

**THORNDON SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING – 24 NOVEMBER 2014 AT 6.00 PM AT THE SPRIG AND**  
**FERN, TINAKORI ROAD**

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

The meeting started with a karakia.

**Apologies:** Jo Cribb

**Declaration of Conflict of Interest:**

James Turner – consultancy work with tertiary education providers.

**Principal's Report:**

- Taken as read.
- Roll and Enrolments – enrolled 90 new students this year. Students have generally assimilated/settled into the school well. Alistair is busy tidying up the enrolments for 2015. He advised that there are 15 out of zone new entrants wanting to enrol for either Term 1 or Term 2. We are only able to offer two places. Ballot for this will be held on Friday, 28 November.
- Parent Complaints – to resolve the issue in Room 13 (new entrants) it has been decided that the duty teacher will cover the classroom teacher, supervising their lunch for a further five minutes each day.
- Pasifika Barbeque – Junior Togia did an excellent job organising this event. Hopefully it will be possible to do this again in the future.
- Rebuild – Alistair reported that he received an email from Lawrence Joseph today. The budget is due to be finalised tomorrow. Construction planned to start mid 2015.
- Personnel – Beth Huntington is back from sick leave. Lisa Stratford has resigned as she has been successful in gaining a full time position at Sacred Heart Cathedral School. Anne Munro has not been reappointed. Will advertise for a fixed term appointment for the period after Amanda Searle takes up maternity leave (Term 2, 2015).
- Exit Interviews – these will be organised for the staff who are leaving. James suggested having a short questionnaire and then also offer an interview. There was a discussion on staff morale. This doesn't seem to be a particular issue at present. James will write to staff regarding teacher registration proposal. He is still drafting a letter regarding funding of a teacher aide for Student X. Alistair explained that we are getting what we are entitled to from the Ministry of Education. Jennifer Muth, our Ministry Advisor, has been very supportive. There appears to be a loop-hole with the funding policy.
- Attendance – There is a significant improvement in Pasifika attendance (which had been a concern earlier in the year) which everyone was pleased about.

**Achievement Data:**

- Target Students – this is the first time we have monitored targeted students term by term. Teachers were asked to reflect and review on strategies used. They are still inputting their data.
- STAR Reading – this is designed with norms for each term. The progress is generally well above what was expected.

- The results of the Reading Comprehension were not so good although still above national averages. This has one set of norms which are set for February each year.
- Maths results look better than the reading results. Although, only three terms of learning, the results show that the children have gone up.
- Davina explained the ALIM project.
- Brief discussion on the arts – music, visual art, dance and drama.
- Exit Interviews – Year 8 students will have an exit questionnaire and the offer of an interview with Victoria Parsons and Andrew Pennell.
- It was of interest to the Board to find out how well some of the Year 8 students have transitioned into College life. James and Simina will contact Julia Baigent who is the Year 9 Dean at Wellington Girls' College.

### **Reading Recovery:**

There has been a phenomenal response to reading recovery this year. This is an intensive resource consisting of one on one time with a teacher for half an hour every day. We also employed Leris Everitt who is a trained Resource Teacher of Literacy, for a period of time this year. She is a valuable asset that we are able to tap into to give support to the children. Davina will be releasing Krista Huber for Reading Recovery in 2015.

### **E-learning Report:**

Davina surveyed the staff then held a staff meeting. The report is self explanatory. The proposed 2015 spend on devices and equipment may change once Alistair speaks to teachers again.

### **Finance:**

Taken as read. There was a note from the Accountant, nothing unexpected in the accounts. Darren is still waiting to hear from the Department of Internal Affairs on the result of our grant application. He will follow this up. He plans to follow up on the fire code of compliance for the hall restrengthening.

**Resolution:** *“The Board approves expenditure year-to-date as noted in the finance report.”*

*Moved: Andrew Pennell*

*Seconded: James Turner*

### **Maths Review:**

A comprehensive review was documented. It included extension and remedial programmes. There was nothing surprising the review. There was a recommendation for some professional development which is being looked into. Also mentioned the need for schoolwide systems for our schoolwide approach. Teacher attitude was mentioned. Alistair went on to explain about Kumon Maths as an extension programme. There was some discussion on homework and it was mentioned that Junior Togia has started modelling a good maths programme in which he utilises google docs.

Alistair brought up the topic of online reporting to parents. This could be piloted through one syndicate. Amesbury School already use a programme for this. Alistair to contact Amesbury School to organise a demonstration for the Board and advise of cost.

**Review of the Year:**

Alistair gave a brief summary of his views on the past year. He thought it was great that there had been more emphasis on target students. A lot of good work has been done to build relationships and trust with the Maori and Pasifika communities. Our ERO visit was challenging but it gave us a good set of actions to work on. There was a joyous time when we went to Mt Cook School for our cultural sharing. But, it has also been a challenging year and the good that has come out of front-footing to the school community has been beneficial. Also having Junior Togia on staff has been excellent.

James thanked everyone for their contributions over the year.

It was noted that the Fair Committee should be reporting to the Board.

Hall strengthening – continue with the process as previously agreed.

*8.30 pm – Simina left the meeting.*

Planning Day:

Date: 24 January 2015.

Venue: Sprig and Fern

**Minutes of Previous Meeting:**

The minutes of the 28 October 2014 meeting were accepted as being a true and accurate record.

*Moved: Darren Stafford  
Seconded: Andrew Pennell*

**Meeting Closed at: 8.40pm**

**Date for Next Meeting: (Planning Day) 24 January 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 Amesbury School about online reporting.