

MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES
Held 15 September 2015 7:00pm in the staffroom

1. Administration Matters:

1.1 Present: Derek Slatter, Cleve Bloor, Bridget Lambert, Hayley MacDonald, Jill Trubshaw, Claire Turton, Carolyn Boyce-Bacon (Secretary)

Apologies David Foon

Welcome to Diana Hesketh presenting the Maths report.

Basic Facts expectations at Maunu have been reviewed and adjusted slightly to be better in line with expectations of curriculum requirements at different levels.

Change of testing procedures. Rationale: Used different system primarily due to the format and nature of the speed testing we were using was putting children under undue stress. Speed tests can inhibit recall of knowledge (Fluency without fear, Jo Bolar, 2015) and ultimately turning children completely off maths. For example, children were losing their place, and missing entire sections trying to catch up after missing one question. There remains a time limit for each section of questions as opposed to each question.

Key Issues identified;

Poor senior knowledge of basic addition and subtraction facts. Focus moved off add/sub to multiplication and division. Improved maintenance at school and home is required.

Programme review. Maths team have conducted a review. Rationale: Concerns about poor strand coverage due to focus on number specific areas identified in PAT testing.

Focus on range of strategies rather than a successful method for that student.

Concern for long term specific mathematical knowledge and understanding in (future) teachers.

Awareness of NZ's standings against other countries has dropped in comparison - top students achieving well, but a long tail.

Numeracy Project, has been used as a programme rather than as the professional development programme for teachers that it was designed to be. Understanding of children's development of mathematical thinking and the steps on teaching. Learning experiences and teaching steps. development based on understanding of concepts. Focus on place value knowledge. Knowledge of basic facts.

Moderation- Recent staff meeting looked at expectations and steps from one level to the next. Collectively presented samples of a child from each class & formed OTJ's & then discussed. Pleased with how staff seemed to be levelling at the same level.

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Mathematics Learning Community. 3 staff are attending termly meetings where there have been key areas for development, responsibilities as lead teachers as well as a strand focus at each meeting. This is being shared back at staff meetings.

Reviewing two programmes by the Maths team to complement the Numeracy Programme:

Prime and Pearsons. Diana presented a review of the visit to two schools currently using Prime in 2 year 5 and 6 classes. First impressions of Prime are that it will suit both BT and experienced teachers, and comes with comprehensive resources. Awaiting samples of Pearsons teacher & student books. Considered that the change should be no worse than cost neutral on a net basis. Looking to confirm decision early in term 4 with introduction of the chosen programme in term 1 2016. The plan is to decide on the best programme early in term 4 with a plan to implement it from T1 2016.

Diana left the meeting 8pm.

1.2 Confirmation of the Minutes 25 August, 2015

Moved "that the 25 August 2015 meeting minutes be approved

Derek / Cleve

Carried

1.3 Matters Arising

Master Plan for Buildings and Grounds. Google doc for ideas for Projects. Looks good as an overall guide.

Parent meeting re assessment - Timetable this in for early in term 1 2016.

Further discussion around children on site during unsupervised times before & after school. Concluded that actions to promote community awareness of the way this works are the best approach. Information about before and after school to be advertised 6 monthly in the newsletter, on the App & website.

1.4 Correspondence

Correspondence tabled.

Inwards correspondence received 14/9/15 from MOE approving spending \$200,000 of own budget on property upgrade.

Moved from the Chair "that the correspondence schedule be accepted".

Derek / Bridget

Carried

1.5 Changes to disclosures of interest: No change.

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2. Special Topics

- 2.1 Charter Review-** Annual Plan Cleve presented printed version of email sent 26 August showing where areas of review are being undertaken and who responsible for these.
- 2.2 Report on Principal Appraisal.** As tabled, Cleve to attempt to schedule term 4 meeting with BOT and appraiser.
- 2.3 Review Hazard Register.** Presented. Suggestion that future reporting includes staff engagement comments.
- 2.4 Attendance Report.** Pattern of Monday & Fridays higher. Letters were sent to those with higher than 10% absence recently.

3. Strategic Reports

- 3.1 Financial:** Taken as read.

Ratify the changes to 2015 budget sent to Education Services for uploading into accounts.

Cleve/Derek *Carried*

In Davids absence, Cleve spoke, working capital approx \$330,000.

Moved "that the August 2015 Financial Reports be accepted".

Derek/ Cleve *Carried*

Moved "that payment schedules 181,182,183 & 22 be approved."

Derek/ Jill *Carried*

- 3.2 Principal's Report: Principal.** Taken as read.

Move that

Cherry Ottenhoff is appointed as 2nd Room 13 teacher alongside Debbie Harrison due to increased numbers of new entrants in term 4 2015.

Nadine Nicholas has been appointed Middle team leader effective term 4 2015.

Cleve/ Derek *Carried*

Cleve explained Communities of learning and the possible combinations and progress being made with other Whangarei Schools.

Novopay payroll adjustments to annual leave made as result of errors that appeared after transfer to Novopay system in 2012. Novopay requirement is to table these

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adjustments to reduction in Annual leave as actioned. Those affected C Boyce-Bacon & A Lamb, both have been advised in writing.

Moved that the Principal's report be accepted

Cleve / Hayley

Carried

3.3 Staff Representative Report. Taken as read

OTJ workshop. Diana & Claire came back with some good ideas to work with team.

Collaborative teaching journey open evening at Morningside school, 7 of our staff attended.

3.4 Asset protection: Car Park. Time to go back to original tenderers & get this underway.

Bridget to approach person who does H&S work for safety advice to carpark prior to resealing.

3.5 Health & Safety Nil

3.6 Communications Nil

3.7 Personnel/Legislation Nil

4. Environmental Intelligence Matarau School are offering Cambridge preparatory work in English & Maths at year 7&8

5. Significant Events/Successes Cross Country results were good.

7. Meeting Closure: 9.40 pm

8. Preparation for next meeting

See action list

9. Date of next meetings:

Next meeting: 20 Oct 7pm start
2015 Meetings as follows; 17 Nov, 8 Dec

Signed _____ Date _____
Chairperson

Action Points 15 September Meeting

Month	What	Who	Status	Comment
2015				

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19 May	PTA / BoT meeting		Open/ ongoing	Funding for projects still under discussion. Master plan for buildings and playground?
	Framework for spending of PTA funds	David	Open	To draft for next meeting. Carried forward to 2015
16 Jun	Education Services to be advised	Carolyn	Open	Clause 14 paragraph 2 is to be removed as the Hall settlement has been included in the 2014 accounts as the contract for hall was signed in 2014 year.
21 Jul	Standard reporting template	Cleve	Open	Contact Etap to draft this up
	Oxford Trust applications Present 10YPP and 5YA	Bridget/ Hayley Cleve	Done	Prepare 2nd application for chrome books Include commentary on cyclical R&M account.
15 Sep	Hall Car Park	Cleve/ Bridget		To re activate tenders & check around H&S in the carpark