

**THORNDON SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF END OF YEAR REVIEW MEETING – 8 DECEMBER AT 6.00 PM**  
**AT THE SPRIG AND FERN, TINAKORI ROAD**

**Present:** Alistair du Chatenier (Principal), James Turner (Chairperson), Andrew Pennell (Staff Representative), Victoria Parsons, Philip Evans, Nicola Ngawati, Simina Toimata, Davina Parangi-Brown (Deputy Principal), Don Gillies (Ministry of Education)

**Apologies:** Andrew Hickey, Darren Stafford, Jo Cribb

The meeting started with a karakia.

**Declaration of Conflict of Interest:**

Victoria Parsons – has recently taken up a contract with the Ministry of Education but the work does not involve policies which impact on primary schools, nor school funding.  
James Turner - consultancy work with tertiary education providers.

James welcomed everyone and reiterated that this meeting would be an informal review and discussion about the past year. He welcomed Don and thanked him for taking the time to come and speak.

Don wanted to update the Board with respect to the rebuild. He explained that he had visited the school earlier in the day and on Thursday, 17 December a builder would be arriving to assess the flooring. Potentially, he thought we would still be in the buildings for at least another 14 months. Another air test has been scheduled for 21 December.

Don explained that over the last fortnight he's been putting a business case together which went before the Investment Board last Friday. He is expecting an answer soon (before the end of term). There are two options on the table – Option 1 – the Board pays for the Top Block Project and the Ministry will pay for the rest of the project. Option 2 – (this is the preferred option), to build four new teaching spaces (9 and 4 teaching spaces, a new administration area, upgrade grounds, and refurbish the White House), all paid for by the Ministry. The aim is to get into the new buildings by February 2018 with a rebuild start date of November 2016. The Board will be notified of the answer and the plan is to have the Minister make an announcement. This was welcomed by everybody as excellent news for the school.

*6.35 pm Don left the meeting.*

- James wanted the Board to think about the following:
  - preparing ourselves for next year.
  - new board.
  - change in teaching staff.
- “Good to Great” document:
  - Issues – setting better targets.
  - strengthening systems.
  - linking our goals to government goals.
  - Target Students.
  - developing everyone's potential.

- Alistair reported on progress against targets. Teachers have reviewed targets at the end of each term. Alistair feels the target groups are too large to enable a real focus on improvement. Next year a more manageable group needs to be identified. The larger group will still be monitored. He thinks we will get more value out of the effort put in.
- Second target – teaching strategy effectiveness. Broaden their skills base. Make sure they are supported to continually improve.
- Observation process was more effective this year. Davina and Alistair observed teachers. A stronger approach this year. Peer review – leadership team have spoken about this. Identified some teachers who would benefit from observing other teachers. Must follow through on this.
- Maori and Pacific Student Achievement – specific targets were put in place. Maori and Pacific Island students were targeted in maths – monitored – there has been progress but won't be able to tell until January when National Standards results are available. Nicola feels that having her and Phil on the Board has been positive. They are able to feed back to the whanau community. Simina was hoping for better fono meetings in the future. Meetings are usually scheduled for before the Board of Trustees meetings. Simina would like to see the Pasifika group meet once a term.
- Calendar board meetings.
- Nicola announced that she has enjoyed her experience being on the Board but would be stepping down at the end of the year as she is moving her children to another school.
- Phil will need to think about whether he needs an alternative for the four months until the Board term ends.
- Nicola was thanked for her service. She had challenged the Board in a constructive way.
- Effective teacher appraisals
  - add job descriptions.
  - Team Leaders.
  - Responsibilities and accountabilities.
- Curriculum and Curriculum Review – aim to complete review by 2016. Review of reading in 2016. Someone coming in to support us with this. In terms of National Standards it is higher. Hopefully it will be comprehensive and in-depth.
- Parents as Partners – as a Board we have probably promised more than we have performed. Facebook page was mentioned – something for Davina to do? Good way to get people engaged. Need to do parent exit interviews. Victoria has the forms. Victoria and Andrew Pennell are doing the student interviews next Wednesday. The Teacher interviews need to be face to face.
- Made good progress on the Asian parent communities.
  - Moon Festival. Chinese community are rotating as they are Embassy based.
  - Dwali event. Indian community all know each other. They work well together. Next step is to mix our communities – they would like to invite others to share. Alistair encouraged both communities to prepare food for Guitars on Grass.
- Student Reports – still working really hard on the reports. Mid Year report will be fully digital next year. Not sure how the end of year reports will look. Check out what happens at other schools. James though we could explore options. Perhaps a parent forum on reporting arrangements.

- Add goal:
  - KiVa.
  - Wellbeing survey/student safety/cultural safety
- Teachers – as we move towards MLE some teachers may struggle. Some teachers may feel isolated, struggling with change, feeling out of sync. What support have they been offered? Need a clearer complaint process. The whole Board should see all complaints.
- Report from Neil Worboys on Principal’s Report. He interviewed a wide range of people. Collated material. Essentially has a summary of issues. Very positive comments about most issues. Need to focus on communication, use Senior Leadership Team, implement job descriptions. It was a comprehensive report. Alistair happy with the process and has no issues about recommendations. It was an appraisal and development process. Definitely an expectation of using the leadership team and developing a partnership with Davina.
- Sub-Committees – will need a Property and Principal Appraisal Committee. James suggested getting advice from STA as a Primary School shouldn’t need sub-committees. But, this can be revisited.

James’ parting comments:

Well done for a good year. The school is performing well. Exciting and challenging times ahead. The Board is right behind Alistair. We are here to provide very tangible support.

**Minutes of Previous Meeting:**

The minutes of the 10 November 2015 meeting were accepted as being a true and accurate record.

*Moved: Alistair du Chatenier*

*Seconded: Victoria Parsons*

**Meeting Closed at: 8.20 pm**

**Date for Next Meeting: 30 January 2016 (Planning Day Meeting)**

**Signed:** \_\_\_\_\_

**James Turner  
Chairperson**

**Date:** \_\_\_\_\_