

## **BOT Meeting 25 August 2020 at 7:10 pm**

**Present:** Wayne Lunjevich, Kevin Matthews (zoom), Kelvin Horsford, Diane Laurenson, Amy Bolstad, Krystal-Rose Taaffe

**BoT Secretary:** Sheree Petch

**Apologies:**

**Karakia:** Wayne Lunjevich

**Minutes:** 28th July 2020

*Accepted as true and correct.*

*Moved by Diane, Seconded by Wayne Carried All*

### **Matters Arising:**

- Teacher Aide Pay Equity
- H&S register / Committee: Wayne, Amy, Kelvin
- Kitchener St new heating regulations
- BDO draft audit completion report

Motion: the board move and approve Audit Completion Report 31 December 2019

*Moved by Diane, Seconded by Amy Carried All*

### **Inwards Correspondence: (tabled)**

- **STAnews** issue:301
- **Tuketuku Korero** Vol.99 No.13
- **Education Gazette** Vol. 99 No.12
- **Local Refrigeration** Quote for heating in rentals (a) \$4,398 (b)\$3,680 plus GST

Motion: the board move and approve option (1) \$4,398 by Local Refrigeration for Kitchener Street heating regulations

*Moved by Diane, Seconded by Amy Carried All*

- **BluBeez Environmental** Asbestos Management Survey and Plan
- **NHS** Garage proposal (see property)
- **Laser Electrical** Quote \$844.89 to supply & install 4 LED battens + 1 double light switch under stage

Motion: the board move and approve Laser Electrical quote of \$844.89

*Moved by Kevin Seconded by Diane Carried*

### **Outwards Correspondence: Nil**

Motion: *Inwards correspondence accepted, outwards approved*

*Moved by Kevin Seconded by Wayne Carried*

### **Curriculum Review: (Zoom 7:30pm)**

#### **Literacy Feedback (Rhonda)**

- **Year 7 Reading**

B.O.Y	82.1% achieving Well Below or Below	18% achieving At or Above
M.O.Y	71.7% achieving Well Below or Below	28.3% achieving At or Above
- **Year 8 Reading**

B.O.Y	88% achieving Well Below or Below	11.9% achieving At or Above
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M.O.Y 76.2% achieving Well Below or Below                      23.7% achieving At or Above

- **Year 7 Writing**

B.O.Y 88.1% achieving Well Below or Below                      12% achieving At or Above

M.O.Y 87.6% achieving Well Below or Below                      12.5% achieving At or Above

- **Year 8 Writing**

B.O.Y 92.2% achieving Well Below or Below                      7.9% achieving At or Above

M.O.Y 88.3% achieving Well Below or Below                      11.7% achieving At or Above

**Mathematic Feedback** (Dominique) see handout

- Resources put in place..
  - KIS Maths Hub (one stop shop for Maths Teaching & Learning)
  - Matific(Online programme to support teaching programme)
  - Maths Kits of Materials and Maths Games for every classroom.
  - AWS Pre Tests used as formative assessments to identify learning needs of students.
  - e-asTTle Testing for summative results(Number/Alg T1 & 4 and Strand Tests at the end of each unit).
- **Extra opportunities in Maths**
  - Otago Maths Problem Solving (36 students)
  - Kiwi Canterbury Maths Exams
  - Northland Mathex(postponed but 1 x Y7 team and 3 x Y8 Teams trained for this)
  - School Wide Maths Week 10th - 14th Aug which included interclass Mathex competition.
- **Year 7 Maths**

B.O.Y 82.9% achieving Well Below or Below                      17.1% achieving At or Above

M.O.Y 77.9% achieving Well Below or Below                      22.1% achieving At or Above
- **Year 8 Maths**

B.O.Y 93% achieving Well Below or Below                      7.1% achieving At or Above

M.O.Y 84.1% achieving Well Below or Below                      16% achieving At or Above
- **Recommendation / Thoughts**
  - Continue building upon resources on Maths Site
  - Seek Professional Development opportunities to upskill teachers in the learning area.
  - Co-plan/Co-Teach Models and/or T observations
  - Have high expectations for our students and give them the opportunities that allow them to explore and extend. (BF example).
  - Revise our current timetable. The current style does not optimise teaching and learning time. Other models can maximise learning time and provide opportunities for regular support professional development within our staff rather than relying on relief teachers regularly.

Kevin thanked Dominique and Rhonda for their report and efforts in the area

## **Financial Report:**

As at 31 July 2020 we have spent 47% of what was budgeted for the year

You have used 48% of your Salaries Budget for the year to date

This compares with 58% of the calendar year gone

Actual available funds as at 31 July \$589,152

Budgeted Available funds as at 30 June \$337,763

### *Items of significance*

#### *Income*

- 0143 Staff banking budgeted \$3,000, MOE manual payment 1 July \$9,584.35
- 0260 Ineligible Bus Pupils budgeted \$1,000, pupils to be invoiced next few weeks in bulk
- 0295 Miscellaneous budgeted \$2,000 \$374 PKF koha for stationery / uniforms

#### *Expenditure*

- 1543 Covid-19 Resources - set up to accommodate expense / claim before Friday 12th June for distance learning and connectivity expenses incurred
- 3045 CoL contribution offset with income from Op drop
- 3303 Rm2 Stationery - Wayne addressing the issue
- 3419 Disc. Anc. SES Funded - offset income code 0150
- 3422 Teacher Aide - ORS - offset income code 0150
- 3721 Furniture grant - tote tray Rm1, stools Rm3
- 3723 Sports Equipment \$8,678 - Oxford Sports Grant
- 3802 RTM Travel - figures weren't available until after March return
- 3805 RTM Travel
- C540 Property  
\$11,079 Chromebook storage Four Winds Grant  
\$5,450 2x new drinking fountains as requested by staff - still to be installed

*Financial report accepted and accounts moved for payment, retrospective accounts moved & approved*

*Moved by Diane, Seconded by Amy Carried All*

### **Principal's Report:** *see full report attached*

- **Roll 262**
- **Mid Year Data** Syndicate review and then combined discussion of reports, teaching practice review needed for change
- **Professional Development** Peer reviews in house to upskill
- **Education Perfect** 70 day free trial
- **Staff wellbeing** teacher aides yet to complete, results raise concerns
- **2021 Tech** timetabling review
- **TOD** ManaiaKalani workshop cancelled due to Covid, held own Prof Dev. Mana Potential on hold. Tamsin Hanly TBC
- **Principal Appraisal** Mike Scaddan - 6 mths \$900 plus travel and accommodation.
- **Appraisals** 2021 appraisal known as Professional Growth Cycle

- **Curriculum Review** report completed, Angela to give feedback on findings at the next Board meeting
- **Attendance Report** 85% attendance, 2.5% Covid, 2.5% truancy, 10% sickness/tangi
- **Class** Single year class discussion for 2021

Kevin thanked Wayne for his report

**Property Matters:**

- **NHS** Garage proposal *clarification of measurements required of the full area to ensure future proofing for teaching spaces - Kelvin to follow up with Tristan*
- **FNDC** Building WOF inspection being carried out Wednesday 26 Aug
- **Roundabout**
  - 3.5mtr solid centre hard wearing
  - No land taken
  - No plans with trees
  - No plans re. bus bay, bus turns left not right
  - School signage to be moved back 1.5mtrs back

*Moved by Kelvin, Seconded by Diane Carried All*

Meeting closed: **9:30 pm**

Next meeting: **15th September**

**Certified as True and Correct**

**Signed:**

**Kevin Matthews**

**Chairperson**

**Kaitaia Intermediate School**

**Dated:**