

**VOGELTOWN BOARD OF TRUSTEES**

Care for the land - Care for the people - Go forward

Manaaki whenua - Manaaki tangata - Haere whakamua

**MINUTES - MEETING NUMBER 5**

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| **Date:** | 08/08/2023 | **Meeting opened:** | 6.00pm |
| **Present:** | Jeremy Ogle, Peta Apperley via Zoom,, Paul Gibbins, Hemi Coates, Rachel Pretty, Steve Venables, Mike Miners, Lee Newland, Laura Seed | **Apologies:** |  |

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|  | **ITEM:** | **PARTICULARS:** | **Forwarded** | **Seconded** |
|  | **Previous**  **New Matters Arising** | **Confirmation of previous meetings minutes:** Ratified to go on website  **Matters arising:** Mike welcomed everyone to the meeting and thanked Steve for stepping up while he was away. He has done a great job.  The Leadership team attended the meeting and spoke about how the teams are going. Staff and students are in a good place.  Lee Newland - Taranaki Team Leader spoke to the board about how the team tracks our young children's learning and steps that are taken to support our at risk children. Yr 0-2 have Teachers Aides working with the children one on one and in small groups. Kim Jacobs has 4 children she is taking in a small group for extra reading and learning. Teachers are using BSLA, a regular reading group and the new phonic reading is working well. Children may be able to read the books but do they have the comprehension of what is being read.  More new entrant children are very needy when they start school. We do not know why this is but some children have not attended pre school and require a lot more attention and extra time to settle.  Laura Seed spoke as Brent (Huatoki Leader) was away sick. She explained the data wall information. Again it is a bell shaped curve. The children do reading groups and one on one reading with Julie. Laura Seed also takes a small group to encourage and help. There are 10 at risk readers. Dani, Marizaan and Brent have all completed the BSL Training.  Maths is the hardest subject for this group so children change to different groups depending on ability.  It is very noticeable when home life is affecting our young ones. We had a situation where a child was very low at a subject and home life was not good. This child’s home situation changed, they had a good regular nights sleep, good meals, lunch for school and we noticed that their reading, writing and maths all improved.  We underestimate the effect of these basic essentials for children.  Unfortunately we have no control of this but try to help as much as we can.  Rachel Pretty - (Nathan, Paetoki Leader is sick)  There has been huge growth in the senior team children. There is 1 teacher aide to help with our seniors. We are working on speeches at present which is good to build the children's confidence and language skills. Seniors are using PACT and Ed Shed to help reading and writing skills, as an extra we have Andrew work with 2 children for LTB Literacy and we have special reading groups that work together in a smaller room.  The Senior teachers set individual goals for the kid which get checked every week for progression.  Testing will begin again towards the end of Term 3 and Rachel feels we will see huge growth in our groups.  The Board members asked if the senior team needed another teacher aide. | Mike | Jeremy |
| **STRATEGIC REVIEW** | **Monitoring** | **Strategic Review -**     1. Strategic Plan - Our Team Leaders attended the meeting. 2. Quality Teaching - Staff discussed and felt that had achieved most of the objectives so the chart shows green as achieved. There are only 4 yellow parts on the Strategic Plan chart. This shows we are in a great position as a school. The Board members wondered if this is the best way of showing results, as achieved means that it is done and completed.. They feel that as a school we should be working towards achieving them until the end of the year. A new way of recording should be looked into and should be time bound and measurable.   The basics are great but needs a change in wording and specifics. The plan should be measurable, have specific priorities, scoring with an academic focus and aspirational  The board members know the staff are doing a great job but want the plan to be more focused on our children.  All members agreed that they are there to help the staff and the children.. |  |  |
| **REGULAR REVIEW** | **Targeted Reporting** | **From Principal’s report -**  Link to Principal’s Report:  [Principals Report](https://drive.google.com/drive/folders/1mHuvmlYJnltQ_y-X85y9RMnHk4fxk0R1)  Roll is at 388   1. Vogeltown roll is at 388 at present with a lot more children to come in Terms 3 & 4. Jeremy feels we will start 2024 with 365 children which is high, therefore no Out of Zone children will be accepted. The board agreed. We have 64 Yr 6 students leaving at the end of Term 4. 2. Room 1 is nearly finished. We would like to move students from Rm 6 & 7. Kylie Hunt & Molly Williams will work together in this room. Kylie 3 days & Molly 2 days.   Room 1 unfortunately still has a smell of smoke in it. We need this to be fixed before we can use it.   1. Attendance - We have issues with the same students. We have truancy involved. Our office staff have also got the food bank involved as one family is not attending as they are embarrassed about no food for school lunches. Overall we are placed very well with 87% of our students attending 70% of the time. We aim for 90%. 2. Special Needs Students   NSN1 ACC funded - Is doing well with great support from Angela T.A and Sarah Morris from Arahunga. This young child has had a turn which we have followed protocols.  NSN2 ORS funded High - Rm 14 with T.A Mitchell Agar is having a few ups and downs. He has stopped the biting so far in term 3 which is great work from the team. This boy is flourishing at present.  NSN3 ORS High - Rm 4 with T.A. Annette Chadwick. This boy is continuing to progress using his coreboard. He will be moving to the senior side next year which we are getting prepared for. Mr Ogle, Dad and Fiona McKenzie(MOE) have had a meeting and will have another to discuss the outcome of Fiona’s findings.   1. Strategic Plan 2024 - 2026 There will be a change in planning and reporting from 2024.   [MOE Planning](https://www.education.govt.nz/school/schools-planning-and-reporting/#KEY)  Surveys have been completed. 108 responses with good information received. We will work toward our priorities for 2024.   1. Learning Conferences - attendance was a bit low for no particular reason that we know of. Office staff did notice that parents were having trouble booking online but we don't know if this is why.      1. Laura Seed informed the board of what she has been discovering with the Kahui Ako team. She has been looking into “Coherent Pathways”   They interviewed year 7, 8 & 9 about the leaving and starting processes of their schools. Many questions were asked to understand what works and what can be improved on to make the transition to each school a smooth one.  Results - children are nervous to change schools, schools don't tend to meet with students individually, it is a huge change for students to go from Primary School to Intermediate  Where to now? The Kahui Ako team are working towards putting processes in place for each school so that there is continuity  Unfortunately Ngati - Leader of the Kahui Ako team is leaving..   1. OTJ - We have the information from the Overall Teachers Judgements of the term. This is from a combination of test results, observations, records and placement against our LIPs   [Target results](https://docs.google.com/document/d/1QdqnsTkAbDko9MXRhC-YCFJIcBegvyBGbdW2FUsB6ng/edit?usp=sharing)  From the results you can see we make great progress towards the end of each term.  Children always slip after the holidays, especially the long summer holidays. However, Vogeltown students are really good at their reading and writing.   1. Behaviour - We have had 42 entries this term. This is about average. Incidents are all noted and parents spoken to if required.   We do need to capture more incidents that are happening on the Junior side. We are having issues with a few children's behaviour on a daily basis. |  |  |
| **Property Report** | Shane’s Report for the Board.  [Shanes Report](https://drive.google.com/file/d/1q8ae56tNnJyKLCg4zmNA29N7_ankMlHQ/view?usp=sharing)   1. Room 1 unfortunately still has a smell of smoke in it. We need this to be fixed before we can use it. We have tried several air deodorizers but the smell has not dissipated. The electrics have gone completely gone, which controls the air condition unit. This has to be working properly before it can be signed off. The Board has had to pay extra for a hot water cylinder and bench. 2. The office Block A is to be upgraded inside and painted on the outside. Painting will start in the Summer school Holidays. We have had several meetings with BOON for the inside. We are waiting to see plans. 3. Roofing on the senior side is completed. 4. We are still waiting for the Fire Alarm system to be insulted throughout the School. The senior side has started but needed to stop until the Term 3 holidays. 5. Block C is up for painting through cyclical maintenance. This will need to be done on the outside and inside. We are getting a quote for this. |  |  |
| **Personnel** | 1. Matt Goodwin has a new born baby, who is doing well. Unfortunately their daughter has been sick in hospital with respiratory issues and was in ICU. Matt has been off with her as mum needs to be with the baby. 2. Mia-Rose Davidson Herman has been rushed to Wellington Hospital. Her shunt is failing and she is very sick. 3. Laura Matthews is leaving at the end of Term 3. |  |  |
| **Financial report** | 1. Finance reports passed 2. Reports are looking good. 3. We have invested 4 Term deposits $25,000 with TSB Bank | Jeremy | Hemi |
| **Health & Safety** | Hemi Coates will go through the Policies at the next meeting as we had run out of time. The Board felt we need to spend time on   1. Office staff are always busy with incidents. These are tracked and noted. |  |  |
| **Admin** | BOT minutes will be placed on the website, approved.  Mike thanked the Leadership Team for keeping them updated on childrens process. He thanked the staff for stepping in for teachers that are sick.  The members invite any staff members to come in and join the meeting. |  |  |
| **EMERGENT**  **REVIEW** | **Upcoming reviews** | 1. School Docs review |  |  |
|  | **Meeting review** | **How did we go at this meeting?**  All good! Thank you to Jeremy for a thorough report.  **Next Meeting**  Monday 04th Sept 2023, 6.00pm |  |  |
|  | **Meeting closed** | 8pm |  |  |