

MINUTES: GARSTON SCHOOL BOARD OF TRUSTEES

Meeting: Wednesday, 10th August 2022 at 7p.m.

1. Present: B McNabb, K O'Loughlin, M Evans, J Edmonds, S Glover. Amy Aldridge (visitor)

1a. Apologies: Nil.

1b. Declaration of any conflict of interests for the remaining agenda items.

Resolved: Yes / No If no, comments N/A

1c. **Garston Home and School**

Principal read out the report from the Garston Home & School on last week's quiz night.

Accepted. B McNabb/K O'Loughlin

2. **Principal's Report**

Ski Trip - Remarkables Ski Field - Friday, 26th August, p.p. day Wednesday, 31st August.

This experience is one of Garston School's big commitments to quality outdoor education for all students. Whilst participation in the ski trip is not compulsory, it is encouraged as part of the Garston School Health & P.E. Curriculum.

We have been offered a \$99 student package which includes lift pass, 2 hour lesson and rentals. Garston School will cover the cost for students. This is worthwhile even for those with a season pass. Costs for accompanying adults have yet to be finalised as it depends on numbers skiing. One adult / for every 10 students is free of charge and also 1 adult at \$99 / for every 10 students.

Transport to the ski field is by private vehicle and those with only two wheel drive vehicles will catch the bus up or go with other adults.

Adult help has been sought for supervision on the field and at base camp.

Lessons are from 9 till 10:30 after which the children need to be supervised. Parents may choose to pay for an additional lesson after lunch.

Purpose for EOTC.

Education Outside the Classroom is all about challenging students to go outside their normal environment and to step out of their comfort zone into a new experience. The New Zealand P.E. & Health Curriculum requires children to meet and manage challenges and risks, develop competence in a wide range of movement skills and cultivate a positive attitude to physical activity by accepting challenges and extending their personal capabilities and experiences.

Also, a curriculum expectation is to develop the Key Competencies which we refer to at our school as the SPIRIT of Garston. They are all about building competent and independent individuals who know how to manage themselves in ordinary life and in extraordinary situations by problem solving, setting goals, showing initiative, commitment, perseverance, and courage in face of both success and failure.

*** Attendance**

Regular attendance is defined for statistical purposes as 90% or higher. However, MoE analysis shows every day has a cumulative impact on a child's learning and there is no safe level of non-attendance.

(cont.)

Further Action

Continue to:

- communicate with parents of absent students to discuss reasons for absence, providing schoolwork (if appropriate), support for supporting students to return to school if they have anxiety related issues.
- keep detailed records of absences and reasons for them. Identify trends (i.e.) within age groups, gender, individuals.
- share information with support agencies (i.e. R.T.L.B., Attendance Service).

Report taken as read. Principal further explained the attendance percentage rates.

Accepted. M Evans/S Glover.

3. Strategic Report

Garston School Charter: Section 3: Systems and Governance

Thanks to retiring Board members from the Principal.

It was with the utmost gratitude that the retiring Board members were thanked for their valued and loyal service. Their contributions and positive attitudes have greatly benefitted both students and staff through their wise governance of our school.

Mark Evans, our presiding officer, has ably led Stephen Glover and Jono Edmonds as well as previous Board members to follow school policy and support the principal in her role as the school manager. They have worked collaboratively to ensure the school's strategic priorities were achieved. In addition to their regular Board responsibilities, they have continually contributed, actively, giving their time and energy to the organisation and success of school activities including numerous Trail Bike Rides, Pet Days, ski days, school camps and working bees. Also they have shared their expertise to help with the planning of the new build.

During their tenure (Mark and Stephen for more than 10 years and Jono 6 years) these three Board members have responded positively to changing circumstances and have consistently sought to govern in the best interest of their school.

In particular they have supported initiatives to provide optimum teacher to pupil ratios and to promote the school's values and culture. At all times they have aimed to ensure all students are being treated equitably and educated in a safe and healthy environment where their emotional, social learning and physical needs were met.

Goal 5: The Garston School Board will continue to plan for future roll growth projects and prepare for the upcoming Board elections.

Action	Expected Outcomes	Outcomes to Date
A. Work with MoE staff to meet compliance and provide requirements for the new building and grounds upgrade.	Increase provision of resources to allow for more facilities and their greater use (due to roll growth): - utilities (power, water, sewer); facilities (power shed, pump house, classroom block); physical (new driveway, landscaping); finance (Sharon Wong - MoE Project Manager).	Verandas have been installed, alarm system completed, decks, steps and built. Water, drainage and sewerage not yet finalised. Driveway still in design stage. Carpet tiles fitted.
B. Develop and follow a succession plan for the 2022 elections.	- adaption to proposed changes to previous election model to include online voting. - in a timely manner community (prospective candidates and eligible voters) are informed of election process including how, what, when, who. - parent community are encouraged to be involved in the election process and put their name forward as candidates. - parent community are encouraged to vote and a high number of votes are received. - invite prospective Board members to attend a Board meeting to see what is involved.	The parent community were reminded to submit their nominations within the time limit. Five candidate nominations have been submitted along with a candidate statement: An election will take place. Thank you to Amy, Tili, Leah, Patrick and Matthew for putting their names forward. Voting closes at 4pm on the 7th September.

Report taken as read. J Edmonds/M Evans.

4. National Administration Guidelines - NAG's

4a. Curriculum (NAG 1)

Healthy Active Southland

The principal will take responsibility for leading the school P.L.D. for Healthy Active Learning which involves:

- working with Active Southland workforce to improve the wellbeing of children through healthy eating, drinking and quality physical education.
- engaging whanau and local community support
- co-designing a school action plan.
- attend end of term review meetings to reflect on progress and determine next steps.
- teacher only day organised each year and arrange opportunities for all teachers to work with advisers.
- involvement in national evaluation processes.

Five principals to guide the programme are: Play Games; Design Game Contexts; Foster personal, social and cultural identity; Adapt activities to suit children's ability; Develop game playing ability.

The first staff meeting with Active Southland will be held on Tuesday, 9th August.

4b. Documentation and Self Review (NAG 2)

The Student Wellbeing and Safety Policy has come up for review as part of our School Docs triennial cycle of review. This includes reviewing the following policies and procedures: Care & Management of Students; Child Protection; Supporting Student Wellbeing; Abuse Recognition & Reporting; Sexual Behaviour; Safe Practice Professional Development; Food & Nutrition.

Principal informed the Board that she had gone through the policies with the teachers and has made one change to the Food & Nutrition Policy. These policies are open for review until the end of Term 3.

Board Assurances given by the Principal:

- * 'Appraisal of Principal' - The process which is being conducted by Diane Walker, an independent appraiser, is almost completed.
- * All identified hazards are being controlled and all safety management systems are being re-evaluated frequently.

4d. Finance (NAG 4)

The accounts for payment and the Finance Report were presented and accepted. B McNabb/M Evans.

4e. Property/Asset Protection (NAG 4)

- The Property Report was presented and accepted B McNabb/M Evans.
- New Classroom Block Update. Hand rails for the deck and steps have been installed and the fitting of the interior linings is almost complete. Water, drainage and sewer systems are still in the design stage.

- Improving classrooms in small and remote schools scheme managed by Logic Group.

This is an initiative from the MOE. Principal and school property manager had a Zoom meeting with Logic project manager and an audit was carried out to ascertain the need for replacement of the following: - LED lighting, thermal blanket insulation, acoustic panels and residual current devices. Work will commence mid-2023 after a work schedule has been produced.

4f. Health & Safety (NAG 5)

- Injury/Incident Report for the period 7 July - 9th August 2022. Nil.

4g. Legal Compliance (NAG 6)

* The school roll at the date of the meeting was 28 and made up of 13 (Year 0-3) and 15 (Year 4-8) students.

5. School Bus

- A list of bus stops and who uses them will be compiled and sent to our bus adviser, Greig Nielson, and GoBus.

6. Events/Special Topics

* Speech & Poetry Day - Tuesday, 16th August.

* Board of Trustees election will run from Wednesday 10th August to Wednesday 7th September.

7. Administration Matters.

7a. General Education/Board Updates.

NIL.

7b. The minutes from the previous meeting held on Wednesday, 6th July 2022 were confirmed as a true and accurate record of that meeting. K O'Loughlin/B McNabb.

7c. Matters arising: Nil

7d. Correspondence

MoE: - Every Day Matters - summary of attendance patterns for our school.
- Isolation Index Number.
- Equity Index Number.
- Immunisation; Attendance; Teacher Shortages; COVID disruptions to learning.

C.E.S. - Staff Representative notification

STA News - Role of Governance, Primary Principals' Collective Bargaining Union (P.P.C.B.).

The correspondence was presented and accepted. K O'Loughlin/B McNabb.

7. Meeting Closure

7a. Time, date, preparation for next meeting

7b. Group evaluation of meeting

The meeting closed at 8:45pm.

Signed:

Presiding Officer

Garston School Board of Trustees.

Date: