

**Meadowbank School
Board Meeting Minutes
Tuesday, 13 August 2024, 7.00pm**

Present: Jane Butel (Acting Principal), Alisha Chapman, Judith Hannan, Adrien Hunter, Patrick Mohan (via Zoom), Frances Moon (Acting Chair)

Apologies: Greg Lewis, Charles Stokes, Jessica Wight

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

None.

Adoption of Agenda

The Agenda was adopted by Frances. Seconded by Judith.

Declaration of Interest

Each member of the Board confirmed they have no conflicts of interest in relation to the matters to be discussed in this meeting and their interests, if any, are recorded in the Interests Register which is saved in the Dropbox folder. Ahead of the monthly meetings *each member is to review the Register and make any amendments required.*

FOR REVIEW, DISCUSSION AND APPROVAL

Mid-Year Strategic Review

Jane provided a written mid-year review and reported on how we are tracking on student progress, the schoolwide raising achievement plan and the strategic goals.

She explained the sideways movement from 'Above' to 'At' achievement level seen in many student's reports, particularly in Years 4-6, due to this being the mid-year checkpoint. She noted many 'Below' achievers have moved into the 'At' achievement level.

The Board appreciated the visual representation of the achievement data.

NZCER Teacher Workplace Survey Analysis

Jane provided a written report to the Board on the results of the NZCER Teacher Workplace Survey conducted in Term 2 of 2024 which was taken as read.

She noted the NZCER has reviewed our results alongside our current annual plan and has assisted in interpreting the data and defining next steps.

The Board discussed the results in depth and considered the workload and wellbeing of our teachers. Jane noted the survey results will guide decision making in Terms 3 and 4.

The Board will consider the survey results in strategic planning for 2025 later this year.

Action: Consider feedback from the NZCER Teacher Workplace Survey in strategic planning for 2025 later this year. (Parking Lot)

Curriculum Update

Jane provided a verbal update on the draft Maths curriculum released last night and the final English curriculum to be released in Term 4. She noted the next steps of delivering the Learning and Achievement component of the strategic plan will focus on unpacking the new curricula and planning for their implementation in Term 1 of 2025.

She noted we are well positioned for implementation, as the professional development undertaken by teachers this year aligns with the new curricula, covering the science of learning, explicit teaching and other key elements. She also noted we are also well placed given we have already implemented a Structured Literacy approach in the junior cohorts.

The Board considered funding needed for resources associated with the new curricula and the anticipated timing of this information later in the year. The Board discussed how it can progress against the existing strategic plan and prioritise implementing the new curricula alongside other items at this time.

Jane noted reporting requirements will change and we will no longer report against curriculum levels, rather in phases. Also, testing requirements will likely change, but these details are still to be announced.

Jane noted our teachers are positive about the clarity brought from the new Maths curriculum being released and its content.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Open for Board review

- Concerns and Complaints
- Performance Management
- Protected Disclosure

Decide review approach

- Internal Review – Adrien to review

To Approve

- Scheduled Review (Legislation and Regulations) – Recent changes – endorsed by Alisha.
- Scheduled Review (Curriculum and Student Achievement) – Recent Changes – Endorsed by Frances.

Waiting on SchoolDocs

- School Planning and Reporting
- Recognising Student Achievement
- Reporting to Parents on Student Achievement

MONITORING AND MONTHLY REPORTS

Principal's Report

Jane provided a written report to the Board which was taken as read.

She noted the new Maths curriculum was released on Monday, as discussed earlier in the meeting.

She noted the short-term international student programme was run successfully and deeper feedback from the families is currently being reviewed by the Senior Leadership Team (SLT).

She noted the recent Parent-Teacher Interviews were very well attended. Few parents dropped in to visit the Specialist teachers and this option will be reviewed for next year.

The Board discussed the details of the Read-A-Thon and considered differentiating the activities for junior and senior students next year.

The Board also discussed student attendance and how lateness is managed.

Action: SLT to consider differentiating the activities for junior and senior students in Read-A-Thon next year. (Parking Lot)

Health and Safety Report

Jane provided a written report to the Board which was taken as read.

Club Meadowbank Report

Jane provided a written report to the Board which was taken as read.

She noted term-time attendance was slightly down in July, however the holiday programme was well patronised across all days. The Board discussed the holiday programme schedule and the popularity of excursions compared to incursions. They considered whether more excursions should be offered based on their popularity with families if incursion uptake was not high.

Action: Club Meadowbank to monitor uptake of incursions during holiday programmes and if not well patronised to consider offering more excursions.

Finance Report

CES provided a written report for June and July 2024 to the Board which was taken as read.

Adrien noted strong income from the International Student programme, as well as donations which are currently sitting at 97% of budget.

It was noted that reliever costs are high and will likely continue for the rest of this year. Also, water costs are high on the senior side, so water usage will be investigated. The budget for Professional Development is nearly depleted, however staff learning planned for the rest of the year will be funded by the MOE.

Fixed Assets/Depreciation Approval

CES provided the Fixed Asset Register and Depreciation Rates to the Board for approval. The Board approved.

Balance Budget Sheet Approval

CES provided the Balance Sheet and Cash Flow Budgets for 2024 to the Board for approval. The Board approved both.

Actions: SLT to investigate water usage on the Senior side.

