

## **Murrays Bay Primary School Board of Trustees - Meeting Minutes**

**Date:** 6 December 2023

**Time:** 6.30pm

**Location:** Staffroom

### **1. Welcome and apologies**

Present: Mike Frith, Aimee Fannin, Jodi Field, Brett Ingold, Hayden Iles, Jodi Field, David Kay, Sheree Lacy-Goehring

In-Attendance: Paul Hoffman, Alice Andel, Sharon Garner, Shaun French

#### **1.1 Action points to follow-up**

### **2. Late Business**

### **3. Minutes from the previous meeting:** Approved (MF/DK)

### **4. NAGs 1-6 (General Business)**

#### **4. Homework question from parent**

Discussion held around the homework school policy. This policy is currently up for renewal.

#### **4. Board Meeting dates for 2024**

Approved: MF/DK

#### **4.1 NAG 1 Curriculum**

- Taken as read.
- Discussion held with feedback from the BYOD parent information session. Information will be sent to the parents of Year 2 students and placed on the school website before the end of the term.
- MindPlus trip was very successful with lots of connection between students and parents.
- Year 1 Extravaganza was a huge success and a testament to the amount of work put in by Tash McMurdo and the whole Year 0/1 team.

##### **4.1.1 Kahui Ako ISL Report - Culturally Responsive Pedagogies**

A lot of professional development and many new initiatives have started this year due to Aimee's hard work. Language weeks have been incorporated throughout the year. Staff meetings have been held to build teacher knowledge. Thank you to Aimee Fannin for the report and her hard work throughout the year.

##### **4.1.2 Kahui Ako ISL Report - Literacy including Structured Literacy**

A lot of hard work has been done across the whole school to develop Structured Literacy teaching, with amazing results. We are excited to be continuing this journey next year. Thank you to Alison Orchard for the report and her work throughout the year..

##### **4.1.3 Kahui Ako ISL Report - Well-being and Health Curriculum Development**

Narelle Hoggard has worked hard to support the wellbeing of our staff and students over the year, including creating a shout out board, organising lunchtime activities for students and a whanau cup for assemblies. Thank you to Narelle Hoggard for the report and her work in this area..

#### **4.1.4 Kahui Ako ISL Report - Curriculum Development**

The Curriculum Development team was one of our Professional Learning Groups this year. A lot of work has gone into creating a school-wide cycle for covering the curriculum. Thank you to Michelle Selby and Rebecca Nisbett for the report.

### **4.2 NAG 2 Strategic Planning**

#### **4.2.1 Strategic plan - draft**

The culmination of a community consultation survey and BoT strategic planning meeting is our draft Strategic Plan for 2024. A discussion was held around the contents of this plan. We have three main areas of focus:

- Positive Culture for Learning
- Local curriculum, including structured literacy
- Collaborative teaching and learning

Discussion held around the need for more measurable success targets. A request has been made for the success measures to be more specific and measurable.

The Strategic Plan has been approved: **MF/DK**

#### **4.2.2 Analysis of Variance presentation**

Discussion held around mid-year reading data, with Sharon Garner. Thank you to Sharon.

### **4.3 NAG 3 Personnel**

- Staffing for 2024 has been presented to the Board of Trustees.

#### **4.3.1 Staffing proposal for 2024**

- Shared with the BoT.

### **4.4 NAG 4 Finance**

#### **4.4.1 Finance Report**

Taken as read.

#### **4.4.2 Budget 2024 Draft**

Discussion held around the change in the balance to being a deficit. A meeting will be held on February the 16th at 1pm to confirm the budget.

### **4.5 NAG 4 Property**

Taken as read. Thank you to Paul for the report.

- Sewerage leak into neighbours' properties. We are seeking quotes to have this fixed. If it is under \$5,000 the school will cover this cost. If it's over \$5,000 the MoE will fund it.

#### **4.5.1 Salesforce for school-led property projects**

Approved: BI/Hi

### **4.6 NAG 5 Health, Safety and Wellbeing**

Taken as read.

#### **4.7 NAG 6 Legislative Requirements**

##### **4.7.1 Board Assurance:**

- **Length of School year:** approved (SL/DK).
- **International Learners and Attestation:** Our 2023 self-review has been completed and the necessary paperwork has been submitted to NZQA.

##### **4.7.2 Policies for Review**

Please ensure you review these policies and leave feedback.

##### **4.7.3 Student Numbers**

Taken as read. Our numbers have continued to grow significantly. We have no known enrolments between now and the end of 2023 and currently have 53 new enrollments starting on the first day of 2024.

##### **4.7.4 PTA Report**

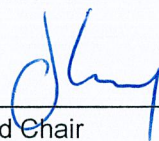
Taken as read. Please note that there will be no Twilight Festival in Term 1 next year, due to the construction which is taking place.

#### **5. Correspondence Inwards**

- Request for Year 6 camp in 2024: BI/DK
- Request for Hayden to attend the U Lead Principals' Conference in April has been tabled.

#### **Correspondence Outwards**

**Meeting closed at 8:58pm**

Signed: \_\_\_\_\_  
Board Chair

Date: 21/2/24