**LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)**

**Minutes of the Meeting Held on Monday, 5 August 2024**

**Present:** Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson (via phone), Matt Hunt, Amanda Luxford,

Michelle Duff

**Apologies:** Vito Lo Iacono

**Meeting:** Opened at 7.05pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration**  **Welcome**  **1.1 Declaration of Interest**  **1.2 Approve Change of**  **Agenda if Necessary**  **1.3 Confirmation of**  **Minutes**  **1.4 Actions from Previous**  **Meeting** | Michelle opened the meeting with a whakatauki.  There were no declarations of interest within this agenda.  There were no changes to the Agenda.    The minutes of the meeting held on 17 June 2024 were accepted as a true and correct record.  All completed. |  |  |  |
| **2. Decisions**  **2.1 Policy Reviews:**  **Concerns & Complaints**  **Raising Concerns &**  **Complaints**  **Assessing & Respond-**  **ing to Concerns and**  **Complaints**  **2.2 Out of Zone Ballot** | Karl said there was quite a lot of reading in these policies. No changes are needed, but we need to be making sure that we direct people back to them if there are any concerns.  **Motion: “I move that the Board opens the Out of Zone Ballot for 20 places for 2025.” Matt/Lloyd. Carried.** | Advertise in newsletter and The Post – the deadline for applications will be 25 October. | Melanie/Kathy | ASAP |
| **3. Discussions**  **3.1 2024 Mid-Year Data**  **3.2 Wellbeing**  **3.3 ERO School**  **Improvement**  **Framework**  **3.3 Possible Sources of**  **Evidence Framework**  **3.4 Board Assurance**  **Statement and Self-**  **Audit Checklist** | Opinion was divided on the new graphs Melanie had used this year. Melanie explained how the graphs work and which cohorts are compared. Lengthy discussion regarding results, target students and where each Year group should be working towards or within.  The Pasifika reading data was a little concerning, so more work will be put into discovering why the results have dropped and how to move the children along. Teachers are confident that most of the children will shift positively by the end of the year.  BSLA assessments are focussed on word sounds/phonics to work out how words sound, but this is part of the structured literacy mandated by Government. The data for BSLA is different from previous data used.  Michelle thought it would be helpful to have another graph to show if Māori are achieving at the same rate as other ethnicities.  Parents of target children are kept up to date regarding programmes the kids are in.  Julia appreciated all the work that goes into the data and thanked Melanie on behalf of the Board.  The leadership team worked through the Emotional Cultural Canvas, that staff worked on earlier in the year, and how feelings can be supported. This will be shared with staff and next steps will be worked through. Leaders will spend more time in the staffroom during breaks to mix with staff more.  Melanie thanked Vito for the delicious cannelloni he provided for a staff morning tea.  Karl led the discussion on Board Membership and Collaboration at the last meeting. This time Learner Safety, Wellbeing & Confidence was discussed and the rating was agreed upon for each of the areas.  Karl asked if we need a new topic for the next meeting. We are trying to improve our approach to Governance and raising our best practice. Matt suggested looking at School Trips, discussing how they look, learning process, etc. It was agreed, at each meeting, we would decide on a scenario to discuss.  ERO has sent their requirements for possible sources of evidence. Three areas need proven evidence – Strategic Plans, Policy Procedure & Review, Safety & Wellbeing Data Reports. Melanie said we can provide evidence, but isn’t sure it shows it’s been scrutinised, eg, Principal Appraisal documents, communications to the school community via the newsletter.  Lloyd and Melanie had met with Andrea from ERO. Lloyd had worked through the Self-Audit Checklist and sent it out for the Board to see. Everyone was happy to support it and thanked Lloyd for all the work put into it.  Melanie has to gather evidence and send it through to ERO by the 13th of September. ERO will visit the school for 2 days in Week 1 of Term 4 and this has been put in the calendar. | Bring BSLA/Pasifika assessment information to the next meeting.  Make a graph for Māori achievement against NZ European achievement.  Add all the significant dates into the calendar. | Melanie  Melanie  Melanie | 9 September  9 September  ASAP |
| **4. Monitoring**  **4.1 Principal’s Report**  **(includes Health &**  **Safety and Finance)**  **Ka Hikitia** | As read.  Lloyd thought the balance sheet was looking good.  Melanie reported that she had contacted WorkSafe and there is no longer a need to notify them for overnight hospital stays as any school incidents didn’t happen at “work”. Everyone agreed that any incidents should still be logged to the WorkSafe website.  Matt asked about 5YA. Melanie said funding has been approved, so IR Group has the money to do the roofing over the senior school and admin block. Money was also kept in reserve for carpets and high safety items.  Julia asked whether everyone thought there should be a roster for doing the newsletter piece so that somebody different does it each time. | Write a Board piece for the newsletter.  Make a roster for writing the newsletter piece. | Michelle  Melanie | Tues, 13 August  ASAP |
| **5. Formal Meeting Closure** | Lloyd closed the meeting with a whakatauki. |  |  |  |

The meeting closed at 8.20pm. Next Meeting: 7.00pm, Monday, 9 September 2024.

These minutes are accepted as a true and correct record.

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Points:**

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| **BoT Member** | **Agenda Item** | **Action** | **Timeframe** |
| **Melanie/Kathy** | **Out of Zone Ballot** | Advertise in newsletter and The Post – the deadline for applications will be 25 October. | ASAP |
| **Melanie** | **2024 Mid-Year Data** | Bring BSLA/Pasifika assessment information to the next meeting. | 9 September |
| **Melanie** | **2024 Mid-Year Data** | Make a graph for Māori achievement against NZ European achievement. | 9 September |
| **Melanie** | **Board Assurance Statement and Self-**  **Audit Checklist** | Add all the significant dates into the calendar. | ASAP |
| **Michelle** | **Principal’s Report (includes Health &**  **Safety and Finance) Ka Hikitia** | Write a Board piece for the newsletter. | 13 August |
| **Melanie** | **Principal’s Report (includes Health &**  **Safety and Finance) Ka Hikitia** | Make a roster for writing the newsletter piece. | ASAP |