

THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING – 17 FEBRUARY 2015 AT 6.00 PM IN THE STAFFROOM

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

Apologies: Andrew Hickey, Toa Waaka

The meeting started with a karakia.

James welcomed everyone.

Declaration of Conflict of Interest:

James Turner – consultancy work with tertiary education providers.

Additional Items for Agenda:

Budget

Principal's Report:

- Taken as read.
- Roll and Enrolments – the roll continues to grow. It currently sits at 297. As a point of interest Alistair drew attention to a table showing our ethnic profile compared to other similar decile 10 schools in Wellington. We have also enrolled quite a few international students who are all staying for varying degrees of time. Our Year 5 and 6 classes are rather large, so will only accept in-zone students. Probably the biggest challenge in our diverse set of students is the increasing number of ESOL students. There is also a challenge for the school in communicating with some families.
- Policies, Procedures, Reports, Notifications - the area of home learning is up for review, the teaching staff will need to review this. There has been a change to the policy for our Year 7 and 8's and this will need to be added. The updated Charter is due with the Ministry by 1 April. Our targets need to be looked at and agreed to.

Resolution: *“The Board resolved to appoint Alistair du Chatenier as the EEO Officer for the school.”*

*Moved: James Turner
Seconded: Jo Cribb*

- After a short discussion on term dates/length of school year for 2015, the following resolution was made.

Resolution: *“The Board agreed in order to balance out the number of half days required to be open for instruction, that the school would be closed for instruction on: Friday, 29 May for a full day (to tie in with Queens Birthday Weekend), a half day on Thursday, 25 June for Three Way Conferences, and Friday, 23 October (Teacher Planning Day and it ties in with Labour Weekend).”*

*Moved: Darren Stafford
Seconded: James Turner*

- Parent Complaints – To date there have been no further new complaints. There was a discussion regarding a complaint from a previous meeting where the child has since

- been moved to another school. Alistair informed the Board that he has a process in place with staff where he is copied in on all correspondence. James will invite the parent to attend a Board meeting so everyone can have closure.
- Alistair has seen information from TIMMS (Trends in International Mathematics and Science Study) where results show that bullying across New Zealand is an endemic problem. Davina has investigated several bullying programmes and Cool Schools seems the best one to meet our needs. This will be put into action.
 - Teacher Duty system (during breaks and lunch) has been overhauled. There will still be two teachers on duty at any one time, but only one will roam, the other will be stationary so children always know where they can find someone. There will also be an incident book for teachers to record incidents.
 - Diversity – Whaea Kahu is unable to continue working with us this year. At the moment we are using our networks to try to find a replacement.
 - ESOL – our numbers continue to grow. There is a table which shows our numbers over the last three years. 20% of our students are now ESOL. This will potentially have an impact on our literacy results. When looking at data, this needs to be kept in mind and the context explained.
 - Rebuild – at the meeting last week with Lawrence Joseph from the Ministry, it was decided in principle that we would be getting nine new classrooms and an administration area. Kevin Currin is due to come in to have a discussion about the prefabs not being fit for purpose, they are not insulated and are clad with asbestos. There also seems to be an issue with our SPG funding from 2012 where we were granted \$420,000. We held off using it because of the rebuild. This will also be brought up with Kevin. Still waiting on spore testing results from the White House and the prefabs.
 - Professional Development – continuing with the writing PD and also a couple of Ministry contracts. There were target groups for writing and they have improved. Possible reasons for the improvement include teacher practice and teacher focus. CORE modelling course – six staff are interested in attending. James and Alistair will be attending a course in March organised by STA on MLE. Alistair spoke about target student groups. The four proposed specific 2015 targets are: (1) All students achieving “below” or “well below” the writing standard. (2) Year 4/5 students achieving “below” or “well below” the maths standard. (3) Maori and Pasifika students achieving “below” or “well below” the maths standard. (4) Students talented in maths. Staff will be part of the identification process. James, Alistair and Victoria will work on a blurb for the newsletter about this.

Appendix 1 – Good to Great

- Add a further “comments” column. Add a red, amber, or green dot to signal whether we are on track for the action plan.
- Staff put a large amount of energy into the end of year summative report. There will be a change to a more formative approach to reporting on assessment (beginning with writing), so parents can see progress throughout the year. There will be individual websites created for each child which will contain a sample of their writing and teacher comments, etc.

Parent Forum:

The next parent forum should be around assessment and reporting. Possible timeframe: end of Term 1 (30 March).

Finance:

Taken as read. Darren explained the workings of the school budget. There was discussion on the fair fundraising money and where it is allocated to. This has changed over the years and we should be honest about where this money is spent. Explain that the Board has discretionary money and what it has been allocated to. Darren and James will work on developing a story about this for a future newsletter. Darren explained that we need to change the way we view the budget, and we need to reserve the right to change the budget throughout the year. It was put to Alistair that if he had \$20,000 to spend what would he spend it on. Alistair will come back to the Board with possible options. The draft 2015 budget was looking good.

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

Moved: Alistair du Chatenier

Seconded: James Turner

Annual Plan:

There was discussion on setting better targets for student achievement. The Board want to push the targets up, pointing out that in 2014 the target for reading was 85% and we reached 84.2%. The following aspirational targets were set. To hit 87% “at” or “above” in reading. Writing and maths targets will be at 85%. Alistair will make revisions to the Annual Plan and will send it out to the Board for review.

Minutes of Previous Meeting:

The minutes of the 28 January 2015 meeting were accepted as being a true and accurate record.

Moved: James Turner

Seconded: Darren Stafford

Meeting Closed at: 8.20 pm

Date for Next Meeting: 28 April 2015

Signed: _____

James Turner
Chairperson

Date: _____

Action Points:

- 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.
- Darren to contact Wellington City Council about extending our grant.
- James to work with Ian Fitzgerald on BOT Review Questionnaire.
- Victoria and Davina to organise Special Needs parents get together.
- Victoria, James and Alistair to work on the wording for a piece in the newsletter about the target groups.
- Darren and James to write a piece for the newsletter on our financial status and how/where fundraising is allocated.

- Alistair to come back to the Board with a proposal/possible options on how (if it were made available) \$20,000 would be spent.
- Alistair will make revisions to the Annual Plan and email it out.