



**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON TUESDAY 17 MARCH 2015 AT 6:15PM**

1. PRESENT:

Mrs Toni Burnside, Mr Aaron Reid, Mr Trevor Wilson, Mr Glenn Bongartz,
Ms Noella Gould, Mrs Karen Elliott, Mr Kirk McKay,
Mrs Helen Stowers and Mrs Colleen Lucas (minute secretary)

2. APOLOGIES: Ms Shannon Rogers

3. WELCOME:

3.1. Ms Tracey Mora and Ms Tricia Carroll our two new Deputy Principals

3.2. Jacqueline Woods and Sue Carawell from the Education Review Office

Motion

A Reid

That all our visitors are given speaking rights at this meeting.

Carried

Education Review Office (ERO) Verbal Feedback to the Board

Jacqueline outlined the process for this review. Asked the Board to complete the Assurance Checklist document.

Points for discussion:

- Appraisals
- Self Review
- Parent reporting
- Use of Student Achievement
- Staff relationships

Appraisal – clarity around process for leadership. Reporting expectations by Board to the Principal.

Self Review – *what does the Board know about Self Review?* The board have undergone professional development in 2014 through STA with Al Fone. We are now moving away from the reactive phase to a pro-active phase. As a board we are feeling a lot more confident than this time last year. The Religious Instruction review carried out in 2014 was a good meaty review.

Board's ability to self-review, being robust, Boards own self-governance?

A consultant has now been engaged for Principal appraisal process.

Student Achievement – *how is data collated and analysed.* The board is now seeing, discussing and focusing on student achievement. Identifying students, student groups, knowing the information is saying the correct thing, focusing now on how to lift our underachievers. We are also moderating with other schools.

Wellbeing - *How has the board responded to wellbeing of the staff?* The board has engaged with three consultants, surveyed staff, have developed an ongoing survey which has been administered three times. Feedback to leadership team and reverse. Looking to new management team to roll model for future development. Relationships are more positive and are a high priority for the Board. Impact on student outcomes. There will be an NZCER survey mid-year and Board survey at the end of each year.

The board is to meet with ERO once the review is complete to hear what is likely to be in the report.

4. CORRESPONDENCE:

As per the schedule

4.1.

Motion

A Reid

That the inwards correspondence be received.

Carried

5. REPORTS:

5.1. Principal's Report – Toni Burnside

5.1.1. Teacher Only Day coming on Thursday 2 April.

- Has been advertised lots within our school community. We will keep this notification out there right up to the day.
- eTAP training is now underway. Teacher eTAP training on teacher only day.
- Introduce eAsstle on teacher only day.
- Core Professional Development is underway. Presentation to the Board.
- Otakaro Cluster – is going from strength to strength. There is a Cluster wide teacher only day on Friday 29 May. This will involve over 300 teachers from our cluster. Keynote speakers and workshops will come from participating schools. The day is overseen by Core Education.

5.1.2. Reviewed Assessment Schedule.

5.1.3. Annual Report (minus the finances) – emailed to Board members – reflections on 2014. Board to ratify. To release to community our website, via email if requested. Hard copy will be available at the school office.

5.1.4. Finance and Expenditure Review – straight out of Schooldocs. Kirk has completed a small audit. To do an audit check with Colleen. To report back to next Board meeting - *Kirk*

5.1.5. Assessment for Learning – this is a work in progress.

5.1.6. Leadership Day early in Term 2 – this is to build capacity. Building the middle team.

5.1.7. Curriculum Review – see further down

5.1.8. Lorraine Moss, Ministry of Education – visioning brief for new school. Lorraine to attend next Board meeting on 28 April. Teachers through googledocs to feed into a document. Toni to feed out to Board for their feedback.

5.1.9. Personnel –

5.1.9.1. A warm welcome to Tracey Mora, Deputy Principal senior school.

5.1.9.2. Our student roll is growing. Our next New Entrant class is to begin at the start of Term 2. Appointment yet to be made.

5.1.9.3. That Board is to ratify the fixed term appointment of Phillipa Ford to Room 9 for Term 2, while Helen Denny is on leave.

5.1.10. Principal's Appraisal – Lois Christmas has been appointed for 2015. Goals are in place. There will be a 360 review in Term 2.

5.1.11. Property Report – no questions.

5.1.12. First Aid Training – no teachers are 1st Aid trained. Tracey to attend Hanmer Camp and Belinda Walsh is to be 1st Aid trained ready for camp. Staff 1st Aid training will take place on teacher only day with the second session in the evening. Review period every two years.

This gap was picked up through the EOTC review process. Well done Helen Stowers for picking this up. Set up register, capture new staff as they come in.

5.1.13. Team Updates linked to Strategic goals – refer to Toni’s report.

5.1.14. Finance

5.1.14.1. Finances are tracking as expected for the start of the school year.

5.1.14.2. Toni to attach her own Finance summary to her report.

5.1.14.3. The Finance Committee is to reconvene and meet the Thursday prior to each monthly Board meeting. Karen to join the group.

5.1.14.4.

5.1.14.5. Credit Card each for our two Deputy Principals, Tricia and Tracey.

5.2. Team Karo Report 2014 – Toni talked to the detailed report. Next step to analyse the raw data and look at next steps.

5.3. Report on Priority Students – Toni talk to the report.

5.4. Board of Trustees Overview 2015 – Distribute document. This is to be a standard item on agenda for all future monthly meetings. Looking to actions for next month for Board. Toni highlighted and ticked off all thing achieved from the overview. Reviewed appraisal cycle. Easttle is a work in progress. We are on track for where we are going.

5.5. Curriculum Review – Tracey Mora – power point presentation (to ERO) on curriculum review. Developing a culture of reflective practice. This is a journey empowering teachers.

5.6. Finance –

5.6.1. Toni talk to the report and the variances.

5.6.2. Finances are tracking as expected for the start of the year.

5.6.3. Toni will attach a financial position report each month

5.6.4. The Finance Committee is to reconvene and meet the Thursday prior to each monthly Board meeting. Karen is to join the group.

5.6.5. Credit card request for each of our two new Deputy Principals, Tracey and Tricia.

Motion **A Reid**

That a credit card with a limit on each for \$2,000.00 be organised for both Tracey Mora and Tricia Carroll.

Carried

Motion **A Reid**

That the Finance report as tabled be adopted

Carried

5.7. Previous minutes

5.7.1. Amendment – that Tricia Carroll be included as present at meeting

Motion **T Wilson / G Bongartz**

That the minutes of the meeting held on 17 February 2014, which the above amendment, be taken as read and are accepted.

Carried

6. GENERAL BUSINESS:

6.1. Thank you from Kay Robson for the farewell and gift from the school on her retirement.



7. Public Excluded Session

Motion **A Reid**

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion **A Reid**

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

8. Next meeting:

8.1. Tuesday 28 April

8.2. Tuesday 19 May

Other Dates

The meeting closed at 9.15pm

Signed.....Aaron Reid, Chairperson

