

**VOGELTOWN BOARD OF TRUSTEES**

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

Manaaki whenua - Manaaki tangata - Haere whakamua

**MINUTES - MEETING NUMBER 7**

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| **Date:** | 24/10/2023 | **Meeting opened:** | 6..05pm |
| **Present:** | Jeremy Ogle, Hemi Coates, Rachel Pretty, Steve Venables (via zoom), Paul Gibbons, Mike Miners | **Apologies:** | Peta Apperley |
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| **CORRESPONDENCE IN** | | | |
| **DATE:** | **FROM:** | **RE:** | **DISTRIBUTED TO:** |
| 01/10/2023 | Cam Hedley | Resignation - Leaving at the end of Term 4 | Mike Miners |

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| **CORRESPONDENCE OUT** | | | |
| **DATE:** | **FROM:** | **RE:** | **DISTRIBUTED TO:** |
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|  | **ITEM:** | **PARTICULARS:** | **Forwarded** | **Seconded** |
|  | **Previous**  **New Matters Arising** | **Confirmation of previous meetings minutes:** Ratified to go on website  **Matters arising:**  **POLICY Assurance**  All Board members read the reviews in the meeting as Hemi placed on screen. Members read and discussed each policy to clarify that the school was actually following and completing the required stages in the policies.  **School Pool - Risk Management & Assessment**  - Vogeltown is following all guidelines that are in place. We are going to get a risk assessment sheet that is completed each year before the pool is open to students.  **Health & Safety Internal**- Completed in Term 3.  No changes required.  **Physical Restraint** - This is to be done by Jeremy Ogle or Mike George. All staff have had training. No updates required.  **Teacher Registration** - Registration and Driver's Licence must now be kept on site.  **Safety checking**- Police Vetting is completed for all employees. Teachers - 3yrs, T.A & Support Staff every year, anyone working a site project.  **Principal Professional Growth Cycle** - Jeremy is completing this but will change to the new growth cycle that some other Principals are completing.  **Induction** - Induction is completed for all new staff.  **Appointment Procedures** - all procedures are followed, checks are done and police vetting completed.  **Donation Scheme** - Jeremy will inform parents that we are in the Government Donation Scheme and how this affects us.  **Length School Year -** Jeremy updates the board at the beginning of each term 1.  **Emergency & Evacuation Kits** - Practises are completed each term, kits are up to date.  **Expenditure** - The school is audited every year independently.  **POLICY Review**  **Home Learning** - Vogeltown gives homework to families that request it. This policy is complete, no changes required.  A discussion was had by members to acknowledge that some parents do like their children to have homework but understand this can put stress on other families. They questioned that we are catering to the lowest learners and doing a disservice to our eager learners.  **Curriculum & Student Achievement Review** - The Board acknowledges that the leadership team reports to them once a term with students achievements. Students' books are audited, teachers writing in books or signed to show their marked workings.  No changes required.  **Distance learning** - Vogeltown has a policy that was put out for Covid-19.  No updates required.  **Religious Instructions**  - No changes required.  **Health Education** - No change required. | Jeremy | Rachel |
| **STRATEGIC REVIEW** | **Monitoring** | **Strategic Review -**     1. Strategic Plan - Our Team will discuss more next meeting 2. 5 values, 5 pou. Jeremy has put this together from feedback from parents. Focus will be: Maths, BSLA, Te Reo learning, tikanga, and local history. |  |  |
| **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 401   1. Vogeltown roll is at 401 with 5 children still to start. 64 Year 6 learners will be leaving. 2. Health & Safety - this monitored and input into etap. 400 illness’ and injuries this year. 3. Attendance - Term 4 has started great. Attendance is up compared to other years. 4. Targeted Learners - Term 3 - Overall our Vogeltowners are up on all levels. Yr 6 children are on top smashing their goals. This is really nice to see. Our P2 children that we have been worried about are up. P3 - 48 Juniors and Middles are requiring a push, Maths is showing a bell curve. Reading and writing show girls are higher than boys. However in Math boys are higher than the girls.   Year 2s have dropped unfortunately with no reason why. Adrienne is looking into this.  2024 we are having Maths as the main focus.   1. Behaviour - 79 entries in term 3. This is high. We had an unusually high number from the junior school. We are unsure why behaviours have changed. 2. Teacher Only Day on Monday 13th November.      1. Creative Schools Paul Rangiwahia is creating a Vogeltown school art piece. This will be happening next year as we have not had funding yet. 2. Staffing for 2024 will be the same as this year. We are lucky to keep our teachers and Laura as Walking DP. This is allowing us to keep the teachers aids we have at present for 2024. 3. Children's learning has been fantastic. In our staff meeting we decided that next year we would focus on Maths. Several teachers have really been pushing for this. |  |  |
| **Property Report** | Shane’s Report for the Board.  [Shanes Report](https://drive.google.com/file/d/1L7B7tsu4T3QsBWkm-ULidY-IevwvoYiV/view?usp=sharing)   1. There has been a few bits of vandalism around the school, broken windows, water tank roof pushed in, graffiti, doors kicked in, sky lights broken. Jeremy is very concerned about this. He has noticed lots of children hanging around the school that he does not know. Jeremy spoke to the board about cameras for the school grounds.   The Board are keen for cameras to be placed around the school if this is going to deter vandals or catch them. This is to be looked into more with new quotes.   1. Roofing has started on block A - office block.      1. The office - Block A is to be upgraded inside and painted on the outside. We have had several meetings with BOON for the inside. We are getting back to BOON with the changes we require. 2. We are still waiting for the Fire Alarm system to be finished.      1. Junior School roofing is to be started, it is a massive job. 2. Block C is up for painting through cyclical maintenance. This will be done on the outside but we are trying to get away with only parts of the inside. 3. Jeremy is looking into changing the entrance to the school. This will hopefully happen next year. New signage to show we are a unique New Zealand School. Colours are to be picked. |  |  |
| **Personnel** | 1. Celeste McLean has written a letter requesting a term off to travel in 2024. The teachers discussed and agreed that Celeste be allowed the time away. A new policy will be brought in: Teachers to work for 5 years before leave is to be applied for for a term or more. |  |  |
| **Financial report** | 1. Finance reports passed in the last meeting 2. Reports are looking good.. | Jeremy | Steve |
| **Health & Safety** | 1. Office staff are always busy with incidents. These are tracked and noted. |  |  |
| **Admin** | BOT minutes will be placed on the website, approved. |  |  |
| **EMERGENT**  **REVIEW** | **Upcoming reviews** | 1. School Docs review |  |  |
|  | **Meeting review** | **Next Meeting**  Tuesday 05th December 2023, 6.00pm |  |  |
|  | **Meeting closed** | 8.15pm |  |  |