



VOGELTOWN SCHOOL  
 Manaaki Whenua, Manaaki Tangata,  
 Haere Whakamua

# VOGELTOWN BOARD OF TRUSTEES

Care for the land - Care for the people - Go forward  
 Manaaki whenua - Manaaki tangata - Haere whakamua



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## MINUTES- MEETING NUMBER 5

|                 |   |                        |                |
|-----------------|---|------------------------|----------------|
| <b>Date:</b>    | 12/08/2024  | <b>Meeting opened:</b> | 6..00pm        |
| <b>Present:</b> | Rachel Pretty, Paul Gibbins, Ryves Hunt, Mike Miners, Peta Ransfield, Hemi Coates | <b>Apologies:</b>      | Steve Venables |
|                 |   |                        |                |

| CORRESPONDENCE IN |       |     |                 |
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| DATE:             | FROM: | RE: | DISTRIBUTED TO: |
|                   |       |     |                 |

| CORRESPONDENCE OUT |       |     |                 |
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| DATE:              | FROM: | RE: | DISTRIBUTED TO: |
|                    |       |     |                 |

|  | ITEM:               | PARTICULARS:   | Forwarded | Seconded |
|--|---------------------|--|-----------|----------|
|  | Previous            | Confirmation of previous meetings minutes: Ratified to go on website | Mike      | Peta     |
|  | New Matters Arising | Matters arising:   |           |          |

|                         |                   |  |  |  |
|-------------------------|-------------------|--|--|--|
| <b>STRATEGIC REVIEW</b> | <b>Monitoring</b> | <b>Strategic Review -</b><br><br>1) Strategic Plan - Mr Hunt is using the school vision to set targets. Teaching and learning is the main focus.<br><br>2) The Government is bringing out materials to support the implementation of the maths curriculum.   |  |  |
|                         | <b>POLICIES</b>   | Ryves and Hemi meet before the Board of Trustees meeting to discuss the Policies and for Hemi to check in person the systems in place.<br><br><b>Concerns &amp; Complaints</b> - The board reviewed the procedures in place. They felt happy with these - No changes required.<br><br><b>Media</b> - No changes as anything requiring media is dealt with by the Principal or BOT.<br><br><b>Performance Management</b> - Management of Teacher Aides is required. At present there are blurred lines as to who they report to.<br><br><b>Professional Development</b> - Mr Hunt would like to arrange professional development around the Strategic Plan once this has been reviewed.<br><br><b>Protected Disclosure</b> - No changes required.<br><br><b>Stuff Conduct</b> - No updates required.<br><br><b>Staff Leave</b> - Discretionary leave is to be looked into and updated. Staff are not to request leave of a Term or more unless they have worked for Vogeltown school for 5 years or more. Leave has a great effect on our budgets as we need to still pay a staff member and reliever. Staff members need to state on leave application if leave is to be paid or LWOP. |  |  |

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| <p><b>REGULAR REVIEW</b></p> | <p>Targeted Reporting</p> | <p><b>From Principal's report -</b></p> <p>Link to Principal's Report:<br/> <a href="#">Principals Report</a></p> <p>Members of the board have read the Principals report prior to the meeting.</p> <p>Roll is at 390</p> <ol style="list-style-type: none"> <li>1. Out of Zone Enrolments 2025 - After a discussion on classroom numbers, numbers of new enrolments to the school and forecasting for next year numbers it was decided that Vogelstown School will NOT advertise for Out of Zone enrolments.</li> <li>2. Mid year Data - <a href="#">Mid Year Data</a><br/> Mr Hunt is not confident in the data that has been presented to the board. The data does not appear to have undergone moderation.<br/> <b>Reading</b> - 72% of our students are above the expected level. Our Maori students are down and we need to have earlier intervention with them. Female students outshone males 46% compared to 38%.<br/> We need to implement methods that will be best for our students. You can definitely see which children have been read to or read themselves at home.<br/> <b>Writing</b> - 62% are at the expected level. Unfortunately our Maori children are low with 53% below the expected level. Females are showing better results than males with 59% compared to 48% males. Female are out performing males in the above or well above categories 12% compared to 7%.<br/> We need to implement teaching methods to ensure we are modelling best practice. We need to support our Maori and male students, especially Year level 3.<br/> <b>Maths</b> - 68% of students are working at or above the expected level. Maori and non Maori are at similar levels. However males outshone females 27% versus 13% work above expectation.</li> </ol> <p>Board members appreciated this well put together information. It highlights areas that need working on and are interested in how they can help and what Ryves may implement to improve these statistics.</p> |  |  |
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|  | <b>Property Report</b>     | <p>No Shane Report for the Board.</p> <p><a href="#">Property Job List</a></p> <ol style="list-style-type: none"> <li>1. Fencing Project has been accepted and will be put through to the next stage</li> <li>2. 5YA and 10 YPP is to be relooked at. A meeting with Glen Robinson Ardern Peters will happen to put together our 10YPP and costs will be covered by the MOE.</li> </ol>   |      |      |
|  | <b>Personnel</b>           | <ol style="list-style-type: none"> <li>1. New Teacher Aide has started with our Visually Impaired student</li> <li>2. Our new teacher in 6 has settled in well.</li> </ol>  |      |      |
|  | <b>Financial report</b>    | <ol style="list-style-type: none"> <li>1. Steve is away therefore finance reports will be left until the next meeting.</li> <li>2. Visa card limited to be extended to \$5000. This will stop staff members having to use their own personal card for school purchases. All board members approved.</li> </ol>  | Paul | Hemi |
|  | <b>Health &amp; Safety</b> | <ol style="list-style-type: none"> <li>1. All incidents are recorded.</li> <li>2. The school had a small gas leak which has been dealt with. The gas was turned off for several days. Manholes were cut in Rachel and Matts room to get to the pipes required. Luckily the school did not need to be evacuated. Mike informed Ryves that Hillary WSP should have info required to where the gas pipes are laid.<br/>Is there a gas compliance schedule for heaters? Principal to look into this.</li> </ol> |      |      |
|  | <b>Admin</b>               | BOT minutes will be placed on the website, approved.  |      |      |

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| <b>EMERGENT<br/>REVIEW</b> | <b>Upcoming<br/>reviews</b> | 1. School Docs review                         |  |  |
|                            | <b>Meeting<br/>review</b>   | <b>Next Meeting</b><br>10th Sept 2024, 6.00pm |  |  |
|                            | <b>Meeting<br/>closed</b>   | 8.25pm  |  |  |