

South New Brighton School
Minutes of Board of Trustees Meeting
Staff Room at South New Brighton School
Wednesday 31st July 2024 at 6:30pm



In attendance: Kate McClelland (Principal) Anna King (Presiding Member), Karen Ward (Staff representative), Kim Grooby & Peter Sawyer

Apologies: Kallysa Hollis, Donna Dimond, Holly Timms (Board Secretary)
interest: None

Declared conflict of

The meeting was under the effective control of the Presiding Member, Anna King, and the funding comes from the Ministry of Education.

1. OPENING

The meeting was opened by the Board of Trustees at 18:30pm with a karakia. Anna acknowledged apologies from Kallysa and Donna.

Anna welcomed Peter Sawyer to his first Board of Trustees meeting.

2. PREVIOUS MINUTES

There were several changes to be made to the June 2024 minutes, therefore, a motion will be made at the next meeting to accept the June 2024 minutes.

3. ACTION POINTS

- The school community has been notified of Peter's selection and this information has also been provided to NZSTA.
- Kate has contacted Lynn Te Aika and is currently awaiting a response.
- Kate has chased the outstanding invoices.
- Plastic tubing and copper wire have been sold.

4. PRINCIPAL'S REPORT

The Principal's report was circulated to the board prior to the meeting and taken as read.

- **Structured Literacy:** Kate reported great progress so far with this. It was noted that all Year 0-4 teachers are scheduled for structured literacy training over the next two terms. This initiative is part of the school's focus on enhancing literacy outcomes. The next teacher only day has a focus on structured literacy.
- **Maths:** Karen and Jess are trialling Maths No Problems. Karen said the engagement is higher and the Teacher aides and Teachers have reported a positive impact.
- Overall Teacher Judgements and testing have been completed for the mid-year achievement, which will be uploaded for reports to parents next week. Mid-Year student achievement data is to be presented to the Board at the August meeting.
- Book character day is on 23rd August 2024.
- Kate will be visiting Redcliff's School to review their anti-bullying programme.
- HERO has now been implemented and Kate reported good uptake on the app being downloaded.
- There have been 40 behavioural incidents that have been reported in HERO, this includes 27 minor and 13 major incidents, which are mainly related to disruptive behaviours and attitudes in the classroom. Kate and Ben plan to visit Shirley Intermediate to learn about what strategies they have in place to manage the behavioural issues they experience.

Motion: *It was moved that the principal's report for July 2024 be accepted.*

Moved: Anna King

Carried

5. **Property & health and safety reports**

The property report was circulated prior to the meeting and was taken as read.

- **Heat pumps:** MoE is reviewing the current heat pumps and there is some heat pump maintenance that needs to be completed. Christchurch Refrigeration have provided a quote for \$3,000 to replace a heat pump, which the board agreed to.
- There is a Health and Safety course that has been sent through which is a 2 day course, which the board agreed would be good for David to attend.

6. **FINANCES**

The finance report was provided prior to the meeting and taken as read.

There is a current deficit and the school is working towards reducing this over the next year.

Motion: *It was moved that the financial report for July 2024 be accepted.*

Moved: Anna King

Carried

7. **POLICIES**

- Complaints Policy
- Performance Management
- Protected Disclosure

The board has reviewed and discussed these policies.

Motion: *It was moved to approve and adopt the above policies.*

Moved: Anna King

Carried

8. **CORRESPONDENCE IN/OUT – None**

9. **GENERAL MATTERS**


- The board meeting for 18th September will not be going ahead.
- Kate said it would be good to have a board photo taken at the August meeting.

10. **PUBLIC EXCLUDED - None**

Next meeting: Wednesday 28th August 2024

Meeting ended at 19:45 pm with a closing karakia

Signed



Anna King
Presiding Member

28.8.24

Date