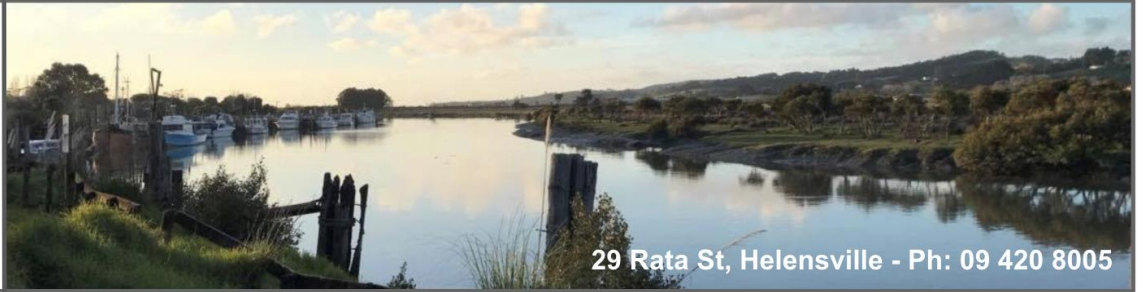


Helensville  
Primary School



Ngā Taonga o Te  
Awaroa



29 Rata St, Helensville - Ph: 09 420 8005

## Helensville Primary School Governance Group Minutes September 2024

**Meeting Presiding Member:** Tony Francis (present online)

**Meeting:** 5 of 10

**Location:** Staffroom

**Date:** 24 September 2024

**Time:** 6.30pm

### Members:

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

Guest speakers: Jennie Clark, Karen Holleron, Tania McCorkindale - left 7:53pm

### 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 whakamāua 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>	none	
<b>Correspondence In/Out</b>	Inwards: <ul style="list-style-type: none"><li>• Letter from HRC (3 Sept)</li></ul>	

	<ul style="list-style-type: none"> <li>Request to use School Hall - Rodney Basketball Holiday Camp - withdrawn.</li> </ul> <p>Outwards:</p> <ul style="list-style-type: none"> <li>Letter of response to HRC (13 Sept)</li> </ul>
<p><b>Updates arising from previous minutes</b></p>	<p>Actions:</p> <ul style="list-style-type: none"> <li>School to progress and initiate discussions regarding a new school logo. Ongoing. - unpack info from Margaret - When Glen is back on Board for more Mana - Group/committee away from board until ideas are drawn up. Richard to sort.</li> <li>School to present to the board academic achievement data. Outstanding. Had presented at tonight's meeting.</li> <li>AIMS RAMS - completed.</li> </ul> <p>August Minutes to be accepted - All accepted David &amp; Shannon</p> <p><a href="#">Minutes August 2024.pdf</a></p>
<p><b>Principal's Report</b></p>	<p>Report to be tabled as read.</p> <ul style="list-style-type: none"> <li>No questions</li> </ul> <p><a href="#">Principal's Report - August 2024 (Board Folder)</a></p>
<p><b>Matters arising from Principal's Report</b></p>	
<p><b>Finance &amp; Property</b></p>	<p>Reports to be tabled as read, link to documents attached.</p> <ul style="list-style-type: none"> <li>continue to go down due to the end of year, next ops grant due in T4.</li> <li>Draft budget to be drawn up and will need to be approved in draft form. Sarah to send draft 14th Oct. Sarah to present the draft on the 22nd. commentary of hot spots on areas where we need to look at for the budget.</li> <li>Unknown what the MOE will require we can review before finalising the budget Feb/Mar.</li> <li>All approved the change for CES to Schooled.</li> </ul> <p><a href="#">August 2024 Financials &amp; Property Overview</a></p> <p><a href="#">Helensville Primary School Commentary August 2024.pdf</a></p>
<p><b>Other items for discussion</b></p>	<ol style="list-style-type: none"> <li>Ice Fire Service and Maintenance Agreement (SJ).       <ol style="list-style-type: none"> <li>It is proposed that a formal agreement to engage Ice Fire Protection Ltd to service and maintain the school fire detection system.</li> <li>Current engagement is with Wormald.</li> <li>Benefits to using Ice Fire Ltd.           <ol style="list-style-type: none"> <li>Increased reliability of service and technicians.</li> <li>Reduction in costs.</li> <li>System monitoring.</li> </ol> </li> <li><a href="#">Ice Fire Service and Maintenance Agreement.pdf</a></li> <li><b>Action:</b> Board to approve formal arrangement with Ice Fire Ltd All approved to move forward with the agreement. - Sarah to pop in a complaint about Wormald.</li> </ol> </li> </ol>

2. Existing Security company concerns (SJ).
  - a. **Action:** want to change to the local company created. Current people don't show up. Currently having issues with kids drinking onsite.
  - b. Check site adhoc - if call out price get quote.

3. Mid Year Data Presentation - to be presented by Karen, Tania and Jenny.

Reading - Better Start Literacy Approach (Structured Literacy) Y0-4 have been using this since 2020, used by University of Canterbury and had done a lot of trials with it before rolling out. All our junior teachers have been trained in this and it was funded by the ministry.

Recognised a big gap when going through the school and this has helped fill the gaps.

Heard lots of teachers saying children have dyslexia but when you look at the numbers you don't learn to read on your own, the ones that look like they could be dyslexic need structure and one on one to help with the gaps. It's an approach not a program.

Shared books - learn as a class could take a whole week to go through. Acting, followup writing, and retelling are some ways that they are used. Alongside this we use Agility with Sound (another structured program) an online component not used for all students, more for ones who need extra support. What is decodable text - lots of words you can't sound out like thought. Most words are able to be broken down. Used for teaching reading and not used on their own.

The code -

Start with BSL then Y3-8 AWS roughly 1 group per class is.

Senior teams - lots of different things happening which we are working on streamlining and making sure we have consistency. All great approaches but digging deeper and working through it this year.

Looking at building novel sets within the senior part of the school. Novel studies engage the children more. Senior end is looking at the odd and even years on whole class novel sets for the whole class.

School journals - used a lot still

Reading comp cards - lots of value still in these. can use these in groups or alone.

ARBS - online resource bank, used for assessment and also has resources for the children.

Looking at how we can use them all but using them in the same way.

Data: Overall results for T3 2024

Yellow - below Blue - At Green - Above (a year over where they should be) Data is OTJ overall teacher judgement - this year we used PATs. Multi choice - start and end of year.

Doing in T3 as it gives more of a reflection of how they are progressing - T4 everyone is exhausted. Then still have a term to fill gaps if there are any.

Book work, class groups and how they work with each other and put everything together which gives us our OTJ on what level they are working at.

Some can crash out on the test and won't show truly where they are at.

Beginning of the year makes sense as teachers want to get a feel on where their students are sitting at. Testing at term one gives you a term to work on and get the children up to where they need to be. Term 3

our senior teachers are writing a report for college and then again for our parents.

OTJs are due at the end of this week. We're not expecting these numbers to change much.

This is only the 3rd of the year this data, still a quarter to go and work will still be done to help bring these students up to at. Expect these to increase.

How happy or unhappy are you with this data. - We always want to improve, in relation to the country we are on par. Similar to the rest of the Kahui.

Year 3 - no one reading above - is this a hangover of covid? - proportion of the rest of the school reading slightly above. Will be good to see if this is a year group or not.

The why, we are testing is to be tracking improvement. End of year is too late to test and do this tracking.

We now have to do PAT and eASttle - they have to be used in the proper way. Early as possible in T1 and as close as possible to the end of T3.

What are the targets - no targets set this year from the annual reports.

There are targets as a Kahui, not great reading over all the schools in the Kahui - Are we Aiming High or are we just aiming to be as good as the others.

How are we supporting each level as each will need different support? different programs for each child in each level that they are in to help them extend the learning and move up.

Some grouping but this can cause issues with children wanting to opt out - within a mixed group being extended has to be subtly done. All the children know where they are at when you share the data.

Honesty with the children on the testing - open and honest is the best policy. When and how you have the conversations on how they are doing is really important.

Parent conferences children have had to present and explain to their parents where they are at and why they may need support (senior end)

Targets - ministry is giving targets and will now form our annual plans.

We will be using those measures to shift our children.

Level 2 is year 3's - first time that they do an online test.

How often do you moderate - in teams we talk about the abilities.

Writing is moderated more - reading and maths standard tests. Looking at the books - checking with the team. Making sure we are on the same page.

In our professional learning Tui Tuia we are working on this moderation, we got regional funding 50hrs.

Can we overlay ethnicity on this to show the results for this.

Too much testing can be disruptive to class teaching. Standard testing measured on the same nationwide.

Writing OTJs samples from last year - a lot at below - OTJs across the board its not as bad. eAsstle collecting data we don't set up our children for failure.

Writing has steadily declined over years - assessing writing is really hard. Lots of other areas have had PD where writing hasn't

Samples - lots at below - OTJs are a bit better but still too many at below and this does need work.

When we say below at or above, chronological age by year. When was this last accessed, national standards - where does the data come from - curriculum - refreshed in 2007.

Moderation conversations had with this type of data are very long when held with the teams each term.

Teachers do what they know. This is not all of the data entered yet. There are still improvements. Samples this year were out of books, less input from the teacher. Discussed as a team and then also in a staff meeting.

Can see the challenge of trying to track the improvement. Testing is so challenging. Best samples have to be descriptive eg lately using AG Day as that is something we have been focusing on as a school.

eAsstle has their own matrix for when we will be doing the marking. The code - addresses all students - spelling test at a Y5/6 level for the Y7/8 then those levels showed gaps. The children loved it. Rimu and Rata use this.

The Writer's toolbox is where we are heading. Some things that stood out where self-belief, 12 sentence types, comma rules etc

This gives them rules - creates better writing. Everything has been weighed down by genre. Half of Jen's class is 'at' for writing she hasn't seen boys so engaged.

AI helps tell them what they are doing well in the writing and what needs work. Saves 600 teaching hours. Addressing so many teacher needs and struggles.

Teachers/students put writing in the writer's toolbox and click on feedback and it tells them what they need to work with etc.

Would require one to one devices - can get on at home if they have devices at home. Tool to be part of teaching. Those who have access can have more success and make inequity.

4. Rata Camp RAMS Review - to be presented by Glen.
  - a. RAMS shared with board prior to meeting for review.
  - b. [Draft Surf Camp- EOTC HPS Approval Form \(Board Copy\)](#)
  - c. **Action: All teachers visit the site prior. No issues with the RAMs really thorough. Do those in charge of our camp know them in and out. Sleeping arrangements were the only concerns from parents which we have changed this. Toilet buddy system - these can be seen from the tents. A child doesn't need to wake up a buddy to go to the bathroom in the middle of the night. For vetting if anything arises - ensure we are measuring this against the risk assessment from the MOE. Form to put against any that have a positive showing we have assessed it. All good to go and due diligence has been done. Risk Assessment we agree this has been achieved.**
5. 2025 School Term Dates.
  - a. **Action: We have to have a total of 386 ½ days as required by the Ministry. We are trying to align with the college. School holidays all align. All approve the dates for 2025 Tony passed and Ana seconded**
6. Feedback: RAMS discussion post AIMS.

	<p><b>a. Action:</b></p> <p>7. PATHS fundraising focus.</p> <p>a. 1 Year: School Field Drainage. - Community consultation, find out what they want. Get more input at events. then come back to the board with a written proposal.</p> <p>b. 3 Year: Pump Track. - Student feedback wanting somewhere they can ride their bikes during school time. - Check with Mark if this is worthwhile before agreeing to this long term focus. Would need to present a proposal to the board first where, why, what and how. Community consultation, age targeted at, health and safety.</p> <p>8. 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).</p> <p><b>a. Action: School calendar in newsletter has helped with these issues.</b></p> <p><b>b. Notifying the community earlier for events.</b></p> <p>9. Community acknowledgements - school newsletter. Board has a slot within the newsletter that acknowledges parents, coaches, staff and use the school values, Whanaungatanga, Kotahitanga, Manaakitanga using these to acknowledge and reignite the values we want in the school by celebrating these people. Comes from the board and not the principal - Ana will administer this, would love the boards support and ears/eyes to feed through to Ana so we can get this off the ground. How we roll this out will be very important - thanks are always there. We will have to support the narrative, start small and let it grow. Start out monthly. Start next term with Sarah, create an excel spreadsheet and put it in there. Board voted Yes.</p> <p>10. Policies No changes to the policies - disclosure is an admin the other person has left. Do we change this for protected closure - Sarah as replacement for Nicole - Board voted in Tony, Shannon</p>	
<p><b>Upcoming Events/Key Dates</b></p>	<p>Ag Day 18 Oct. Rata Team School Camp 4-8 Nov.</p>	
<p><b>Karakia Whakamutunga</b></p>	<p>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.</p>	<p>Our work has finished For the time being. Protect us all, Our friends, Our family, Our community Peace to the universe.</p>

**Next meeting:** 22 October 2024  
**Meeting closed:** 9:19pm