

**THORNDON SCHOOL BOARD OF TRUSTEES MINUTES OF PLANNING DAY
MEETING – 30 JANUARY 2016 AT 2.00 PM AT THE SPRIG AND FERN,
TINAKORI ROAD**

Present: Alistair du Chatenier (Principal), James Turner (Chairperson), Andrew Pennell (Staff Representative), Jo Cribb, Philip Evans, Andrew Hickey, Victoria Parsons

Apologies: Simina Toimata

The meeting started with a karakia.

Declaration of Conflict of Interest:

Victoria Parsons – started an internship at the Ministry of Education.

James Turner – consultancy work with tertiary education providers.

James welcomed everyone and thanked them for taking time out from their weekend to attend the meeting. He advised that Darren Stafford had decided not to continue his position on the Board.

Election of Officers:

James Turner was nominated for the role of Chairperson unopposed, so was unanimously elected.

Philip Evans was co-opted to the Board as the whanau representative.

Good to Great 2015:

- This document was created after the last ERO Review in 2014. It was to make sure we followed through on items identified by ERO.
- First item – setting better targets.
- Supporting teachers to improve their practice.
- Maori and Pasifika student achievement – important to still be working on this. Maori achievement is of concern. Need a strategy around this. Data was looked at by the Management Team. There are two dimensions to it: (1) ecological view; (2) good effective teaching at the classroom level. A challenge to the teaching team – if resources weren't an issue, what can the Board do to help? Management Team don't have any answers. The paper will be discussed with teaching staff. If more support is required in the classroom, the Board would be willing to look at this. Think outside the box. Resources are not an issue. Once an approach is developed the whanau group should be told about it.
- Continue to strengthen the appraisal system – job descriptions (right across the school).
- Local Curriculum – someone coming in to work on reviewing Reading – also feed into our local curriculum. Goal – have it done by the end of this year. Local curriculum is always developing and changing.
- Parents as partners – lot of thinking around the Asian Community. Two very nice social events, held by the Indian and Chinese communities, last year were very well received.
- Reporting Student Progress – communicate with parents on how the reports will be presented. Advise that there are certain times in which the information is released.

End of year reporting will still be partly in a hard copy. Not sure how that will look at the moment. Teachers should not have to duplicate the content. It will hopefully go down to one page.

2015 Exit Interviews:

- Victoria reported on exit interview survey results. The Year 8 parents and students thoughts were very similar.
- Top three comments of Year 8 parents were:
 - (1) great at sense of community;
 - (2) the teachers;
 - (3) safe and caring environment.
- The students commented that they valued the leadership skills learnt.
- Comments about what we can do better included:
 - academics (challenged).
 - being prepared for college.
 - recognition of academic success.
- Year 6 – four people filled out the survey. They wanted their child to attend an Intermediate and they mentioned the leadership opportunities. They wanted academic success to be better.
- Think about the leadership groups.
- Resources – think outside the box.
- Tell the story – communicate.
- National Standards results, for baseline comparisons, are available to view online.
- Benefits of being in a full primary school – success stories of x-pupils.

Principal's Performance Agreement:

- Developing a high performing leadership team.
- Community leadership and communication (Victoria and Alistair have been working on this together).
- Redevelopment of school.
- Delivering the "Great to Good".
- Implementing improvement of Maori and Pasifika students.

SWOT Analysis:

Strengths

- multicultural community.
- strong and vibrant community.
- experienced leadership team.
- increasingly stable staff.
- financial position.
- we know what needs to be achieved/done.
- creative and positive vibe around school (caring environment).
- good parent and community engagement.
- strong roll demand (popularity).
- future (potential).

Weaknesses

- communication – getting the right messages.
- parent/community involvement.
- not yet a local school (geographical).

- embedding leadership team.
- consistently good practice.
- crappy teaching environment (buildings).
- Maori results.
- perception around bullying.
- ESOL – language – Embassy students – need more support.
- perception around Year 7 & 8 (move against full primary).

Opportunities

- rebuild and ILE (Innovative Learning Environment).
- new Board of Trustees.
- more space for innovation eg. collaboration between schools.
- geographical location.
- financial resources.
- KiVa.
- new ways of connecting with parents eg. social media.
- ESOL and Foreign Fee Paying students.
- expanding cultural diverse community – are we meeting their needs?

Threat

- Year 7 & 8 numbers may continue to drop.
- ILE (lose families and staff).
- rebuild – disruptive.
- an increase in living (accommodation) in the city changes the makeup of the school.
- diversity.
- ESOL and Foreign Fee Paying student numbers.
- feedback regarding not being academic enough.
- new Board of Trustees – appointed right in the midst of a rebuild/cause conflict.
- expanding cultural diverse community – are teachers prepared to deal with them?

Principal's Report:

Taken as read.

- Managing Money – Alistair report that Darren has resigned from the Board, this also means he won't be doing the Budget. Alistair said that he and the school's Accounts Manager (Julie Prout) will make a start on this year's budget.

Recommendation: “It was recommended that the Professional Development budget be increased to \$30,000.”

Moved: James Turner
Seconded: Jo Cribb

- Relievers – this covers sickness, PD and appraisals, the \$35,000 is sufficient.
- Kaiawhina budget – previously have spent \$7,000 so will increase it to \$10,000.
- International Student Review – will budget \$5,000 as a placeholder.
- KiVa – The cost of this will be \$2,600.
- Cleaning Contract – our contractor has increased his prices, this is the first increase in over 10 years.

- Capital Items – hall strengthening – in all probability it will cost more than \$120,000. The Ministry of Education may be in a position to help us out with this. The \$25,000 grant from the Lotteries Commission has now expired. Alistair will follow up on this.
- Furniture Grant – This Ministry grant is for \$11,000. Alistair would like teachers to experiment with furniture before we move into our new premises. After some discussion it was thought that the Ministry would have a preferred supplier, or someone happy to let us trial equipment. Alistair to investigate.
- ICT Budget – the current amount of \$20,000 seemed sufficient.
- Trialling presentation equipment - \$10,000 has been budgeted for this.

4.20 pm – Andrew Pennell left the meeting.

National Standards Results:

Alistair reported that he is very pleased with the proportion of students who are sitting above the Standard. There appears to be an issue with the Year 7's and it's mainly in the area of writing.

Hautu:

Victoria and Alistair went to a presentation/workshop on Hautu. The Board, whanau and teachers are to participate.

Teacher Innovation Fund Application:

An application has gone in.

Complaint:

Victoria reported that she had spoken to the School Trustees Association and they felt that the Board needed to be involved. The teacher complained about will need to be written to. This situation needs to follow a formal process. Alistair will write a letter, stating that a complaint has been made, that it is being taken seriously, and asking for a response. Alistair will keep the Board informed throughout the process. He may also wish to seek legal advice. Alistair will lead the process and any interview or meeting held should involve a Board member. Philip Evans will be the Board Representative.

Recommendation: “The Board appoints a panel of three people to investigate this complaint. The panel will consist of Alistair du Chatenier (Principal), Philip Evans (Board Representative), and lastly an independent person (preferably a female as the other two panellists are male).”

Moved: Jo Cribb

Seconded: James Turner

Community Forum:

It was decided to hold a community forum on 16 February based around the upcoming Board Election.

Minutes of Previous Meeting:

The minutes of the 8 December 2015 meeting were accepted as being a true and accurate record.

Moved: Alistair du Chatenier

Seconded: James Turner

Meeting closed at: 4.55 pm

Date for Next Meeting: 7 April 2016

Signed: _____

James Turner
Chairperson

Date: _____

- Action Points:**
- Hold Community Forum on Board Election.
 - Appoint an independent person to the complaints panel.