



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 21 May 2019, 6.00pm**

Present:

- Wayne Gillard (WG - Staff Rep)
- Craig Rooks (CR) - (Chair)
- Vonja Young (VY)
- Maria Lamberto Calvo (MLC)
- Paul Bennett (PB)
- Tristan Gilchrist (TG - Minutes Secretary)

Apologies: Mark Keenan (MK) (Principal)

Visitors: Sonia Coupe
 Alasha Randle - presenting Te Reo
 Rebecca Norrish - presenting China trip

1	Open and Welcome	Follow up
	<p>a) CR opened and welcomed everyone to the meeting at 6.01pm.</p> <p>b) CR requested any conflict of interest declaration based on agenda.</p>	
2 and 3	Strategic discussions and decisions	Follow up
	<p><u>Alasha Randle: Snapshot of Te Reo at MBS</u> Set goals this year rather than targets. Goal is that 85% of our Maori / Pacifica students are to be at or above curriculum level. Based on MOE acceptable standard. We have work to do to assist our Maori/ Pacifica students. How are we helping? Thanks to the board for funding Rosalie, such a wealth of knowledge, makes herself available to assist us. Been working on pepeha (introducing self in Maori) throughout the school. We also ran a staff version of why we put mana on pepeha and we created one for our school as an entirety. When Rosalie comes back in week 8 she will be teaching our school leaders how to open the assembly with our school pepeha.</p>	



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Last year we created a culturally responsive framework and have been working through with staff to move through the framework to become more responsive with their students in their class. Matariki celebration - this will be the week that ERO is coming in. We will be running this week similar to book week - daily quizzes; kapa haka performances (Welcome to ERO); etc. Matariki is now widely accepted to be 9 stars (used to be thought of as 7). We will be focussing on 2 of these stars - tying in with enviro team, class gardens (these have been planted so harvest coincides with Matariki week), having a feast within classes / buddy classes as celebration, goal setting (like making New Year resolutions).

We have been using staff PD meetings with Rosalie to focus on needs directed from the teachers directly.

Whanau hui this term will be held in week 8. Maori language week will be in term 3 - we hope to run a similar programme to matariki week.

Alasha is doing an enquiry to ensure there is a maori voice within all teaching.

What barriers are there to achieving 85% goal: similar to last year - teachers confidence especially around pronunciation. Trying to get the message out that it's ok to get it wrong, it's better to give it a go. We can all learn as a staff alongside Rosalie and the students.

[Te Reo presentation](#)

Pepehas have been created using lots of different mediums, this has been wonderful to see. The Te Reo board in the hall is to be changed / updated with new work each term. There has been a lot of work being done with our Kapa Haka, this group is being run to incorporate cultural lessons (karakia, customs, etc.) as well as the content from the traditional kapa haka practices. There are new uniforms etc. being purchased.

Thank you to Alasha for taking on this task, we are on a journey but we have made great progress already. See it more, hear it more, feel it more.

Action Plan for Maori / Pacifica: advice given that individual students need to be in the Action Plan, showing focus on individuals.

AR

What resources do you need? Have discovered a lot within the school, right now kapa haka is our focus. Mark being very supportive of resourcing this area. There is a resource bank on our drive with work samples and lesson plans to share amongst staff as well.

MK

[Rebecca Norrish - China 2019](#)

Video made from Lewis - to upload

Took 19 y7&8 students, 3 parents, RN and MK. Group run by Hua Yi. Hua Yi started out by taking NZ born Chinese students back to China, then they brought Chinese students here, some of whom we have hosted. Because of this relationship, they offered for us to go and experience the place where these students come from and what their education system is like. We had lots of support from Hua Yi: Lewis was our event manager, Wendy (owner of the company), Grace (translator and Wendy's daughter), Yu also came with us, Katherine as a local tour guide, and bus driver. So a



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great team looking after us. Even when we had to split the group, eg going to Dr, they were very well supported.

Went to 3 schools, purpose around this is we had to be invited to visit the schools as part of our visa process. If the schools want to bring their students to our school they need a friendship agreement with us. These expire within a year. We have now signed three friendship agreements with these schools which will be beneficial to both parties. Having a sister school is the next level from friendship. We were based and homestayd at South Lake school. The Chinese families had to apply to homestay students, as there weren't enough students for homestay options. We were very involved in the schools when we were there which was great.

Because we were at South Lake, the Principal held "Big Show" where he invited other international and Chinese Principals. The mayor also came so it was a big deal. MK spoke and was great. The Karakia MK and Rosalie wrote was very apt for our trip. At the show, MK shared our strategic plan, research in NZ re working with teachers and valuing professional development - this is very different to the Chinese education systems focus. Mk ended up on Chinese television. Was very well received.

Students really grew from the trip and it was great for everyone to get to know each other so well. We have brought home Chinese yoyos which are working well in the classroom and very well received by the students.

We took gifts and they also gave back to us. Wonderfully generous gifts, handmade by students, Calligraphy of our values for us; next time we would also like to take some childrens art to gift their schools.

It was an amazing opportunity, huge responsibility, very well run. Very good trip, thank you for the opportunity.

What is the thought for further trips? Some of the children from China will come to NZ. Hua Yi would like to make our visiting China a yearly thing which would be great. MK unsure whether it should be yearly in order to keep the enthusiasm levels so high. Wouldn't want to take any more than 19. Has to be in the April holidays due to timing in Chinese curriculum calendar.

e-asttle

There are a number of children below the mean. Each teacher analyses their class. WG unpacking with teachers at team meetings. Have been surprised at some children who have tested low. This is one measure of test and other testing used to make OTJs. Talked about what we can do in class to improve results. Look at data and make changes for students and to teaching programmes to close gaps. All year groups sitting ok, although y8 not so much. This particular group of students has tracked this way since Y1. Usually we make great shifts in term 3 data. Reading - y4 and 8 need to be lifted. Same children the whole way through, Maths - y8 and y5 need to be lifted. Our growth doesn't seem to look where it should be? We are looking into this, looking more closely at results. Questioning whether it is a lack of knowledge or understanding of what the actual question is. Maybe give more opportunities to work with the type of question structure that are in these tests throughout the year so they are better able to perform.

Aim to have less below than there were in term 3 last year. Mean goes up each time, new



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students coming in all the time. These new students can fall into this bracket and require ESOL assistance, intervention, etc. ESOL has grown substantially over the recent years within the school. Are other schools in our COL seeing the same? Would like to be able to see whether this is the case. There is no trending as yet. Are we utilising the COL school leaders? Not digging into eastle testing etc. at this stage.

COL benefits: we are getting more benefit from the in-school leaders, still figuring how to utilise across school leaders. Facilitation of PD etc. not set when the COL system was set up. It needs to be figured out how to best utilise the across school leaders as these roles are still being developed. COL has been great for collection of data but they are teachers not facilitators.

Writing data is going through a moderation process - looking good, actually better than reading and maths.

We will compare again in term 3.

Howick College: started meetings this week between all feeder schools looking at literacy, maths and science so that Howick College can see where to go from here with learning / teaching. They will look at what needs to be taught for the students to be ready for year 9 and 10. Our intermediate teachers are looking at going to programmes as part of this COL initiative.

“Attitude” grading in previous years was way higher, there is now less of a difference, has this been noticed? Be interesting to see which year group this reflects. Can look at again in term 3.

Feedback from 2018 y8 students

Summary of data received. Relatively small cohort but positive overall. Advised to: keep hosting the visit from Howick College, the taster day at Howick College (esp. having our own ex students show them around, this gave them confidence and a student voice), they got a lot out of both of these initiatives prior to going to High School. It is interesting that more students are choosing Maori as a subject than in the past. Science - we’re making a bit of progress in preparing them for science, still more to go. As part of our plan this year our students are going to Howick College to have a science lesson.

Survey had 13 responses - 14 went to Howick. Is the purpose to see how well they do at Howick, or how well we prepare them for high school? It would be hard to get information from other students. However, we still have other students contact details and so can easily contact them that way. If we were to survey all y8 leavers rather than just those who go to Howick College, we can separate the detail between responses for those students who attend Howick College and those who have gone to other colleges.

Survey results will be more accurate next year with a bigger cohort of students.

Overall, it appears our students heading off feel well prepared.

It would be interesting to ask more specific questions about science next time to evaluate the progress we have made in this area of focus.

4	Monitoring Reports	Follow up
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a) Principals Report

Presented by WG.

Do we have a replacement for Anna Davis? RN is managing LAs and is needs based.

Motion: To accept the Enrolment scheme as presented in the board pack

Raised CR, seconded VY, vote unanimous.

Upcoming Teacher strike: Wednesday 29 May. We have one non-union member for the strike day so this would make supervision of students difficult. There would be no financial implication of closing the school as we won't need to provide supervision.

Motion: To close the school without supervision on Wednesday 29 May for the teacher strike

Raised CR, seconded MLC, vote unanimous.

Board Member needs to check processes and authorisations used to make payments to staff members and Principal with regards to payment responsibilities. CR happy to do that.

Motion for BOT Chair to check the processes and authorisations used to make payments to staff members and give assurance to the board that it has been done correctly

Raised CR, seconded DP, vote unanimous

ERO is coming later this term. All the staff are working hard to get ready for this. If you as board members are able to come on Monday 17 June and 23 June at 2.30 to talk around stewardship that would be great.

Relocatables: kindy unaware of what is going on. Yes the board is happy for her to do this. Thank you Maria. NOTE FROM MK: Kindy were aware.

Action: MLC to talk to kindy as a polite measure.

MLC

Motion: To accept MKs Principal report

Raised CR, seconded PB, unanimous.

b) Board Chair's Report



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Thanks to everyone for efforts over the last 3 years. This board has made a significant difference to the governance of the school. Thank you and farewell to Paul. For those that are standing again good luck. I do hope to see you back if you wish to stand again. Good to see we have other people interested.

Thank you to MK and RN for going on the trip to China.

Prof Dev training sessions are coming up for new trustees. Keep these in mind for after elections.

Thank you MK for all the work around the enrolment scheme.

It would be great if as many of us as possible could be involved with ERO coming.

**Motion: To accept MKs Principal report
Raised CR, seconded WG, unanimous.**

c) Finance

Thank you to Tristan for work with the auditors. Worked through issues, continue to work through capitalisation.

no report this month

d) Property

Looking at a 2 year project initially.

Police clearance - processes set up so the contractors have no contact with children and so don't need police clearance. Area is locked off to keep them in and children out.

Nothing further to report

e) Policies and Legislation:

Emergency Planning and Procedures.

Reverse evacuation plan - does this refer to lockdown procedures? Not putting lockdown

procedures into process for security measure. Assurances that contact lists are kept up to date.

LK updating on a termly basis to catch any data not updated at the time. Student data also being printed out termly, and in the future with each cohort starting. Be aware of updating bot contacts when new board in place.

Content ***** Rating implementation *****

**Motion: to accept Policies as presented
Raised CR, seconded PB, unanimous**



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	<p>f) Health & Safety Nothing to report.</p>	
5	General Business	Follow up
	<p>Other business: RN raised purchasing something to acknowledge Mark's efforts with the China trip. Would also be good to acknowledge RN. CR to arrange gifts</p> <p>BOT preparation time: MK , 1 PB, 4 WG, 1 DP, 1 VY , 1.5MLC, 2CR</p>	CR
6	Administration	Follow Up
	<p>a) Motion: to approve the minutes of the meeting held April 2019 as a true and accurate record: Raised CR, seconded MLC, unanimous.</p> <p>Action Points from previous minutes: PB to organise thank you to Heather Mason for work in funding pathways. card and voucher to Hinge / No 5 design \$100. Done Thank you Paul</p> <p>b) Correspondence tabled.</p> <p>c) Identify agenda items for next meeting 25 June - 1st new board meeting. Strategic Goal 3 - environmentally engaged and future focused. MK to finalise 1 July roll Move H&S report to following month. Plan a new BOT induction. Policy: Curriculum and Student Achievement.</p> <p>Candidate meeting next Tuesday. Support new board, handover of portfolios.</p> <p>Meeting closed at: 7.53pm</p>	
	Next Meeting: 25 June 2019 at 6.00pm in the staff room.	