

Minutes of BOT meeting 20 February 2023

- **Meeting opened: 11.06am**
- **Present:**

Allan Edmonson – Presiding Member

Necia Rickit – Member

Craig Serenge – Staff Representative

Carol Willard – Principal

Gina Ward – Minute Taker

Joined via Speaker phone: Alexis Jensen – Member

Absent: Mel Foote

- **Minutes from 5 December 2022 meeting** – Approved – Allan Edmondson, Carried – Craig Serenge
 - Meeting presented in new format Sway program.
 - Moving forward all attachments in Sway for future meetings will be uploaded in PDF form not Word making it easier to open across different systems. (Carol will request IT support to alter this)
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- **Financial December 2022 Report** – Approved - All carried.

- **Principal Report:**

Student roll numbers discussed – and we are currently sitting at a roll of 161 students.

We have 27 pending enrolment enquiries, partly due other local Special Schools closing enrolments as they are at full student capacity. Our current maximum Capacity for enrolment can be up to 183 and we would be looking at a max of up to 9 students per class in some cases.

Even though we have room to still grow this will not mean that we automatically just fill our roll due to other schools closed rolls at this time.

This year we will be looking at our IEP – ITP's and how robust are the goals we are setting. Even though we are doing well this area is ready for readdressing and growing.

Events calendar has been put in place this year and was produced as a result of a broad school team effort. This has spread events through out the year to combat the snowballing affect of events at the end of the year.

NELPS – Is a new approach taking in what we are doing with our Senior Leaders research projects aligning with strategic plan, and a particular NELP area.

Each Senior Leader is allocated a research project area and they will align the research with the appropriate NELP.

Senior Leaders will share work with a BOT member in the following areas and for specific support:

1. AP Catherine Sherrard - Alexis Jensen (BOT Member)
Developing our new curriculum research. Catherine to contact Alexis directly.
2. AP Francois Boshoff – Allan Edmonson (BOT PM)
Looking at barriers – centering around property. Francois – Improved accessibility for students in various sites. Right people right place right time.
Francois to contact Allan, and also bring on and connect together with Steve Waters and Callum the architect when appropriate.
Francois – Allan – Steve Waters

Will use staff from within school to support SL roles so Senior Leaders can undertake research towards supporting NELPS introduction and student progress overall.

There will be an outline of research and innovation ideas discussed with the Principal for each research project, including time line, and how each project will align with the Strategic plan and NELPS.

Once received Carol will share outlines with BOT members as required.

Senior Leaders provide across school support for all staff. This is a great opportunity for our Senior Leaders to refresh and grow. It is also an opportunity to attend to *their* wellbeing and acknowledge the work they have been doing over and above throughout the last three years.

Additional aims discussed Johan – Santa

Continued development of therapist team - Sara

- Santa joined meeting – 11.43am to present and discuss School Docs

Video school docs – set of policies and procedures. Based on law, guidelines MOE, ERO, NZSTA

Santa sends out updated school docs policies and procedures to staff as they happen.

Tabled how to get into school docs with BOT.

Talked through how to get into school docs and your way around it.

Quick links – Parents – BOT – Staff

Will put the policies due for renewal and signing off on the agenda for the next BOT meeting Monday 20 March 2023.

Presiding member has the admin login for School Docs – all other access is through the community login.

Only the Principal, Senior Leader, and Presiding member have access through the admin login.

- Santa left the meeting 11.52am

Reason specialist schools are behind coming on board with School Docs it is a big rewrite for Specialist schools to cover what needs to be covered.

Our STOS – Outreach and Therapist component are not on School Docs yet. This is still to happen.

Community – Staff and parents – have chance to proof and have input. We had external support initially to get set up.

- **Personnel**

1 Teacher aide resignation,

3 Teacher aide new appointments.

About to commence teacher interviews.

Wellbeing has been well addressed – we will survey at the beginning of the year, middle of the year and at the end of the year. Going through and around school staff are feeling valued and happy and being team members.

Was a good end of year Staff function and all that went really enjoyed it. It was a year everyone was happy to finish we got through a very tough year. Pulling together as a team.

Principal performance agreement –

Initial part one has been completed, Brian Gower the appraiser for the first stage has said he is happy to continue on as the appraiser, Brian Gower will continue with support for Carol in the next stage of her principal's performance agreement.

Brian Gower will be invited to our next BOT meeting Monday 20 March 2023 to address the Board. At that meeting it will be offered open to BOT members for one of them to sit alongside the principal's appraiser and the principal through the next part of the Principal's Appraisal.

Land lease for Te Kupenga term until 2028 requires signing by the Presiding member. Gina to organize with Allan time for signing of this and other required school documents.

Deputy Principal and the two Assistant Principals will be looking after 3 areas across school.

1. Behavior (DP),

2. Teaching and learning (AP),

3. Operations and property (AP) – Francois organization chart, communication chart.

Spreading responsibility across school. Offering opportunities for everyone.

Specialist standard review report – was completed and very successful.

Therapy teams feels more collaborative now with staff, students' and parents

Look into the possibility if of a blanket consent form for therapists / therapy so students don't miss out.

Each class Teacher put together their EOTC plan that gets sent to their Senior Leader then it is checked by AP Francois - Transport, SL Santa – H & S and finally the principal for signing off.

Principal suggested in Term 4 the BOT go out for lunch.

Budget readdressing – or another time.

Minutes of December meeting – Carried – Alexis – 2nd Allan

December Financial report - Carried – Alexis - 2nd Allan

Draft 2023 Budget – for signing off. Balance sheet – questions re what that does for us.

We are looking at this deficit budget and additional expenditure as a one off. Realistically, we still won't spend it all and if we do we will still have money on the bank.

Alexis to speak to Kirstin Blackburn Manager of Ed services. Carol will provide Alexis with Kristin's details.

Confirming the property subcommittee team is Allan Edmondson, Carol Willard, Francois Boshoff, then they can contact / source others such as Steve Waters in property matters and report back to BOT. Looking at what property we might want to acquire.

Alexis not comfortable with continent of

Spend - \$500,000

Spend - \$2,500,000

If we spent the above, would still have a bank balance \$1,500,000

Alexis to come back to Presiding Member and Carol do break down of \$2,500,000 after having conversation with Kirstin Blackburn Education services.

Job task committee Presiding member - Allan Edmondson, Principal Carol Willard, Alexis Jensen, Francois Boshoff, Kirstin Blackburn all in agreement – Carried.

- Budget Passed through for further information. – Carried - Allan, 2nd Craig
- Realistically entry into new building is looking at April due to current weather events.
- PM inviting Brian Gower, Chris France to attend and meet with BOT at meeting that suits.

Meeting closed 12.45pm

Next Meeting: 20th March 2023, 11.00am

Presiding member: _____

Date: _____

20 MAR 2023