

Newtown School Board of Trustees

Meeting minutes

Wednesday 22 November 2017, 6.15 pm, school staffroom

Present: Mark Brown, Annette Gittos, Julie Bennett, Kelvin Harper, Lucy Kebbell, Sally Hunter (items 1 - 3) and Jo Gould (minutes).

Apologies: Karen O'Leary, Daniel Petersen and Victoria Esson.

1. Previous Minutes and Actions

Minutes of the 25 October 2017 Board meeting were approved and the action items were discussed and updated.

2. Conflicts of interest

None declared.

3. PB4L and Inclusive Practices Survey

PB4L

Sally presented to the Board the PB4L report for terms 1, 2 and 3. She discussed the ways that the PB4L programme encourages and rewards positive behaviours, including the number of cards of awesome awarded to students and rewards to acknowledge positive behaviours - for example, an outdoor disco is planned for the whole of school in early December.

The number and nature of "major incidents" (an average of around 3 per week) were discussed. Good ideas for responding to incidents have been contributed from the parents and others on the PB4L committee. Professional development is ongoing, to support teachers with knowledge to help students regulate their emotions and learn positive ways to deal with issues, sensory calming activities, and

incorporating mindfulness throughout daily school routines. Various programmes are also being offered at lunchtimes to engage students in constructive activities.

Parents of individual students with two or more OBRs - Office Behaviour Referrals (which result from major incidents) are contacted by senior staff members. Those students with repeated incidents are also referred to RTLB for further assistance. Support is provided for any students affected by major incidents (for example, through restorative discussions).

Inclusive Practices Survey

Sally presented the preliminary results of the Inclusive Practices Survey, which was completed this year by staff, various students and the wider school community. The last survey was conducted in 2014. The results show improvements across all areas surveyed. The results highlight areas that the school can continue to work on, including better identifying individual learners' strengths and weaknesses.

An Inclusive Practices Action Plan will be developed once report is finalised. The finalised report and action plan will be brought back to the Board in March 2018.

ACTION: Final report and action plan from the Inclusive Practices Survey will be presented at the Board's March 2018 meeting.

4. Principal's report

Mark tabled his monthly report. Issues discussed included:

- The school is participating in an international (NZ and Australia) study around innovative learning environments and collaborative teaching practices, which is looking at whether these are making a difference for learners. Newtown School completed a survey earlier this year, and five teachers were interviewed about collaborative teaching. The research is showing that there is more powerful learning happening where teachers are working more collaboratively together. Newtown School will continue to be involved in this research. A summary of the results available to date is available at:
http://www.ilet.com.au/wp-content/uploads/2016/08/EARLI-ILET_20170901.pdf
- Leadership structure for 2018 - instead of having one whanau leader, a teaming or collaborative leadership model will be used across all the whanau next year. Three roles have been identified that will be shared across the teachers in each whanau: communication, curriculum delivery and

student achievement. This approach recognises that all teachers have leadership roles in the school.

- A draft budget for next year has been prepared - Mark noted that the school is planning for a deficit of around \$68,000, but when the cashflow is taken into account the school will be about \$6000 in the positive. Will bring back a more finalised draft budget in December.

ACTION: Draft Budget will be presented to the Board at its December 2017 meeting.

- Communities of Learning (COL) - Mark and Annette attended a meeting held at SWIS for those schools that had expressed an interest in a Capital COL. Principals were enthusiastic about moving ahead. An initial steering group consisting of representatives from all the schools will be underway in early 2018. There is, however, an outstanding question about new government's approach to COLs, and the impact this could have on how they progress.
- Testing for national standards is underway.
- New teachers will be at school next Wednesday as part of their induction.

5. Committees/Policy

Policy

Lucy informed the Board that the next area for focus will involve bringing all the employment policies together.

Dyslexia

Julie updated the Board on the recent meeting of the Dyslexia working group. Quentin Abraham will be visiting the school in early December to do some observations, and will return next year to share observations and conduct staff training. The working group discussed early identification of children with learning difficulties and the development of individual learning plans, both of which are improving. The group asked that Sally prepare a report for the December meeting on the number of children that had been identified and the supports that have been put in place for them.

As recommended by ERO, all children that need to make accelerated progress should have an Individual Learning Plan, and Mark observed that staff need to be freed up to do this work.

Lucy mentioned manaiakalani schools in Auckland, which involves a number of mostly decile 1 schools in south Auckland that are focused on improving student achievement outcomes for children over the course of their primary school learning. The schools offer visits for BOT members and teaching staff to

learn more about their programme, which Newtown School Board members supported. Lucy offered to invite Pat Sneddon, Chair of the Manaiakalani Education Trust, to speak to the Board about the manaiakalani school experience.

ACTION: Lucy to see whether Pat Sneddon is available to talk to the Board about the manaiakalani education programme in Auckland.

Health & Safety

Lucy has drafted a MOU between the school and the organiser of the Saturday market, which covers off a range of issues (including health and safety). Comments on the draft have been received, and the MOU has been provided to Mark to progress. The Board also suggested that Mark inform the school's insurer that the market is operating on the school grounds.

ACTION: Mark to progress finalising the MOU with the market.

ACTION: Mark to notify the school's insurer that a market operates on the school grounds on Saturdays.

In terms of the new build, Mark will raise the issue of the asphalt at the next meeting about the build, as there have been some big trucks come through as part of the new build. Mark will also talk to SKIDS about holiday programmes operating over the summer holiday period, particularly if building sub-contractors are parking on-site over that period (Board members suggested that they could use the staff car-park instead). Mark did note that there was an incident involving the crane contacting Tui's roof (this occurred outside of school hours), when the crane was caught by a gust of wind.

ACTION: Mark to discuss with the building contractor (and, if necessary, SKIDS) about options for parking on the school grounds during the summer holiday period.

6. School Charter

Annette provided an update about a course run by STA on school charters. This is the last year for school charters, as they will be replaced by a four-year strategic plan and an annual implementation plan.

Annette clarified that the school charter should tell our story as a school, and what our big themes are over the next four years - it's not a management plan. The Board agreed that the charter should cover the following broad themes:

1. progressing student achievement

2. cultural diversity and responsiveness
3. school values
4. new learning environment
5. student wellbeing

7. Any other business (including correspondence)

Dates for upcoming BOT meetings

The next Board meeting will be on 13 December 2017.

For Board meeting dates in 2018, Annette will send out an email to Board members to seek their preferences for the day of the week to hold the meetings (not a Monday or a Friday).

ACTION: Annette to email Board members about their preference for meeting days in 2018


Correspondence

The Board noted the submission made on their behalf on Black Bull Liquor Licence application.

8. In-Committee

The Board moved into committee at 8.46 pm to discuss personnel and other matters. The Board and moved out of committee at 9:24 pm.

Next meeting: 13 December 2017

 13/12/17

