TARGET ROAD SCHOOL

Minutes of School Board Meeting
Held in TRS Staff Room
Wednesday, 18 September 2024 at 6pm

OPENED	**6.00pm**

1.0 Administration Matters	
1.1 Karakia	Led by Fina
1.2 Present	Fina, Kristie, Shane, Kevan, Katie, Geoff, Phillipa
1.3 Apologies	Brent, Anthony
1.4 Invitees	Olga – Ministry – did not attend
1.5 Declarations of Interest	nil
2.0 Property MOE	
2.1 Property MOE	Postponed to next meeting
3.0 Strategic Planning	
3.1 Kotahitanga Implementation	● Kotahitangi implementation, which is the third strand in the annual plan, which means working together. Whilst there are parents that are coming on site to events, this focused more on getting parents engaged in their children's learning. ● One of the strands in the action plan was to have a curriculum hui with whanau and these have now taken place. ● The new curriculums have now come out and so there is a Maths curriculum meeting that has been planned for term 1 of next year. ● Newsletter shave been going out with a how to help at home section. ● HERO postings were revised earlier in the year with all of the Learning Leaders and were then shared with teachers. Timelines have been posted up termly in the staff room. ● The Deputy Principal has been looking at the data on HERO and has noticed that when children post about their own learning, there is more engagement from parents than if teachers are posting. Due to this the Deputy Principal has been going into classes and teaching children how to post their learning up on HERO. ● An action for this year was 100% enrolment with HERO. Our Deputy Principal has been actively working on that this year, when there has been a learning event, he has created guides for teachers to share with whanau. ● The Deputy Principal has been looking at the newsletter that goes out, this goes out either through HERO or via email and he has been monitoring how

	many are engaging with it via HERO, email or not at all. In term 1 there was 44% engagement via HERO, 20% engagement via email and 36% unread, as opposed to term 3 where there has been 54% HERO engagement, 21% email engagement and 35% unread. ● Next steps: plan the math hui for term 1 2025. Newsletters have been going home, so the next action on those is to ask the community if it helpful and do we need to be doing more for whanau to be more engaged with home learning and have that written and planned out. ● The Deputy Principal has been actioned to investigate who gets notifications via HERO, email or both and why.
4.0 Principal's Report	
4.1 Principals Report	● Evacuation practice happened last week, and it took 5 minutes 37 seconds. Most classes evacuated in an orderly fashion. ● Items to be addressed – the principal and deputy principal looked into the emergency management plan to refine those systems. Just to note there have been three physical restraints since the last report. ● Roll has increased to 440 children and there has been some additional funding received for that. ● There is no new attendance data, so it has just been continually monitored. ● We are now down to 12 tamariki being absent over 30% of the time. Those that have been worked with have been coming more regularly and it can be seen in the results. ● The attendance service is working well, they are an external attendance service being used. This service is digging deeper into seeing what the real reasons are that tamariki are missing school. ● There are two new roles that need to be advertised at present, one for a full time PRT permanent position starting next year and one for a New Entrant fixed term starting in week 1 of term 4. An interview for the permanent PRT will be held on Thursday 19 September and the other position has been filled, once references have been completed. ● Term dates – the MOE have added 2 curriculum dates to the term, this was released last week, so the dates have not yet been arranged. They will be curriculum dates within term dates. ● It was discussed that the kura is in a good position in implementing the new curriculum. Math will be starting with Literacy from next year. This changes how the school will be working. There are currently three teams, this will not work and so they will be rearranging to make two teams, these will cover the two phases within our school. There will be two learning leaders for each group, so it will change from the current 6 learning leaders down to 4 learning leaders. ● A discussion was held on low level behaviours, these are behaviours such as calling out in class, and general disruptive behaviour that is impacting learning and teachers in the class. Systems have been developed for teachers to work around that. o The first step is to find out the why's about why the behaviour is occurring, setting up rewards and setting clear expectations for both the learners and the teachers. There is a dial of responsibility that will be

	explicitly taught to children, and will bring consistency across the school, this includes: 1. the mention, - “you are listening so well”, 2. invite – more direct invitation to bring attention back to learning – “You need to listen to me; you are at school to learn” 3. Reflection – this will take place at morning tea or lunch time with either Shane or Fina so that teaching time is not taken away from teaching. Parents will be notified at this point. 4. Hui – this will take place with a Learning Leader 5. Limit – this will take place as the action will now have moved from tier 1 into tier 2 or 3. ● The principal has been actioned to look into lateness and what those trends are.
5.0 Human Resources	
5.1 Human Resource Audit	The Human resource practices have been updated since the audit last year, the practices are in line with good practice.
6.0 Attendance	
6.1 Attendance Data	No update from last one.
7.0 Board Process Requirements	
7.1 Health Curriculum Consultation	● With the new curriculum around the 1 to 3 and 4 to 6 years, PE and health is last on the round of things. This means that there will be the odd occasion with having to put classes back into the Y3/4 and Y5/6 groups. There are outside agencies that are being used, they are; keeping ourselves safe, PB4L, Life Ed and we will be adding Mighty to that. Motion put forward to the board that this is the draft that will be put it into the newsletter and ask for pointers from parents. Moved: Katie Seconded: Geoff Carried: All
7.2 Health and Safety Toolkit due in 2025	The principal has suggested that the Health and Safety committee go through the Health and Safety tools and make sure that what is in place in the school is in line with what is set out by the ministry.
7.3 Succession Planning	● Board elections are taking place in September next year which is later than expected. What the understanding is that if anyone resigns after March then the board can choose not to fill it. ● A discussion was had that everyone agreed that it needs to be a democratic vote and to allow democracy to take its course with the next elections. ● The board has actioned Kristie to add in a date for a succession planning hui in term 1 for 2025.
8.0 FOTS	

8.1 Review of minutes	• The presiding member mentioned in the last meeting that FOTS needed to give their top three things that they would be fund raising for by the last board meeting in term 4. The principal spoke to them and gave some ideas on what they could fund raise for.
9.0 Committee Reports	
9.1 Finance	Motion put forward for Shane to ask the board for approval to apply for a grant for $12000,00 for the update of sports uniforms from the NZ Communities Trust. Moved: Phillipa Seconded: Geoff Carried: All • There was a discussion around reallocating funds from the board for relief teachers. Motion put forward to the board to move the board funded teachers to relievers PD. Moved: Geoff Seconded: Katie Carried: All • The last classroom that is going to be opened and needs new teacher resources for that classroom. The principal is asking full board approval for the money for full teaching resources for room 1. The full board approves the principal to spend the approved money on full teaching resources for year 1. Moved: Katie Seconded: Kevan Carried: All
9.2 Property	• Painting is on track and should be finished by the start of term 4. • The playground is going to stay, so there will need to be board approval to get the slide fixed. • Artificial grass will be going down by the bike track. • The AED lockbox needs to be put up, there are two options, either down by the hall or up by the office and whether it will be a 24hour AED or only available during the day. • The whole board approved that the best place to place the AED would be in the hall foyer in a lockbox as this is where it will be most useful. • The principal will ask someone from the MOE to come to the next board meeting to discuss property.
9.3 Planning and Review	• The principal has been actioned to type up evidence of stewardship and governance decision for a full board hui. The whole board has approved the implementation of the Equal opportunities programme. Moved: Kristie

	Seconded: Shane Carried: All • The Support and Workers collective agreement is not specific on what they can use their discretionary leave on. Therefore, for transparency and fairness the principal has developed guidelines on this that the committee went through and approved. The whole board approves the discretionary leave guidance that the principal has created and been reviewed by the planning and review committee. Moved: Kristie Seconded: Kevan Carried: All • There were no policies to be removed and there were no changes.
9.4 Health, Safety & Wellbeing	• The board is happy with the school camp safety. • The presiding member stated that there is nothing put in place about vaping, only smoking and alcohol. This will need to be added into the parental briefing. The full board has approved that they are happy to sign off on the Health and Safety of the camp and that the presiding member on the Health and Safety committee will physically sign off on the SAPS forms. • There is going to be a petition for parents and road patrollers to sign. Looking at getting this done at the beginning of term 4 and trying to get some of the school leaders involved as well. The full board approves for the petition presented by the full board to get signatures from the community to go ahead at the beginning of term 4.
9.5 Personnel	• The principal aske that Board funding for teachers next year get increased to allow for a full time SENCO and intervention teacher. The principal is asking that the full board approves, even before the budget, agree additional funding for an additional 1.5 teachers over and above the teaching allocation. The full board approves that the principal go ahead and advertise for a SENCO teacher for next year.
10.0 Administration	
10.1 Confirmation of previous minutes	*"THAT the minutes of the Board meeting held **14 August 2024** be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website."* Moved: Shane Seconded: Katie Carried: All

	The whole Board, via email, approved the quote from Fire Protection Services for barn to be fire compliant. The whole Board, via email, approved the quote from Soundcraft for x2 speakers to be replaced. The whole Board, via email, approved the quote from furniture for new classroom furniture.
10.2 Training	N/a
10.3 Correspondence	• The presiding member has been asked for the newsletter to publish. Talissa, Katie and Shane will each write a blurb for the newsletter by Friday.

11.0 In-Committee	
11.1 In-Committee	To be documented separately. Meeting started at: 8:28pm Meeting concluded at: 8:31pm
12.0 Next Meeting	
12.1	Next meeting on 6th November at 6pm
13.0 Meeting Close	Meeting concluded at 8:27pm