

**THORNDON SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING – 10 NOVEMBER 2015 AT 6.00 PM IN THE**  
**STAFFROOM**

**Present:** Alistair du Chatenier (Principal), Andrew Pennell (Staff Representative), Simina Toimata, Darren Stafford, Victoria Parsons, Nicola Ngawati, Jo Cribb, Carol Shortis, Matt Jeffrey (McKenzie Higham Architects)

**Apologies:** Andrew Hickey, James Turner, Phil Evans

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.

Alistair mentioned that Jo would be arriving late due to a work meeting and he started a round of introductions for the benefit of the visitors to the meeting.

**Property Report:**

Carol reported on the small project and the major project. Matt handed out a “sketch design only” for the replacement of the library and classrooms. He wanted it noted that there was no library on the plan, as that was potentially being relocated to the “white house”. It was important to note that there is space allocated for the future eg. a music room. There was talk around acoustics, and the use of the space. We also could possibly recycle some of our existing decking.

*6.15 pm Jo Cribb arrived.*

There was also discussion around the flexibility of the spaces. Not wanting to create a “big barn” but something where teachers can manipulate the spaces. Matt reiterated that the sketch was preliminary only. He was looking for input. The teachers would need to be consulted, and perhaps go through a list of different functions to see if they are accommodated for. This concept then need to go to Kevin Curran at the Ministry of Education. Three things need to happen: (1) McKenzie Higham Architects needs to speak with Kevin Curran. (2) Alistair needs to talk to staff and parents. (3) Matt Jeffrey and Callum McKenzie need to talk with staff.

*6.40 pm Matt Jeffrey and Carol Weston left the meeting.*

**Passion Project Proposal:**

The Board decided that this proposal was not a Board decision, and that Alistair should decide on what projects were accepted.

**Maximising 5YA Proposal:**

There is a trial proposal for funding purchasing power to maximise the 5 Year Agreement, but this may mean less choice for us. Darren thought that the proposal could take away some freedom, and he didn't think we would save much. This may eventually become a compulsory approach. A lot would depend on the quality of the Wellington Girls' College operations staff. Are we an early adopter or not? Can we opt in at a later date? It was decided to wait, and defer a decision on this for a later date.

**Up-dating the Education Act Consult:**

The Board agreed to make a submission. They wished to provide our parents with a channel to participate. Victoria and Simina will start the process.

**Complaint:**

Continuation of a complaint from the last meeting which resulted in a child moving class. This has been a big improvement for the child. Although there is still residual stuff around the child and Student X. Alistair believes Student X's transformation has been a huge success. When he first came to us he could escalate on a scale at 9 or 10, now he would be seen at a 2 but sometimes may escalate to a 3 or 4. Due to the relationship between the two children, it can blow out. Student X has their own behaviour management plan now. It has been effective. Alistair had a visit from three Room 5 students who felt that Student X was given too much support and tolerance. Hopefully the situation has been dampened down. James and Victoria are due to meet with the parents of the child who has moved class.

*6.55 pm – Simina Toimata left the meeting.*

As a Board, we have spoken about next steps eg. stand-downs. Jo wanted to know if there was a plan in place for the boy who has been bullied to help his self esteem. Alistair explained that he has friends in his new class, and he gets on well with his new teacher.

**Finance:**

Taken as read. There was a delay in getting the report. Darren and Alistair have been working on the draft budget. Darren queried what additional money may be required for the small project. Nicola asked whether parents had been asked for a monetary contribution towards the rebuild. Darren explained where the money was coming from and it was mostly from the Ministry of Education.

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

*Moved: Jo Cribb*

*Seconded: Alistair du Chatenier*

**Principal's Report:**

- Taken as read.
- KiVa (anti-bullying programme) – investigated several options, but this one seems to suit us best. We've had small improvements but not transformative improvements. The wellbeing of students underlies their ability to learn. Not satisfied with their wellbeing at present. Have met with KiVa suppliers. It seems a good fit for us. Staff will need Professional Development in this. There is a cost involved but it should be worthwhile. Alistair will communicate to the parent community about this. Will need to hold off until the end of Term 1 before we start the programme. Main focus is at Years 2 and 6.
- Enrolments – New Entrants - Alistair will communicate to the parents of any siblings due in during Term 1 2016, that they will be accepted. Further up the school, if we have movement we will fill the gaps.

- Police Vetting – everyone is vetted. Due to vetting policy changes we are now required to ask for more information than previously.
- Google Sites Review – there was an issue in the mailing out of the pdf's. We had three students all called Sam and their surname started with H. It was a human error. Another check has now been put in place.

**Achievement:**

There are two programmes that the Board have helped support. Reading Recovery and a Reading Programme targeting four junior students supported by an ex-Resource Teacher of Literacy. All have shown very good progress. It was money well invested.

**Report on Target Students:**

There are a couple of areas where we've had some success in boosting these students. Maths PAT where the children are either stanine 8 or 9 but they didn't have the strategies behind him. This has now been sorted. They have benefitted and the results show. Would look at doing something similar again in the future. Secondly, in the Year 3/4 area, the Alim project administered by Jason Trenberth and Davina Parangi-Brown, seems to have had an impact. Will continue this programme next year.

**Looking Ahead:**

Jo will make a booking at the Sprig and Fern for our final Board meeting for the year on 8 December.

Agenda for our Planning Day, Saturday, 30 January 2016 at 2.00 pm, at the Sprig and Fern.

Items to look at:       How well we are doing?  
                               Cultural responsiveness  
                               Finance

**2016 Board Elections:**

Have an open session/information meeting on Tuesday, 16 February. Invite prospective candidates.

Succession plan:       Commit to bringing in 1-2 people (actively encourage them to the meeting on 16 February.  
                               What skills are required?  
                               Change management.  
                               Communication.  
                               Big scale management questions (project management).  
                               Worked at MOE (government).  
                               Strategic.  
                               Finance.

James should mention the elections in his report for the newsletter.

**Exit Interviews:**

Victoria Parsons and Andrew Pennell will coordinate the Year 8 exit interviews. There will also be exit interviews offered for teachers and families.

The Board wished to supply a morning tea for the staff. Alistair and James will look into suitable dates.

After School Care are having their OSCAR review tomorrow. Ryan Scott has resigned from his position as Senior Supervisor. He will end his employment in January. He's been with the school for a considerable number of years and this should be acknowledged in some way.

**Minutes of Previous Meeting:**

The minutes of the 22 September 2015 meeting were accepted as being a true and accurate record.

*Moved: Victoria Parsons  
Seconded: Alistair du Chateneir*

**Meeting Closed at:                7.25 pm**

**Date for Next Meeting:        8 December 2015**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**James Turner**  
**Chairperson**

**Action Points:**

- Alistair to communicate to the parent community about KiVa.
- Simina and Victoria to start on submission regarding the Education Act.
- James to inform the parent community about upcoming election.
- Exit interviews.
- Alistair and James to set a date for staff morning tea.