

THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING – 28 JANUARY 2015 AT 6.00 PM AT THE SPRIG AND
FERN, TINAKORI ROAD

Present: Alistair du Chatenier (Principal), James Turner (Chairperson), Victoria Parsons, Andrew Hickey, Darren Stafford, Simina Toimata, Davina Parangi-Brown (Deputy Principal)

Apologies: Jo Cribb, Andrew Pennell, Toa Waaka. The Board resolved that given the late notice of this meeting, that none of the three Board members who were unable to attend will be considered as having missed a meeting.

The meeting started with a karakia.

Election of Officers:

Chairperson: Victoria Parsons nominated James Turner for the position of Chairperson.

Moved: Alistair du Chatenier

Seconded: Andrew Hickey

Co-option for Finance position: James Turner nominated Darren Stafford to be co-opted onto the Board of Trustees to continue the finance role.

Moved: Simina Toimata

Seconded: Victoria Parsons

Davina will talk to the Maori families at the next Maori hui about the process for co-opting a Maori representative onto the Board.

James welcomed everyone.

Declaration of Conflict of Interest:

James Turner – consultancy work with tertiary education providers.

Principal's Report:

- Taken as read.
- Roll and Enrolments – will be starting with a roll of approximately 290 compared to the start of last year which was around 270. Approximately 30 new children will be starting on 2 February. Held a ballot for two new entrant places. Year 5 and 6 very full, each class has around 30 children. Still able to accept Year 7 and 8's as these classes aren't full. Accepted three Korean foreign fee paying students for five weeks tuition, they are all Year 8's. We also have three full time international students on our roll.
- Parent Complaints – two complaints arrived in the last week of school in 2014 relating to complaints about the behaviour of one particular child and the manner in which the school had managed the situation. The poor behaviour had been taking place during much of the year and was being managed by the classroom teacher, but at no stage until the final week was anything mentioned about bullying. Nor had any of the parents raised the issue with the Principal directly. The issue related to the behaviour of one child who periodically, had used inappropriate physical behaviour on children, particularly when frustrated. Incidents generally took place during lunchtimes. The classroom teacher had run a programme with the class to gain a sense of how to deal with such situations. The senior management team have decided to try a new approach with the teacher duty system. They are looking to increase the number of teachers on duty to three with one being in a static position so children can always find them and

therefore feel able to deal with behavioural issues. Alistair noted that it needed to be made clearer in such situations that there should be consequences for such inappropriate behaviour. It needed to be noted that the situation was being managed, perhaps not perfectly, but it wasn't unnoticed. James will respond to the complaining parent. Alistair will address the proper procedures for dealing with any complaints in the newsletter.

- Victoria summarised the results of her survey of Year 8's and other leavers. There were a lot of positive comments. She will write something brief for the newsletter.
- Property – By the end of the week the Wellington City Council will have installed the emergency water tank. Repairs are being done on the prefabs. The Wellington Girls' College prefabs will be surveyed and then the work will be put out to tender. Important that we make a conscious effort to keep parents up to date about the rebuild. Alistair will organise a meeting with MOE's Lawrence Joseph with the intention of a couple of Board members to be present. The funding from the Wellington City Council for the restrengthening of the hall will need to be extended. Darren will look into this. It is now anticipated that we will tie the restrengthening into the school rebuild, due mid 2015.
- Personnel – Appointed one new teacher on a fixed term basis, Daniel Edmonds. Will need to advertise for two teacher aides to replace two existing staff who are leaving in March to take up studies. We will be down one ESOL teacher aide at the start of the year, this position will need to be re-evaluated. Board/Staff function to be held on a date to be decided with staff – venue to be confirmed (possibly Thistle Inn) – timeframe from 5.00-6.30 pm.

National Standards:

- Generally, great reading results.
- Pleasing to see the Maori results. Pasifika have improved from last year.
- The moderation of writing is improving. The professional development with Murray Gadd has been of help.
- Alistair mentioned that overall results were up by 5% points on average.
- Alistair will encourage at least one group of extension students so they can reach their potential.
- Targets for 2015 – to be set on an aggregate area for all three areas following consultation with staff and in discussion with the Board.

Online Reporting:

- To start with a trial on writing. It is important to get parents on board. It was suggested this be targeted through an Open Forum (telling you about your child's progress). Alistair will contact Lesley Murihy from Amesbury School as they have already trialed this.

Mandarin Teacher:

- Mandarin will be taught starting in the middle of February. The Mandarin teacher will spend three days at Thorndon School and two days at Sacred Heart Cathedral School. This should equate to a 30-45 minute session per class per week.
- Darren and Victoria will draft a letter to be sent to the Chinese Embassy telling them of our initiative to have a Mandarin teacher and its opportunities.

BOT Review:

- Ian Fitzgerald would be very pleased to stay involved and help. James will work with him to design a questionnaire.

Staff Tablets:

There is a concern among staff that they are unable to add their own apps to the tablets and hence are not fully using the capacity of the devices in teaching and learning. There are a small number of staff interested in a 50/50 contract, where the school will pay for half and the staff will pay the other half. This is so staff can learn the capabilities of the device. It was decided that this decision should be delegated to Alistair.

Resolution: “Alistair will have the discretion to decide whether he enters into a 50/50 contract with staff who may be interested in the purchase of tablet type devices.”

*Moved: Andrew Hickey
Seconded: James Turner*

Fundraising:

Darren raised the question of extra fundraising. A quiz night was mentioned for Term 2. Also discussed setting up a PTA/parent representative type of group. Something fairly informal, perhaps one person per classroom. Victoria and Darren will look into setting this up.

Finance:

Darren will email out a copy of his draft budget to everyone.

James requested that all ongoing action points are listed at the end of the written minutes and nothing is to come off until it has been completed.

There was discussion about how well our Year 8 students transition into secondary school. There was an idea to survey the Year 8 leavers in 6-12 months. Darren mentioned he knows a Board member at Wellington College and offered to make contact with them to investigate further about how well our boys have done with transitioning.

Open Forums:

The following topics were suggested for the Open Forums.

- National Standards Reporting – how we assess and how we report on progress (March 2015).
- Accommodation/Rebuild.
- Teacher Engagement – child/rens’ progress.

It was also suggested that in the second newsletter, Alistair ask parents for ideas on topics.

Victoria and Davina will organise a Special Needs Parents get together.

Minutes of Previous Meeting:

The minutes of the 24 November 2014 meeting were accepted as being a true and accurate record.

*Moved: James Turner
Seconded: Darren Stafford*

Meeting Closed at: 8.15pm

Date for Next Meeting: 17 February 2015

Signed: _____ **Date:** _____
James Turner
Chairperson

Action Points:

- James to write to staff regarding teacher registration proposal.
- James to continue his draft letter regarding funding for Student X.
- James and Simina to contact the Year 9 Dean at Wellington Girls College regarding our students and their transition to College life.
- Alistair to contact Lesley Murihy from Amesbury School about online reporting.
- James to respond to parent complaint.
- Alistair to explain process/procedure for complaints in the newsletter.
- Victoria to summarise survey results of leavers for the newsletter.
- Alistair to organise a meeting with Lawrence Joseph about rebuild, and notify Board of date to see who is available to attend.
- Darren to contact Wellington City Council about extending our grant.
- Alistair to organise date for Staff/Board function.
- Darren and Victoria to draft letter to Chinese Embassy regarding Mandarin teacher.
- James to work with Ian Fitzgerald on BOT Review Questionnaire.
- Darren to email out draft 2015 budget.
- Victoria and Darren to set up class parent representatives to help with fundraising. Also organise email chains.
- Davina to discuss Maori representative at Maori hui.
- Alistair to ask for Open Forum topics from parent community via newsletter.
- Victoria and Davina to organise Special Needs parents get together.
- Darren to contact Wellington College regarding how well our boys transition into College life.