**LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)**

**Minutes of the Meeting Held on Monday, 29 March 2021**

**Present:** Melanie Dean (Principal), Amanda Luxford (Staff Rep), Lloyd Percival (Chair), Vito Lo Iacono, Julia Blackburn, Amy Christie, Matt Hunt, Jo Graham (until 7.30pm)

**Apologies:** Karl Emson, Caitlin Sowden

**Meeting:** Opened at 7.05pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration**  **Welcome**  **Declaration of Interest**  **Approve Change of Agenda**  **Confirmation of Minutes** | Matt opened the meeting with a whakatauki.  There were no declarations of interest within this Agenda.  There was just one change to the Agenda – moving the Maths presentation to earlier in the meeting.  The minutes of the meeting held on 1 March 2021 were accepted as a true and correct record, once a small change was made regarding Matt’s comment about adding a roll projection discussion to the next Agenda. | Change “suggested a roll projection graph be added …” to “suggested having a discussion around roll projection be added…” | Lloyd | Done at meeting. |
| **2. Decisions**  **2.1 Policy Review**  **2.2 Risk Register**  **2.3 Roll Trends** | The Teacher Aide Employment Policy procedure will be reviewed in September 2021. It was agreed to move In Committee to discuss this further.  **Motion: “I move that the Teacher Aide Employment Policy be**  **approved.” Melanie/Amanda. Carried.**  Matt proposed revamping the framework, maybe changing scores to between 1-4, with criteria for each score.  **Motion: “I move that Matt redesigns the Risk Register and presents it at the next meeting.” Melanie/Amanda. Carried.**  Melanie said that school rolls are dropping all over Wellington. This can cause funding cuts, etc. Lyall Bay is a “no growth” area, so there is a risk around staffing. Discussion around actions that could be taken now to look to the future. Melanie suggested adding more aspects to it in the Risk Register.  Currently, to keep on top of things, the school is not replacing teachers who leave, and we have some Fixed Term jobs to cover projects and leave.  **Motion: “I move that the end of year roll projection be added to the Principal’s Report.” Matt/Vito. Carried.** | Make a new framework, updating key risks and present at the next meeting.  Add how we are tracking along to the Principal’s Report at the end of the year. | Matt  Melanie | May meeting.  Nov/Dec meeting |
| **3. Discussions**  **3.1 Wellbeing**  **3.2 Maths Teaching and Learning**  **3.3 Maori and Pasifika Achievement**  **3.4 Communication** | Melanie reported that the staff had been asked about their wellbeing. They weren’t keen on an ‘Appreciation Board’ as they felt it could potentially add stress. They are appreciative of morning teas, leaving early in February, etc. Everyone feels well looked after and are capable of managing their own stress and/or asking for help if necessary. The Teacher Aides would like to do more staff things together.  It was agreed there should be a morning tea shout from the Board and Management on Thursday, before the Easter break.  Jo gave an interesting presentation on Maths. In 2016 only 65% of students were achieving the expectation in Maths, so in 2017/2018 Maths was the targeted PD for teachers and we reviewed the way we taught Maths. We brought in experts to help and the biggest shift was bringing in a collaborative practice. Teachers underwent 2 years of intensive training and Within School Leads go to Maths PD once per term.  Jo ran through the Pūmanawa-ā-ākonga (graduate profile). Teaching looks very different now, compared to in the past, but we teach using a balanced approach across the school.  This was covered at the last meeting. Target learners have been added by Melanie and she reported that there has been good leadership discussion around it and positive changes made.  Vito had responded to Lloyd’s email regarding Communication. Matt hadn’t received it. It was decided to park it until Term 3 and discuss it then.  There was a brief discussion around what the plan would be to engage from a Board perspective; what should form part of the wider discussion; where to look for information (HERO, SchoolApps, SeeSaw, etc); asking stakeholders how the Board is engaging; should the Board newsletter be brought back once per term; and strategic planning – needing input from all groups, FoLBS, etc.  The Board’s role is to interface between the community and the Board. The Chair should do this, but we need to decide what we want to achieve and why.  Julia was happy with the suggestions made and the steps to follow re communications (through Chair/Management). There is a special relationship between the Principal and the Chair, who meet before each Board meeting to discuss the Agenda and any current issues.  **Motion: “I move that the Board agree the Principal and Chair can continue to meet to discuss issues outside of meetings.”**  **Matt/Amy. Carried.**  NZSTA Conference – nobody is going this year. Consider putting an amount into the budget for the whole Board to attend next year, alongside the continued focus on training/learning.  It was agreed that the Board could learn from the modules on the NZSTA website at every second meeting. | Purchase eggs, buns and coffee pods for a morning tea shout on Thursday.  Brainstorm at the next meeting for 30 minutes – add to Agenda.  Run the brainstorm – who/why/what? Come up with a list of stakeholders.  Ask Sarah from NZSTA which modules she thinks would be best for our Board. | Melanie  Lloyd  Julia  Julia | Thursday  May meeting  May meeting  ASAP |
| **4. Monitoring**  **4.1 Principal’s Report** | Taken as read.  Matt asked about the targets in the report and said he’s not sure what to do with the information. Melanie said it is just information for the Board, but if it’s not helpful to this Board, she can change it to suit. Melanie hasn’t added NeLPS (National Education and Learning Priorities) to her report yet, but will do so.  Matt asked what Coaching Development means. Melanie said this is looking at staff coaching. She will let the Board see the Springboard Trust’s Leadership Plan once she has it. Two teachers have applied for a Wellbeing Unit to look at different programmes to support the wellbeing of children. URF/Kahui Ako funding has been applied for, but we are keeping this inhouse at present, so haven’t asked for any external help to develop the programme.  Matt asked about Workstreams under Strategic Aims – Cultural Diversity. Melanie said this was the Cultural Hubs and we are still looking at how to make those connections and get more engagement.  We have an amazing opportunity to create a mural in Term 2 for Huetepara. We asked the community for help and John will head the project.  Matt asked about the Weather Tightness under Property. A review was done and the 5YA funds will be used to redo the acoustics and carpet in the Ahu block. We have to spend the SIP and 5YA funds on these rooms and it needs to be spent by the end of the year. The Ministry is the ultimate decision maker as they own the buildings.  Health and Safety – 1 broken arm. No equipment was involved in this accident, but the Board is responsible to ensure the equipment within the school is safe.  The Ministry visited with Melanie re the Charter and Analysis of Variance. Matt questioned the financial report summary. Melanie explained that she refers to the full financial report for the big picture and finer detail. | Trial cutting out the Actions and adding a commentary underneath.  Add NELPS to the Principal’s Report  Invite Matt to attend the next Property Meeting.  Advise times that you’re available to attend. | Melanie  Melanie  Melanie  Matt | ASAP  ASAP  ASAP  ASAP |

The meeting closed at 8.50pm. Next Meeting: 7.00pm, Monday, 17 May 2021.

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| Lloyd | Change “suggested a roll projection graph be added …” to “suggested having a discussion around roll projection be added…” | Done at meeting. |
| Matt | Make a new framework, updating key risks, and present at the next meeting. | May meeting. |
| Melanie | Add how we are tracking along to the Principal’s Report at the end of the year. | November/December meeting. |
| Melanie | Purchase eggs, buns and coffee pods for a morning tea shout on Thursday. | Thursday, 1 April. |
| Lloyd | Brainstorm at the next meeting for 30 minutes – add to Agenda. | May meeting. |
| Julia | Run the brainstorm – who/why/what? Come up with a list of stakeholders. | May meeting. |
| Julia | Ask Sarah from NZSTA which modules she thinks would be best for our Board. | ASAP |
| Melanie | Principal’s Report: Trial cutting out the Actions and adding a commentary underneath.  Add NELPS to the report  Invite Matt to attend the next Property Meeting. | ASAP |
| Matt | Advise times that you’re available to attend the next Property Meeting. | ASAP |