

(b) The draft 2024 Budget was tabled. AM read through the notes from the finance committee meeting around the budget and also shared Anna's commentary.

RESOLUTION That the draft 2024 budget be approved.

M. Graham Eskdale

S. Rebecca Bills

4.2 Policies for Assurance by Principal:

- (a) Police vetting for non-teachers: RB assured the Board that all non-teaching staff have current police vets on file.
- (b) Appointment procedure: RB assured the Board that the appointment procedure policy is being implemented correctly, including appointment committee delegations, and referee/background checks – confirming that this was all being followed.
- (c) School Donations: RB assured the Board that the school complies with all donation requirements, but she had yet to give a written statement to parents/caregivers indicating that the school has opted into the government donation scheme. RB advised she would complete this.
- (d) Length of School Year: RB assured the Board that the school will be open for the statutory number of half-days and hours per day in the current year and gave a summary of this for 2023. RB advised that the dates and number of half-days for instruction for the next year (2024) had been completed at the August meeting.

4.3 The Health & Safety reporting for October was tabled as follow:

- (a) Kamar Assessment report. GE asked around the roading project, RB advised that this will be finished at the end of Feb. RB gave an overview of this.
- (b) Kamar Sick Bay reporting was tabled.

RESOLUTION That the October Health & Safety reporting be received.

M. Graham Eskdale

S. Val (Aroha) Kukutai

4.4 Overnight activities/trip proposals:

- (a) Year 9 camp – 5th to 7th December.
- (b) Year 10 camp – 5th to 7th December.

Update on the Duke of Ed trips:

- (c) Bronze kayaking trip – an exploratory/testing out trip – 29/11/23. Bridge to Elbow.
- (d) Bronze kayaking trip; practice journey – 2nd & 3rd December. Start at Meremere dragstrip and end at Tauranganui marae, stopping at bridge for an overnight camp at Tuakau Sea Scout Hall. AM asked how students would get from the river to the Sea Scout hall with no walkway/paths for part of the way where there were 60/80km traffic areas. RB advised they would be picked up and driven there. RB advised that this trip was being completed with a highly skilled/trained instructor.
- (e) Silver tramping trip; practice #1 to Waitawheta Hut – 25th & 26th November. RB advised that this trip was subject to finding a staff member that had the skills for the trip. RB confirmed that she would not be approving the trip until this was completed.
- (f) Silver tramping trip; practice #2 to Pinnacles hut – 9th & 10th December.
- (g) Silver tramping trip; qualifying trip on the Timber Trail 27th to 29th Jan 2024.

RESOLUTION: That the above overnight activity/trip proposals be approved as per the Principal's assurance and delegated authority.

M. Owein Greaves

S. Corinne Anderson

4.5 Action list reporting from October meeting tabled.

- (a) AM asked when the reworked 2024 Annual Plan would now come back to the Board. RB advised not until Feb 2024. AM asked if there were any implications for SOY with it not coming to the Board for review until Feb. RB responded no, that with the PD request to MOE for Niho Taniwha being declined they will work out what they can still do initially and reapply in the second round of applications – the dates for the second round had not been released as yet. RB continued that with regard to term 1 and 2 leadership around this, that they can do internally, they have the books on this so it

wouldn't be like they were doing on their own. AM asked what the cost would look like if the school paid for the PD to avoid delay, RB advised that MOE charges out at \$2500 per day, and that would be the cost if we were to look to self-fund.

- (b) RB talked through the timing of reviewing an increase to counsellor hours and reasoning behind this with waiting until after the March roll return (this would give confirmed 2024 school roll and staffing). RB talked through a plan she has for students and the Wellbeing Team meantime.
- (c) RB advised that the request for Mac computers for the Music room would be reviewed in the July mid-year budget review.

4.6 General:

- (a) The 2023 Cyclical Maintenance plan was tabled, this had been reviewed by the finance committee at their meeting. RB gave a summary of the changes made. There were no queries around the updates/plan.

RESOLUTION: The Board approve the 2023 Cyclical Maintenance Plan.

M. Gayle Bovill

S. Owein Greaves

- (b) Property Committee update – discussed in Principals reporting (under 6(a)).

(c) Mid Term Election update – AM gave the results of who had been elected after votes had been counted earlier that day. Dez Fail and Shelley Bradley had been elected as parent representatives. Dez's term will continue on and Shelley would attend the December meeting, with this being her first one.

- (d) Update to Board workplan – required annual reporting to add.

RESOLUTION: That the Board requires the Maori Education Team to provide a report on progress towards objectives set annually. The 2023 report will be received for the next Board meeting December 12th 2023. This in line with other department reports, i.e. counsellor's report, providing insights, budgetary and resourcing requirements, and set goals.

M. Graham Eskdale

S. Owein Greaves

- (e) 2023 Staff survey – AM advised that in with talking with NZSTA that they recommended that staff surveys be completed annually. AM put forward that the survey be completed by staff in December. RB questioned the purpose of the staff survey. AM advised this was the staffs first full year of being back at school post covid and as good employers it is good practice to check in with staff. AM talked of the NZCER survey that all staff could complete and that was totally anonymous. AM continued that the results can be sent to selected people (eg: Presiding member and Principal) and are themed rather than anonymous raw data. AM spoke of the 5 key areas the survey covers, listing as: (1) physical working environment & resources, (2) school leadership, (3) school organisation, (4) professional development, (5) satisfaction with school. GB questioned doing this in December when everyone was tired with stuff happening and to reflect how you are feeling at this time of year. RB questioned what was going to be done with the responses and the timing, that she will get asked by staff what is being done with the info and that she wanted to know what was going to happen with it. AM responded that she felt staff insights would be valuable for next years planning. RB reiterated that she needed to be able to answer clearly what the info would be used for and that she had hesitation around timing. GB continued that there were camps and all sorts of things going on. AM advised that she had completed the survey and it had taken her 7 minutes to do. GB said that it is good to reflect on the year however she didn't agree with the timing. OG asked if the survey was delayed would it matter, did the Board need insights now. AM responded that if you reflect on the start of year staffing issues, then in her opinion it would matter. GB questioned what action would be taken from feedback for start of year next year, there wasn't a lot of time to do it justice. GE asked if we would be likely to act on it with it being end of year. RB noted that the first one would be baseline data.

	<p>medical certificate when getting a doctors appointment was impossible. RB spoke again about having a truancy target, OG asked who would lead this, RB advised that DM would. RB continued that DM gets data but she also does a lot of reviewing it herself. AM asked RB if this data is shared with the Maori Education team so they are aware of these statistics, RB said no. OG said he felt it was a good idea to focus on truancy. OG also noted the fascinating insights for year 10s. RB said it would be good to understand if this was a cohort or year group thing. RB advised that some of them work (have jobs), a couple are down as medical – RB continued that they are quite a disengaged year group. AM said a lot of support had been put in to this year group. RB responded that there had been and they would see these results long term. AM questioned if the work with them had begun in Feb, RB clarified that it had started last year. GB said it was usually the same kids. OG said it would be fascinating to see if those kids got a lot out of the Careers info. AM asked if those kids go on daily report or how this works. RB responded for wandering they do - if they are at school and not in class they do. RB continued that with attendance it is more around whether it's the kids fault or not that they are not attending school, for example they could be made to stay home and look after siblings, they might be sick but school hasn't been told etc. RB spoke of tracking kids and conversations with home. RB advised that behavior contracts work for a set reason for a set period of time.</p> <p>AM asked RB if she had any insights as to why this attendance data was worse than last years data – last year was 46.4% and this year was 39.3%. RB said she would need to look into this. And that a full review was needed in to the interventions put in place, that this needed to be done on a regular basis. AM asked RB how frequent she was thinking for this reviewing to happen. RB responded at the end of 2023, then annually after. AM noted that across the board boys were worse than last year in attendance.</p> <p>AM asked around the letters that went home, if any traction had been made with these. RB responded that she had tried to gage where there was an improvement but generally across the board they are not seeing it.</p> <p>AM asked if truancy was targeted could the school use PB4L matrix alongside of it. RB confirmed that they could. AM acknowledged the year 5 year group for their results on being on time.</p> <p>(c) The Team Leader report for Math was tabled. GB was congratulated on the level 1 result, all but one student getting this. GB talked about the importance of monitoring throughout. GB said they always aim for 100% but didn't quite get there. AM asked GB around the PD they had been on with regard to the NCEA L1 standards. GB responded that it had been really helpful, GB advised they were in a pretty on to it area and that organisations were putting out some good resources to support. AM asked JT from a student perspective did she have any feedback on the report and was there anything that stood out for her. JT advised that it was hard for her when she first went in to the maths classroom (old science lab) and said it was hard to focus. There was a discussion around the smell that can linger in this area as well, making it not an ideal environment. RB advised that they had come to the decision that it was not going to be used as a science lab again/in the future, RB gave an overview of the work scheduled for 2024 to address the environment.</p> <p>There was a discussion around SSEP (Secondary Schools Employer Partnership) with GB summarising the barriers around this. GB would be reaching out to SSEP to see what opportunities/potential there might be for 2024.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 7:38pm to 8:29pm In accordance with the provisions of Section 48 (1) of the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into</p>

	committee to discuss various matters. After discussion it was proposed that the meeting move out of committee, as per the provisions of Section 48 (1) (a) of the Local Government Information and Meeting Act of 1987.
8	<p>Meeting closure <i>Whakamutunga</i></p> <p>8.1 Topics for newsletter reporting were agreed as: AM to welcome/confirm election result, GB to talk about UDL year 10s bike track.</p> <p>8.2 Call for agenda items for next meeting – nil requested.</p> <p>AM advised that as per earlier info that moving forward there would be an 8.3 agenda item which would be ‘Meeting evaluation’. That there would be a monthly template to complete at the end of each Board meeting which was a Board self-assessment tool. This was an appropriate way in which to provide meeting feedback and to be able to monitor and ensure people have felt they are heard, has the meeting run well, has the Board been provided with enough info at meeting etc.</p> <p>AM talked through events coming up whereby Board member attendance was required:</p> <p>Sports Prizegiving – 28/11/2023 Values Prizegiving – 08/12/2023 Academic Prizegiving – 11/12/2023 Staff dinner – 15/12/2023</p> <p>AM advised that name badges would be made and the intention was for Board members to be with SLT in welcoming students and whaanau, then sitting together at front of the prizegivings. This would help the school community with knowing who Board members were. The meeting closed with a karakia at 8:38pm.</p>