



Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held at Maraetai Beach School, Maraetai

On **TUESDAY 19 March 2019, 6.00pm**

Present:

- Mark Keenan (MK) (Principal)
- Craig Rooks (CR) - (Chair)
- Vonja Young (VY),
- Maria Macpherson Lamberto (MLC)
- Wayne Gillard (WG - Staff Rep)
- Tristan Gilchrist (TG - Minutes Secretary)

Apologies:

- Paul Bennett
- Damian Powley (DP),

Visitors:

- Lindsay Henderson – Kahui Ako In school Leader
- Lee Orpen - Kahui Ako In school Leader
- Kate Dean – Junior School Team Leader

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) CR opened and welcomed everyone to the meeting at 6.03pm. b) CR requested any conflict of interest declaration based on agenda. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p><u>Coaching Programme – Lee Orpen and Lindsay Henderson</u> Role is to lead staff PD and provide understanding of the spiral of inquiry model. Aim to improve teacher practice through coaching. Comes from Strat Plan Goal 1 Initiative 4. In turn, improving the learning outcome for students. It's not new but the method is. Spiral of Inquiry is the same as the inquiry model but the avenue has changed. Good way of unpacking what is happening for children at each point. Chose Spiral method so as to line up with the other Kahui Ako members. Broader than just reading, writing and arithmetic. As teachers, it involves collaboratively working on an aspect, in class working specifically with learners. PLC's sit very well with our effective pedagogy. As a school we have been working for the last 3 years with Evaluative Associates, this contract has come to an end, so we will be running induction</p>	



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workshops to support new teachers who come on board, with team leaders to assist their teams. Assessment for Learning is what we do at MBS, we have a termly overview of our appraisal system. Focus on two aspects each term – provide PLD, staff meetings – monitor and review progress. Capabilities of teachers are tracked against the capability matrix for staff and learners. Started developing a profile of what we would expect to see in classrooms for teachers. Allows teachers, especially those new to the staff, to see what expectations are. Learner profile is still in early stages of development.

Action 2 and 4 are around growth coaching. Coaches will pair up with another teacher, developing coaching partnerships. Coach around professional need, meet fortnightly. Reciprocal coaching. Coaching rubric programme examined twice a year to monitor progress. Kahui Ako looks at results to check whether the money that has been put in has been a good investment based on what results have been achieved.

Idea is to train 9 teachers by the end of the year. In the future, we might look at moving into semester concept. Coach each other and see how it goes by the end of term, then try and get the next layer of staff to attend etc. The aim is to get all of our teachers as trained coaches. The idea is this is to become the way of being around our school.

Students Coaching Programme – Action 3. Trial - WG worked with one class in y7&8 in 2018. This year, students apply to be in the programme. Coaching rubric used to evaluate success and progress after weekly sessions. There will be a celebration in term 3 with parents and sharing of coaching. Goal based around curriculum that they want to achieve. An academic goal. Start off with a social goal to get the learners to see what it is all about and gain understanding, then move through to the academic goals which are more complex.

Our measure of success: inquiry presentations in term 4 to share shift in pedagogy and improved outcomes.

Thank you Wayne, Lee and Lindsay for your presentation and work involved.

Kate Deane

Managing Enrolments for Term 2

About week 4 – 6 we need to open a new y1 classroom. Numbers are ever changing. Need to manage what we have coming in the first few weeks. Initially children will be fed into Rm 16, 17, and 1. By week 4, we will have all classes at 23 students. KD has been canvassing kindys to try and find out what students we are likely to get from within area. Lots of siblings coming. Potentially we need another teacher. For the 1st 4 weeks this new teacher will be support in existing classes. They will then start their own class, which at this stage will be in the hall. Musiq hub, performance net, library all effected. Looking at accessing the bowling club for extra curricular activities as they are important in the school. Looking at using the space in between Rm 16 and 1 as a break away area and for small groups. Starting next week, we are starting an extra phonics programme for extra support with Steph White who is a phonics specialist. It is important the teachers know when all starters, visits, etc. are happening. Also, we have an ORS funded child starting in Rm 1.

MK and PB



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MK discussing with MoE cost of the hall being converted in to a classroom space. Making this space as close to a normal classroom as possible is important for both the kids and parents that are involved in order to assist with a good start at school.

What happens to the community users, eg. Tai Kwon Do? There will be enough space for them to continue the use of the hall, however the kids come first.

PTA events? Will they move offsite? No, can manage these. Everything will be movable and partitioned. MoE are fast-tracking 3 relocatable classrooms for use from August – Sept. Looking at about 8 weeks in the hall if everything goes to plan. Relocatables will look to arrive on site early t2, but don't have a programme of works as yet.

Are the students included in the forecasted numbers in zone? Zone won't be in force until at least t3. Have to look at siblings and ballot, then re-ballot again in Oct for the following year. Don't want to split up families, but also don't want out of zoners.

Cohort entry

Reasons for this in documentation given in board pack.

Additional reasons include: reporting system for juniors – cohort entry would help with this.

Help with planning in Jumpstart eg. All have orientation at once so less likely for children to miss out on certain parts of the programme.

We don't want students presenting at school when they are 4. Once they turn 5 they enter into school at their cohort point. If they turn 5 in Wk 7 on or in the holidays, they start at the beginning of the next term; If they turn 5 wk 1 – 6 enter midpoint of term. Downside, there will be kids that just miss out and have to wait for the next entry point.

If we adopt, we would look to do so at the same time as the enrolment scheme.

Why haven't we had this plan in place before? Haven't had the numbers to make it necessary. Now, with more children it would be beneficial. We have looked at the roll guidelines, and the cohort entry doesn't effect this side (funding etc.) because of our size and our dates coinciding. What objections would parents be likely to have? Private childcare costs.

Benefits for children: go through with a group of children together from jumpstart,

Needs to be in policy so we can enforce the start dates. Will need to work closely with parents and ECEs about change in system and dates.

Policy to be consulted on from schooldocs in BOT pack.

ACTION: To vote on whether to implement consultation process for the adoption of a cohort entry. CR, ML, unanimous.

Put out to the community, KD communicate with ECEs. Consult for 1mth from today.

MK . KD



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	<p><u>Succession Planning</u> see document. CR to proof pamphlet, to send out with all BOT email addresses as a separate BOT newsletter.</p>	CR / MK
4	Monitoring Reports	Follow up
	<p>a) Principals Report As tabled. Who is reviewing the enrolment scheme consultation emails? MK. Need to keep consultation open for a month H&S – have all the actions been completed from the walkaround? MK – yes.</p> <p>Motion: To accept report Raised CR , seconded VY , unanimous</p> <p>b) Board Chair’s Report As tabled. Motion: To accept Chairs Report. Raised MK , seconded CR, vote unanimous.</p> <p>c) Finance Nothing to report</p> <p>d) Property Relocatables coming by Aug / Sept. New master plan coming back to us as the project has increased to 12 classes. MK and ML to meet with consultants.</p> <p>e) Policies and Legislation: Swimming Pool VY reviewed policy and Phil Davies updated. Our contract with parents on after school use is accurate. Emergency number displayed and first aid kit available. Rate content ****, implementation of policy *****</p> <p>f) Health & Safety</p>	MK /ML



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	<p>Phil Davies looked at the high risk areas, couple of small things came out. Now has an extractor fan in shed, gardener has new ladder with a platform. All hazards in these areas have been eliminated.</p> <p>Motion to accept Health and Safety Report Raised PB, seconded MK, unanimous</p>	
5	General Business	Follow up
	<p>Other business:</p> <p>BOT preparation time: 5 MK , PB, 3WG, DP, 3.5 VY , 3.5ML, 2CR</p> <p>Extra meetings:</p>	
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held February 2019 as a true and accurate record: Raised CR, seconded MK, unanimous.</p> <p>b) Action Points from previous minutes: PB to organise thank you to Heather Mason for work in funding pathways.</p> <p>c) Correspondence tabled.</p> <p>d) Identify agenda items for next meeting Parents information evening for BOT election Strategic Goal: Property master plan feedback Consult ex students at senior college Policies: Alcohol and drugs and other harmful substances; legislation and administration. Meeting closed at: 7.35pm</p>	PB CR / MK
	Next Meeting: 9 April 2019 at 6.00pm in the staff room.	