

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 20 February 2024, 7.00pm**

Present: Jane Butel (Acting Principal), Alisha Chapman, Judith Hannan, Adrien Hunter, Greg Lewis (left meeting at 9pm), Frances Moon, Charles Stokes, Jessica Wight

Guests: Amy Thompson, Andrew Troy, Carlene White

Minute Secretary: Kim Murphy

*Opening Karakia*

**Supplemental Agenda**

None

**Adoption of Agenda**

The Agenda was adopted by Jessica. Seconded by Charles.

**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.*

**ELECTION OF BOARD CHAIR FOR 2024**

**Election of presiding member**

As required by the *Education (School Boards) Regulations 2020*, the Board elected its presiding member at this first meeting of the year. Jessica was unanimously elected to continue as presiding member and her efforts in this role were recognised by the Board.

**Succession planning**

The Board discussed running for re-election, co-opting skilled new members and the allocation of portfolios for the next Board term. Frances will fulfil the role of the presiding member's deputy this year. Greg and Adrien will work together on the finance portfolio this year, with the view that oversight of the finance portfolio will be in the form of a committee. Charles will continue with the property portfolio. All portfolio appointments were supported by the Board.

**GUESTS**

**2023 Analysis of Variance**

The SLT provided the Board with the 2023 Analysis of Variance, which was taken as read.

Jane invited questions from the Board and confirmed the 'next steps' defined in the Analysis of Variance are included in the strategic annual plans for this year.

### **2023 Achievement Report**

The SLT provided the Board with the 2023 Achievement Report which was taken as read.

It was noted many cohorts achieved positive or accelerated results, with 80-90% of Year 1-6 students achieving at, above or well above in reading, writing and maths. The general uplift in maths in the reporting was noted, due to the professional development focus on numeracy in the 2023 Strategic Plan.

It was noted Year 1 showed acceleration in reading, which is attributed to the introduction of the Structured Literacy programme in 2023. It was noted gender differences exist in some results, with girls across all levels outperforming boys in writing achievement and boys representing a higher percentage of well above achievement in maths. The SLT confirmed the strategies, initiatives and professional development in place to narrow the gap between genders in 2024.

The Board noted the record number of ESOL students. The SLT noted the grouping of all the ESOL and non-ESOL data reflects the makeup of our classes and our school body. Separating them out was considered but it was thought the best way to take action on the data was to see the classes as a whole.

The Board discussed performance over time and how this can be measured in different ways.

Action: SLT to develop reports that contain cumulative data to reflect each cohort's performance over time from Year 1 through to Year 6 in the Above and Well Above categories in future reporting.

### **NMSSA Reports**

The SLT provided the Board with the results from the testing of Year 3 and Year 6 Meadowbank students by the National Monitoring Study or Student Achievement (NMSSA) in 2023 in the areas of Numeracy and English & Social Sciences which was taken as read. Amy noted the students who were tested were selected at random by the NMSSA and the results showed they performed well compared to the national sample.

## **FOR REVIEW, DISCUSSION AND APPROVAL**

### **2024 Strategic Plan**

Jane talked through the Raising Achievement Plan 2024, which focuses on professional development continuing from 2023 related to maths programmes, enabling teachers to embed best practice in maths. Jane confirmed professional development in maths will be led by Team Leads in PLG.

The Board asked about professional development in other areas of the curriculum. Jane confirmed professional development in literacy will be conducted by external facilitators. She also confirmed professional development in writing and the science of learning are focuses of ISL through ACCOS Initiatives. The Board was reassured that, although the Raising Achievement Plan has a maths focus, literacy remains an initiative within the 2024 Strategic Plan.

The Board approved the updated 2024 Strategic Plan.

Action: Jane to include an update on ACCOS Initiatives in the Principal's Report in future.

## **Budget 2024**

Jane presented the final draft of the budget for 2024.

The Board discussed key updates, including certain key revenue and expense items. Greg noted gas and electrical expenses are high and the Board considered the school's allocation grant for energy. The Board considered expectations for locally-raised funds this year and the effect of the current cost of living crisis on donations and fundraising amounts. The Board considered the threshold for a minimum Working Capital and confirmed there is guidance on this set out by the Ministry of Education. Meadowbank remains above this minimum amount.

The Board approved the final budget for 2024.

**Actions:** Jane to follow up on the allocations grant and whether there is MOE funding for amounts over the allocation for gas and electricity. Jane to determine if the IRD requires a signature on donation receipts. Jane to confirm with management software provider Edge Learning Solutions if an option can be inserted in the payment portal to enable parents to pay an additional, optional donation towards the school.

## **Delegations**

Jane provided the updated Schedule of Delegations which was taken as read.

The Board discussed the SchoolDocs policy on School Closure, which outlines the option to delegate decision making responsibility to the Principal regarding school closure in the event of an emergency. It was noted there is no delegation to the Principal for reopening the school. The Board decided to delegate the responsibility for both closing and reopening the school in the event of an emergency and in keeping with the *Education and Training Act 2020*. It is expected the Principal may consult with the Board prior to school closure if it is reasonable to do so.

Jane noted an update to clause 1.h. of Delegations Retained by the Board regarding staff leave. The Board approved the update, subject to including a requirement to plan cover for the teacher's leave to minimise disruption to students. This was a resolution that had been passed by the Board in a 2023 meeting, with an action to update the delegations schedule when it was due to be updated.

Jane provided the updated Delegations List for when the Principal and Deputy Principals are off site which was taken as read.

The Board approved the Schedule of Delegations, subject to the agreed changes, and the Delegations List.

**Actions:** Jane to add the clause 2.i. under Board Delegations to Principal: *The Education and Training Act 2020* also allows a Board the power to close a school it administers due to epidemic, flood, fire, or any other emergency. This Board responsibility is delegated to the Principal, who may consult with the Board and relevant parties as able before making a decision, if time allows and it is reasonably practicable to do so. The same decision making applies where decision making is required to reopen the school. Jane to add to clause 1.h. under Delegations Retained by the Board about requirement to plan cover for the teacher's leave to minimise disruption to students.

## **2024 REVIEW SCHEDULE & BOARD ASSURANCES**

### **2024-2026 Review Schedule Overview**

Jane presented the 2024-2026 Review Schedule Overview, which was taken as read.

### **2024 Combined Review Schedule & Board Assurances**

Jane presented the 2024 Combined Review Schedule & Board Assurances, which was taken as read.

Action: Jane to update the MBS Board annual review cycle, with timing of reports and newsletters for 2024 (including moving the final newsletter from the Board to Term 3).

## **SCHOOLDOCS**

The status of SchoolDoc reviews are as follows:

### **Decide review approach**

1. Te Tiriti o Waitangi – Jane and Adrien to review
2. Board Responsibility – Jane and Adrien to review
3. Documentation and Self-Review Policy – Jane and Frances to review

### **To Approve**

1. Cell phone and personal digital device – approved by Board. Action: policy around phones and smart watches to be shared with the community in a newsletter.
2. Learning Support – Jane and Alisha summarised changes. Approved by Board.
3. Inclusive Education – Jane and Frances summarised changes. Approved by Board.
4. Maori Educational Success – Jane and Jude summarised changes. Approved by Board.
5. Term 4 internal review upcoming changes – Jane and Adrien summarised changes. Approved by Board, subject to action items around competitive quotes and gift register. School Docs has areas of 'optional wording' and the following actions were agreed upon: (a) there should be a clause around the threshold for requiring competitive pricing for expenditures over \$10,000 (even if within budget); and (b) a gift register is to be established for gifts more than \$100 in value, although historically these have rarely, if ever, been received. Actions: Greg to review those changes related to finance, income and expenditure. Jane to update a clause in Expenditure around competitive quotes. Jane to update clause on receiving gifts of more than \$100 in value, with the Principal to present the gift register to the Board regularly.

### **Waiting on SchoolDocs**

1. Curriculum and Student Achievement Policy
2. Student Achievement /Assessment
3. Home Learning
4. Distance Learning
5. Identify Learning Support

## **MONITORING AND MONTHLY REPORTS**

### **Principal's Report**

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

The Board discussed attendance at the first FOMS meeting of the year and encouraging new volunteers.

### **Finance**

CES provided a written report for December 2023 to the Board which was taken as read.

Greg noted the \$68,000 end of year surplus, but also the costs still to come out of that amount, and that the report is not final. Greg noted he will track locally-raised funds this year, to measure any changes to donations and fundraising amounts due to the current cost of living crisis.

The Board discussed the timing of capital projects and how that affects Working Capital.

### **Property Report**

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

Regarding the main school electrical feed, pricing for the test civil works component of the power upgrade project is due on 26 February 2024.

Regarding the pool changing shed replacement, Charles confirmed this project should commence during Term 2 this year (subject to Council approval) after all school swimming activities and events have been completed.

Regarding the Orchard Block, the SLT provided an update on the progress of the removal of material in the next four weeks to allow for further surveys and geotechnical investigations. It remains the Board's goal to have these classrooms rebuilt given the many upgrades required.

Jane provided the Board with the 5YA and 10 year property plans for review, which were taken as read. The presiding member has signed the 5YA and 10 year property plans.

### **Health and Safety Report**

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

### **Club Meadowbank**

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

## **MATTERS ARISING FROM PREVIOUS MEETINGS**

### **Minutes of Previous Meetings**

Moved by Jessica that the minutes of the meetings of the Board from 13 December 2023 be accepted as a true and correct record. Seconded by Adrien.

### **Action items**

The Board agreed to review the Action Register at the next meeting. Most items were covered in the course of this evening's meeting.

