

MINUTES for Meeting of St Anthony’s School Board of Trustees

Held at 7.00pm on 30 November 2017, Staffroom

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**PRESENT:** Annette Bridgman (AB) Proprietor’s Rep (Chair)

 Jennifer Ioannou (JI) Principal

 Andrew Pink (AP) Parent Rep (Dep Chair)

 George Bouras (GB) Parent Rep

 Emma Blades (EB) Parent Rep

 Kate Riddell (KR) Parent Rep

 David Sullivan (DS) Proprietor’s Rep

 Anne Dowden (AD) Parent Rep

 Sarah Macintosh (SM) Staff Rep

 Yvonne Small Board Secretary

**APOLOGIES:** Amber Proudfoot (AP) Parent Rep

 Kate Riddell (KR) (for lateness)

**1. COMING TOGETHER / ADMINISTRATION**

1.1 Welcome, Apologies,

 AB welcomed everyone and opened the meeting with a reflection & prayer.

 Apologies were noted.

1.2 Confirm Agenda

 The Agenda was confirmed.

**2**. **PRIORITY DISCUSSIONS: STUDENT PERFORMANCE**

2.1 End of Year Reporting

1. **OTJ / Priority Learners’ Report**

 National​ ​Standards​ ​Interim​ ​Report:​ ​November​ ​2017, written​ ​by​ ​Tracy​ ​Shanks​ ​&​ ​Sarah​ ​Macintosh was tabled.

SM advised that this report was a summary of End of Year Overall Teacher Judgments for Years 1-8 for Reading, Writing and Mathematics. SM & TS had previously prepared a mid-term report, however this report included end of year data. Subsequent to ERO recommendations, this report talks about Priority learners and reflects any acceleration through the year and/or why not and how we do this via monitoring and knowing what they need to make progress.

JI advised she was extremely happy with the results (see Principal report) and getting closer to the ‘Goal’ of achieving more than 90% in all three areas. SM commented that the Maths results did not look quite as good as reading and writing, the exact reasons are unknown, however, PL time throughout the year focused on Literacy might be the basis. It was noted that Maori results were great and Pasifika results were amazing.

AD commented that the results were a good reflection on the year’s work and - in comparison with this – would show a longer look for the future. JI advised that Denise Johnson has continued with the ALIM [Accelerated Learning in Maths] model, having a minor focus on Maths and the Year 7/8 results have increased which shows that bursts of short amounts of teaching time with PL students in this area does work.

Going forward would be a continuation of the last two years’ assessments and using the models that we’ve got (ALL [Accelerated Learning in Literacy]), and with the potential to use PaCT to form OTJs’, there is potential to lift Maths’ results. This would work in with the Annual Plan where “every student will have the ability to do and work at the best of their ability” and we would really like to get ‘At’ to ‘Above’ level.

The introduction of PaCT has ensured a more robust system of teachers’ OTJs overall.

PaCT Maths moderation was introduced to teachers last week and they will be ready to use it from Term 1 2018; Maths with PaCT is even better than literacy as it gives teachers direct teaching points on where to next with the child.

JI advised that at a recent Principals’ Meeting, the MOE stated that National Standards were not being removed yet, as they had nothing to replace them with, so everything stays the same for the moment; i.e. Status Quo. There appeared to be no clear vision and with the realisation that the Curriculum is now 10 years, discussion will take place in February and any/all outcomes brought to further Principals’ meetings. Any changes and/or replacement would require an extreme amount of thought and work.

In terms of Board support, PD in identified key areas was necessary as covered in the current 2018 budget plan. The new 6th teacher from Term 2 would work with priority learners in the ‘Spring into Maths’ & STEPS Programmes, where it was hoped results would come quicker with a qualified teacher and support across the school.

 **Resolution**

TA contract to be confirmed as 26 hours per week in T1, reducing to 15 hours per week in Terms 2-4. The new 6th teacher confirmed to start in T2 will undertake Spring into Maths & STEPS programmes and work with Priority Learners.

1. **Analysis of Variance**

The Analysis of Variance Document is basically unpacking data, commenting on what we have done previously, (what has worked and what has not) and identifying next steps, i.e.– where to next? The Staff prepare the document, however the Board has full ownership of it and what is says. It is currently in draft formal until submission on 1st March 2018. It is in the standard format required. The report talks about ESOL funding, PaCT and TA support, Priority Leaners groups and PLD with Julie Beattie. It advises what has impacted student achievement and identifies areas for next year: ICT, engaging students in areas that they are interested in to achievement, phonics training for 2 teachers continued for next year, etc., and the ALL contract with CoL which has accelerated our teachers (based on the needs of the children x2 as well as Tracy being Literacy Leader.)

AB advised that she found it hard to match the Planning Section to Where to Next? One overall thought would be to capture one or both sections in the Annual Plan; to make sure it’s linked to planning “has this occurred?” and report back against the Annual Plan, as opposed to relating it back to Analysis of Variance. (Perhaps having some “guide tos” for parents?)

**Action: JI/staff**

DS commented that (on page 5) the target was 78% Maori achievement; where was the follow though to what happened to the noted 83% achieved? It was clarified that the results had exceeded the target. While it was not possible to change the MoE format (template), further clarification was needed whereby adding a few extra sub heading words would clarify the relationship of the targets to outcomes (ie by ‘purple’ could become “Writing Targets” “Reading Targets”– then “Reading Initiatives”.)

1. **Reading Recovery Report**

The Reading Recovery Report was tabled.

Current funding for 2018 combines MoE 1.5 FTTE and school contribution of 1.5, giving a total 3.0 FTTE. After Reading Recovery (which generally ends at 6 years old) includes having a support plan in place for those students coming off, which is often RTLit or STEPS. The RR teacher monitors every student who has been on up until Year 6 with regards to progression and how well they have done. The RR teacher discusses with tutors to determine which students stay on programme or which are referred on.

Successfully ‘discontinued’ means that students have succeeded (i.e. are at Standard or where they need to be) and have been ‘discontinued’ from the programme. The RR Teacher talks to classroom teacher regarding maintaining current ‘discontinued’ standards. (The STEPS programme is for those who are ‘below’.)

The School is constantly evaluating students and processes.

It was agreed to formally thank Angela Clark for her report, results and the extra ‘boost’ work on a particular student.

**Action: AB**

**3. EFFECTIVE MANAGEMENT / STRATEGIC DIRECTION**

3.1 Principals Report

**a) Staffing for 2018**

JI advised no updates, since publishing her report. Applications for Year 1-2 position close next Friday (8th Dec) and a couple of applications have already been received. Further update to the Board would be made after closing date. As it is a Tagged position, the interview panel would consist of x1 Proprietors Rep, the DP, the Principal (JI has also offered Nick Small the position due to his being in the junior syndicate next year), however, he was unsure if he would take up the offer.

 **b) PLD for 2018**

 Refer to Principal’s Report for list of all PD.

 JI is currently working with Core Education to finalise a PLD proposal for 100 hours, working with the leadership team and alongside staff. There will be major focus on E Learning, especially with DT (digital technology) learning which will complement the ALL PLD that we will do as a COL.

 Refer to Principal’s Report for a list of staffing for next year.

**c) Innovative Teaching and Learning Award**

 After an extension of 10 days, only 1 application was received (no name); this was moved to the BoT shared drive. The original award was for $2k for the person (for showing drive, leadership & time) and $1k to go towards the initiative. The proposal received is for a higher level of funding, but there is scope within the budget to meet that higher level. The initial panel was named as JI, Bernadette Murfitt and a MoE representative. However, the Board agreed that it was not necessary to put this panel together given only one proposal had been received.

 The proposal is for a Maths initiative; quite relevant, as Maths is a minor focus for next year. Key questions discussed were: whether this proposal was feasible; would it add value; would it work; was it educationally sound? JI indicated that she was happy with the proposal from an operational and educational perspective. The Board noted that the proposal was well laid out and clear, it referenced relevant literature well and it was obvious time had been taken to prepare it thoroughly; further it targeted all students across all groups. The Board agreed that it was important to show its support for this level of commitment and innovation from a staff member.

 AD was asked to draft a letter to the applicant considering the following points:

 - can and how was it to be evaluated?

 - will it report on the outcomes and work?

 - how is it linked to other goals; look at goals around PD and student achievement;

 - we would like to see some reflective monitoring, linking into areas we are focused on and perhaps linked to the Annual Plan outcomes as well. (It was noted that a reflective practice does not have to mean lots of writing and sometimes cannot be linked to outcomes.

 It was agreed that reference to receiving the application be made in Board News and the Newsletter. AD to draft the letter to applicant, to be agreed by the Board before sending. YS to send through bullet points to assist in draft.

**Action: YS/AD**

 **d) Update re Kahui Ako**

 Interim Stewardship Group Meeting was postponed as there was no update to give as the Principals are still working on document to MoE. Additionally, they did not receive any applications in the first round (Principals with more than 6 years’ experience) so advertised the second round which closed on Friday. There might have to be a 3rd round if that did not work, which might be a proposal put forward for a shared leadership role.

3.2 Principals’ Appraisal

 AB asked for reactions, thoughts, discussion points, relating to the Principals’ Appraisal, and suggested that any recommendations, development areas & suggestions, critical points and or ideas be pondered over the break period with a view to starting discussions next year. This would also allow for JI to bring her own ideas to table. Tonight the focus would be on the actual appraisal and the understanding of the context of such.

 This section of the meeting was held “In Committee” at 8.30pm

 “Out of Committee” at 8.45pm.

 Motion:

 That Paul Roche be confirmed as Jen’s Principals’ Appraiser for next year, 2018.

 **Moved**: AB. Carried

3.3 Charter, Strategic and Annual Plan

 AB advised that to date there had been no staff comments received. It was now out for community comment and dependent upon any feedback received, this document would be finalised at the second BoT meeting next year.

**4. SOUND AND STRATEGIC FISCAL MANAGEMENT**

4.1 November Accounts (Summary)

GB advised there was a continuation of the year’s tracking resulting in a $26K surplus; this means that we had met the goal of not taking money out of the FOSA account to meet expenses.

The Activity income was approximately $45k (athletics & swimming), and this was offset by Expenses of $50k, noting that some income (swimming) was showing under the ‘Donations General’ code.

It was agreed that the Board needed to share the good news of not having to request FOSA monetary support towards the 2017 Ops Grants funding. This should by way of inclusion in the Newsletter. Points to include should be:

- careful budget management by the Board has achieved this positive result;

- 88% of parent donations has been received; statements are due to go out tomorrow, so hopefully more funds will come in;

- any and all donations/contributions can be used to purchase new resources/equipment, etc. i.e. unbudgeted expenses; any additional incoming donation money can also be allocated to new gear;

- due to 88% of parent donations being received, FOSA fundraising monies are still in the bank and can be used for backfield, playground equipment, whatever else is on the wishlist, etc.;

- although FOSA fundraising monies are in the bank, there is still the critical need for fundraising, as per any school, as the Ops grants does not cover all requirements, i.e. iPads, etc.

EB agreed to draft the BoT Newsletter entry. YS to send through bullet points to assist in draft.

**Action: YS/EB**

4.2 2018 Draft Budget

 Due to the date of the meeting, the November Accounts was a Summary; the 2018 draft budget remains the same.

**Action: YS**

**5 BOARD EFFECTIVENESS**

5.1 Formal Resolution to Decrease the Number of Parents Reps on the Board

 AB explained that after discovering the inappropriate numbers in terms of Parent Reps on the Board, she had spoken to NZSTA and been advised on the correct procedure to ensure our Board numbers match our legal requirements under the Education Act 1989.  NZSTA also had incorrect records of the members of our Board requiring both David S and George B to fill out on-line forms. After giving “reasonable notice” to the community (which happened with the announcement via Signmee, followed up in the newsletter and on the website), of the intention to change the number of Parents Reps on the Board, we can formalize the procedure at this meeting by passing a resolution to vary the Parent rep number in our Constitution. We are required to have in the school’s constitution the allowance of 3-7 elected parent representatives, where the number of Parent reps is never equal to or less than the 4 Proprietors Reps positions on the Board.

 Currently there are only two Proprietors reps on the Board, AB and DS with 2 vacancies (Fr Sanele and one other). To reduce the number of Parent reps without losing anyone from the Board it was agreed to:

 - not replace the parent rep position created by the earlier formal resignation of Nicola Gallacher;

 - ask Anne Dowden to formally resign with effect from the end of the year 2017 and ask the Catholic office to reinstate her in one of our vacant Proprietors reps with effect as soon as possible following that but definitely in time for the first meeting of 2018.

 **The Board passed the following Resolutions** following proposals from Annette:

 *A Resolution was passed by the Board that in accordance with Section 94B (4) of the Education Act 1989, the Board resolves to vary the constitution of St Anthony’s by reducing the number of parent representatives from 7 to 5, as previously notified to the St Anthony’s community.*

Note that this variation brings St Anthony’s into line with Section 94A and Section 100 of the Education Act 1989 requiring the school’s constitution to allow between 3-7 elected parent representatives and where the number of parent representatives is never equal to or less than the 4 Proprietor representatives positions on the St Anthony’s Board.

 The Board gives effect to this resolution by:

1. not replacing Nicola Gallacher who resigned;
2. accepting one further resignation from Anne Dowden effective from the end of the school calendar year or at appointment to the Proprietors vacancy, whichever comes earlier;
3. agreeing to request that Anne Dowden fills one Proprietor’s representative vacancy as soon as possible.

5.2 Process to Replace Staff Trustee

 The Board further agreed to accept SM’s resignation from the Board which takes concurrent effect from the resignation of her teaching position. AB asked SM to provide an email for the Board’s records of her formal resignation from the Board.

 To fill this vacancy, it was agreed that staff (excluding the Principal) be directed to re-elect a staff trustee to fill the remaining period of this election term (i.e. through to May 2019) effective from the first meeting of the Board in 2018.

**Action: YS/SM**

5.3 Forward Strategic Agenda

The Board agreed 3 meeting in Term 1 2018 in weeks 2, 5 & 10:

- Thursday 8 February (self-review, delegations, chair election, agreed training focus, agree on-going BoT dates for the year)

 - Wednesday 28 February (draft Annual Plan finalized including monitoring, budget, champions, Budget finalised. Principal’s appraisal discussion finalised with a focus on what it means for 2018 performance agreement.

- Thursday 5 April (follow Strategic Agenda, business as usual).

5.4 Action List from Previous Meeting

 Points 1 & 9 (refer below) Ongoing

5.5 Approval of the Minutes of 1 November 2017

Motion: That the minutes are a true and accurate record of the meeting on 1 November 2017.

Moved: AB. Carried.

5.6 Correspondence

 Nil

**6**. **MEETING CLOSURE**

6.2 Agenda Items for Next Meeting

 Self-review, delegations, chair election, agreed training focus, agree on-going BoT dates for the year.

6.3 Meeting closed at

8.58pm

Chair Principal

Annette Bridgman Jennifer Ioannou

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Date: Date:

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| **Action Points: 30 November Meeting** |  |  |
| Analysis of VarianceAB advised that she found it hard to match the Planning Section to Where to Next? One overall thought would be to capture 1 or both sections in the Annual Plan; to make sure it’s linked to planning…. “has this occurred??” and report back against the Annual Plan, as opposed to relating it back to Analysis of Variance. (Perhaps having some “guide tos” for parents?) Is this something that teachers work on and report to the BoT on (before it goes to the MOE )?JI agreed that these were 2 great points and she would consult with staff regarding them. | **JI / staff** |  |
| Reading Recovery ReportIt was agreed to formally thank Angela Clark for the extra ‘boost’ work on a particular student. | **AB** |  |
| Innovative Teaching and Learning AwardAD to draft the letter to applicant, to be agreed by the Board before sending. YS to send through bullet points to assist in draft. | **YS/AD** |  |
| November Accounts (Summary)EB agreed to draft the BoT Newsletter entry. YS to send through bullet points to assist in draft. | **YS/EB** |  |
| Process to Replace Staff TrusteeTo fill this vacancy it was agreed that staff (excluding the Principal) be directed to re-elect a staff trustee to fill the remaining period of this election term (ie through to May 2019) effective from the first meeting of the Board in 2018. | **YS** |  |
|  |  |  |
| **Action Points: 1 November Meeting** | **By whom** | **Actioned** |
| Need to update the roster for prayer reflections. | AB | Ongoing |
| *Action from previous meetings – Maori Name for School*KR advised that there had been a change in options, both relate to the use of the word Kapi (which is the end of Seatoun Beach around to Breaker Bay) Oruaiti Reserve. (Need for more information. Jen to ask Jamie Tuuta or (Maori) families in school.KR would approach Port Nicholson Block to further identify the appropriateness of the wording. | JIKR | OngoingOngoing |

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| **Action Points: 1 November Meeting** | **By whom** | **Actioned** |
| Need to update the roster for prayer reflections. | AB | Ongoing |
| *Budget 2018* GB queried the ‘Receivables & Payables’, whereby the receivables seemed to be dropping every month. GB to email Ben directly to secure advice. | GB | **Complete** |
| *Charter, Strategic Plan & Annual Plan*Goal 2, Point 4EB suggested having a statement more open, ie. include a ‘real world concept’ for Maths in learning. (adjust wording in document)Goal 3, Point 1“Culturally Responsive” and celebrating. Bring in culturally responsive links and add to Statement – “and which reflects & nurtures theirs and others cultural identity”. (adjust wording in document)“parents are a resource as well as the wider community (which includes the parish) and this should be included. (adjust wording in document)Goal 3, Point 3JI wanted to create a proposal for funding to the MoE for IT for staff to implementing ICT & E learning. PD was also required for E-learning, however there were already items to suggest that it’s in budget; add link in document.With the agreed discussed changes, AB would circulate the document to the staff ……. in Week 5 the document would be issued to the school community for comment via the Newsletter. | ABABABJLABABJI | **Complete** |
| *Principal Report*Cloud Orientated School - JI to ensure that backups for the Library and the Office PCs would be done.  | JI | **Complete** |
| *Action from previous meetings – Maori Name for School*KR advised that there had been a change in options, both relate to the use of the word Kapi (which is the end of Seatoun Beach around to Breaker Bay) Oruaiti Reserve. (Need for more information. Jen to ask Jamie Tuuta or (Maori) families in school.KR would approach Port Nicholson Block to further identify the appropriateness of the wording. | JIKR | OngoingOngoing |