

Board of Trustees Meeting Agenda – DATE: 1 August 2018

Open: **Karakia Timatanga**

1. Administration

- 1.1 Welcome board members
- 1.2 Present
- 1.3 Apologies
- 1.4 Declaration of interests
- 1.5 Confirmation of previous minutes
- 1.6 Correspondence – NZSTA Update, NZSTA Training, Ombudsman Survey

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
 - 2.1.1 Vision and Strategic Plan review discussion
 - 2.1.2 Policy review framework
 - 2.1.3 Policies for ratification
 - 2.1.4 COL
 - 2.1.5 Enrolment Scheme

3. Monitoring

- 3.1 Principal's Report

- 3.2 Finance
 - 3.2.1 July Finance Report
 - 3.2.2 Funding Application Presentation

- 3.3 Property
 - 3.3.1 Property Report

- 3.4 Health and Safety

4. Other items

- 4.1 Polyfest update
- 4.2 NZSTA Conference Report

5. In-committee items

- 5.1 Internal Evaluation
- 5.2 OIA update
- 5.3 Personnel
- 5.4 Student Engagement

6. Meeting Closure

- 6.1 Identify Agenda Items for Next Meeting

Karakia whakamutunga: Meeting closed _____pm

Note 1: Correspondence is listed on the back of the agenda Note 2: List of current delegations attached to agenda
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All reports associated with this meeting are available on-line, or in the school office during normal school hours.

Associated meeting reports:

NOTE 1:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera

Curriculum: Gillian

Property: Shane

Finance:

Board of Trustees Meeting Meeting– DATE: 11 July 2018 DRAFT

Open: Karakia Timatanga 7.10pm

1. Administration

- 1.1 Welcome board members: Welcome to Judith.
- 1.2 Present: Dave, Gillian, Chris (7.15pm), Vera, Judith, Di, Rachel and Spencer (7.20pm)
- 1.3 Apologies: Shane, Craig
- 1.4 Declaration of interests - none
Motion:
I move to grant speaking rights to Dianne Wright who as Deputy Principal will have relevant contributions to this meeting
Moved/Seconded: Rachel/Vera
- 1.5 Confirmation of previous minutes
Move that the minutes be approved as true and correct. Moved /seconded Rachel/Gillian
- 1.6 Correspondence – NZSTA Update, NZSTA Membership Matters, Office of the Auditor General, Wellington Airport Regional Community Awards - We have been nominated for this award for Polyfest.
NZEI Stopwork meeting could affect us, but hopefully not too much as it is an early finish day.

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
 - 2.1.1 Policy review framework – no new items
 - 2.1.2 Policies for ratification - none
 - 2.1.3 COL: Three teachers have applied for the positions, but two more are needed.
Still a lot of grey areas, but moving ahead anyway in an effort to create a foundation for later.
 - 2.1.4 Enrolment Scheme: Mandy from the Ministry of Education contacted Dave and Rachel to inform them of a zoning issue with one of the schools. It would be preferable to consult with the other principals and have a full board present before reaching a decision about going ahead with the zone.
Decision to be carried over to next meeting.

3. Monitoring

- 3.1 Principal's Report: Documents distributed and gone over thoroughly.
The roll is down compared to last year.
Continuing to work with RTLB and the MoE about behaviour. The debrief from Kate was really interesting and helpful. Workshops around dealing with kids who have experienced trauma will be had next term which will be great. We will continue to work with RTLB, PB4L, Constable Stuart Blake.
E-tap is still being worked on, but improvements have been made in the form of consistent tables have been created to make it easier to monitor progress.
Armed Offenders incident near the school - need to see the school notified to keep the

children safe.

3.2 Finance

3.2.1 June Finance Report: Documents distributed and gone over thoroughly.

We have a surplus, but most of it is Polyfest money. Dave has continued to manage the term deposits.

Move that we pass the June Finance Report. Moved / seconded: Rachel/Chris

3.2.2 2017 Independent Auditor Report & 2017 Board Report: Documents distributed and gone over thoroughly.

3.3 Property

3.3.1 Property Report: Documents distributed and gone over thoroughly.

Viewing platform is structurally sound. The builders will make a few alterations to get it above code. Asbestos survey has been completed and the report is pending.

3.4 Health and Safety

Health and Safety Report: A couple of bumped heads and knee to the chin.

4. Other items

4.1 Polyfest update: It was awesome! Progress happening on creating a Trust to manage the event in future. Thank you from KPG for letting them use the school kitchen.

4. In-committee items

Motion: that the public be excluded from the following part/s of the proceedings of this meeting namely agenda items 4. The grounds are that the matter is one of:

- personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.
- that the exclusion of the public from this part of the proceedings of the meeting is necessary to enable the board to deliberate in private on its decision or recommendation
Moved/Seconded: Rachel / Spencer

For individuals to remain at public excluded item

Motion: that Dianne Wright, as DP, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item matters which will support the board's decision-making.

Moved/Seconded: Rachel/Spencer

Moved out of committee at 8.30pm

6. Meeting Closure

6.1 Identify Agenda Items for Next Meeting: Strategic Planning

Spencer to touch base with the Funding expert.

Zoning discussion

Karakia whakamutunga: Meeting closed 8.31pm

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BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera

Curriculum: Gillian

Property: Shane

Finance:

DRAFT

Operations update



NZSTA
e tipu e rea

27 July 2018

Tēnā koutou.

Welcome to the start of Term 3.

With our team having had a welcome breather during the holidays, we have started Term 3 where we left off in Term 2. Busy!

We have just finished a huge weekend assisting Lorraine with the delivery of the annual NZSTA Conference with staff from the Operations Team delivery professional development and manning the conference stand. It was another fantastic event with over 1,100 attendees – the biggest conference yet. If you were fortunate enough to attend I hope you found the experience valuable and also made some good connections with your fellow trustees.

As always, please don't hesitate to get in touch with any feedback. I'm keen to know if there are any particular subjects that you would like to hear about as part of these updates.

Thanks for the work you do.

Nāku noa na

Rob

General Manager, Operations

rgold@nzsta.org.nz

In this update:

- [NZSTA update](#)
 - [Spirit of Adventure 2019](#)
 - [ASC opening hours](#)
 - [Holiday pay for teachers](#)
 - [Situations vacant](#)
 - [Kāhui Ako](#)
-

- [Collective bargaining](#)
- [Litigation](#)
- [Nationally Advertised Workshops](#)
- [Student representative elections](#)
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- [Automated gate safety](#)
- [NZSTA endorsed consultant workshops](#)

NZSTA update

There have been a number of goings and comings since the last update.

Goings:

- Eric Woodward (Employment Adviser, Northland) retired on 13 July after over 20 years service with NZSTA.
- Evana Belich (Employment Adviser, Auckland) has her last day with us on 27 July as she moves to an Auckland based employment relations consultancy.
- Pam Cooper (Employment Adviser, Waikato) left us in April to return to NZEI Te Rui Roa.

I'd like to thank Eric, Evana and Pam for everything they have done for boards and wish them well.

Comings:

- Catherine Bates joined the National Office team as a new Senior Adviser, Employment. Catherine was previously an Employment Adviser in our Central South Hub.
- Liz Riddiford also joined the National Office team as a new Senior Adviser, Governance. She joined us from the Advisory and Support Centre.
- Nini Uerata joined the Central North Hub as an Employment Adviser (replacing Pam).
- Joshua Pretty joined the Southern Hub as an Employment Adviser filling a long-term vacancy.

All bring significant knowledge to their roles.

Advisory and Support Centre opening hours

During Term 2, we trialled a new close time for the Advisory and Support Centre (ASC). We moved the close time to 6pm because the number of calls received after 6pm was minimal. By staffing the late shift, we were unable to have enough staff on during the busiest part of the day (9am-2pm).

In the last update, we said we would trial the 6pm closing during Term 2 and then assess based on feedback. We have only had one piece of feedback, but we don't think that is enough to assess the trial.

We have decided to extend the trial through Term 3 and survey boards during the term before making a final decision.

So, just to confirm, the opening hours of the ASC are:

- Monday – Thursday 8am til 6pm
- Friday 8am til 5pm
- School holidays, Monday – Friday 8am til 5pm

If you have feedback on this, please contact [Robyn Davies, Manager ASC](#).

Situations vacant

We're looking for an Adviser, Governance to join the Advisory and Support Centre to backfill a staff member who is on secondment through until December 2018.

The role is based in the Wellington CBD (at our National Office) and is part of the first-line service you receive when you call the 0800 number for support.

The role is 0.8FTE (32 hours per week) but we have flexibility and think that the role might suit a parent returning to the workforce.

We're looking for someone with:

- Experience working in a busy service-based environment.
- Ability to interpret legislation and other documentation.
- A willingness to learn and to keep up to date with changing trends and legislation.
- Knowledge of relevant legislation and previous involvement on a school board.

If you are interested and would like to know more, please contact [Robyn Davis](#) or [Jessica McMillan](#).

Expressions of interest close at 5pm on Monday 6 August.

Collective bargaining and strike action

As you will be aware, bargaining is currently underway for the Primary Principals' Collective Agreement (the PPCA) and the Primary Teachers' Collective Agreement (the PTCA). An initial offer was rejected by NZEI Te Riu Roa. Following nationwide paid union meetings during June, members have voted to strike between the hours of 1 and 4pm (three hours) on Wednesday 15 August 2018. NZEI will be balloting its members again shortly to decide whether this should be extended to a full day strike.

There are a number of ramifications for a board should the strike go ahead and NZSTA is working with the Ministry on a resource for boards which will be available shortly. A brief summary of the responsibilities of a board are that it must:

- ensure the safety of its students
- keep its schools open for instruction if feasible, or supervision only (see para 2 below)
- notify the Secretary for Education of the strike details
- take steps to ensure that striking staff are not paid while on strike
- ensure non-striking staff are paid as usual during the strike
- inform all staff about how the pay of both striking and non-striking staff is handled.

Whilst planning is underway for strike action on 15 August, bargaining is continuing in the hope of an agreement which will avoid disruption.

While the PPCA and PTCA are the main focus now, the next are the Special Residential Schools' (29 September) Collective Agreement and the Secondary Teachers' Collective Agreement (27 October) so work will begin on them shortly.

At any time, you can contact us with any suggestions or thoughts bargaining@nzsta.org.nz.

Litigation

There are currently two pieces of litigation that are before the Employment Court which will be of interest to the sector and the judgments may impact boards as the employers. We recently communicated with you about the case relating to pro-rated non-contact time for part-time teachers. This involves clause 5.2.6 of the Secondary Teachers' Collective Agreement (STCA) and the application of non-contact time for part-time teachers. You will be aware that this is pro-rated for part-time teachers and that "The employer will endeavour to provide non-contact time for part-time teachers who are employed between 0.48 FTTE and 0.89FTTE to allow such teachers non-contact time that is proportionate to that provided to full-time teachers."

Four boards have been named as defendants (Thames High School, Tauranga Girls High School, Havelock North High School and Taita College). The causes of action relate to discrimination and pay equity. Any board could join the action if they choose, which would involve becoming a defendant and instructing counsel to represent the board in proceedings.

We are happy to discuss the details of the case should a board be interested in joining proceedings. Please contact the ASC in the first instance (0800 STA HELP).

The second case relates to payment of expenses under the STCA when called back to work (clause 5.4 of

the STCA). As part of that, the interpretation of when a school is 'open for instruction' is also being examined. Again, we are happy to provide details should a board be interested in joining the litigation.

Nationally Advertised Workshops

The [Term 3 Nationally Advertised Workshops](#) (NAWs) are on the Learning Management System (LMS) so make sure you register early. If you need assistance logging into the LMS to register, please contact your local [Programme Coordinator](#).

Student representative elections

Boards of schools that have students above year 9 are reminded that student representative elections must be held every year in September.

While boards can use any date in September as election day, a suggested date is Friday 21 September. The student representative election process is the same 37-day process as for electing parent and staff representatives.

There is a very useful election calculator to assist boards in setting an election date. This can be accessed [here](#).

Spirit of Adventure 2019

NZSTA will again co-host a residential student representative professional development programme with the Spirit of Adventure Trust in early 2019. A call for expressions of interest will be sent to relevant boards during Term 3.

Holiday pay reduction for teachers

If a teacher takes unpaid leave during a school term, a holiday pay reduction may be needed. At the beginning of each vacation period, required holiday pay reductions are calculated for all teachers who have taken a period of unpaid leave during the term just completed.

In some instances, further holiday pay reductions are required resulting from prior terms. The holiday pay reduction will be made from the employee's pay that falls over that vacation period.

As each sector has its own set of Holiday Pay Reduction calculation rules, we have created a useful table with links to each collective agreement.

View this [link](#) for more information.

Kāhui Ako

NZSTA has been working with Ministry of Education to review the Kāhui Ako stewardship group framework document. As Kāhui Ako mature it becomes apparent that the role of this group requires more definition. It is not a legal entity nor is it a governance body, rather its role is to have oversight of the vision of the Kāhui Ako and its progress against its achievement challenges. The group is also the vehicle for fostering collaboration with the wider community served by the Kāhui Ako.

A new document outlining suggested membership and purposes of the stewardship group can be accessed [here](#) or via the [NZSTA homepage](#).

NZ ShakeOut

Recently, you would have received a letter from the Ministry of Civil Defence and the Secretary for Education, Iona Holsted, in relation to participating in the NZ ShakeOut drill to be held on 18 October 2018 at 9:30am. Read the letter [here](#).

We would encourage your school to register and participate as emergency preparedness is important should a civil emergency arise.

There is a schools' challenge which has a number of prizes to be won. Full details can be found [online](#).

Automated gate safety

We have recently been contacted by WorkSafe which has just published a [safety alert highlighting serious health and safety risks posed by some automated gates](#), following an incident in which a child suffered serious crush injuries.

The gates of concern are ones not fitted with safety devices to guard against injury as the gates open and close. The child was trapped in the gate as it retracted to allow a car to enter. The gate was not fitted with any devices to cause it to stop moving if an object became entangled in it as it retracted.

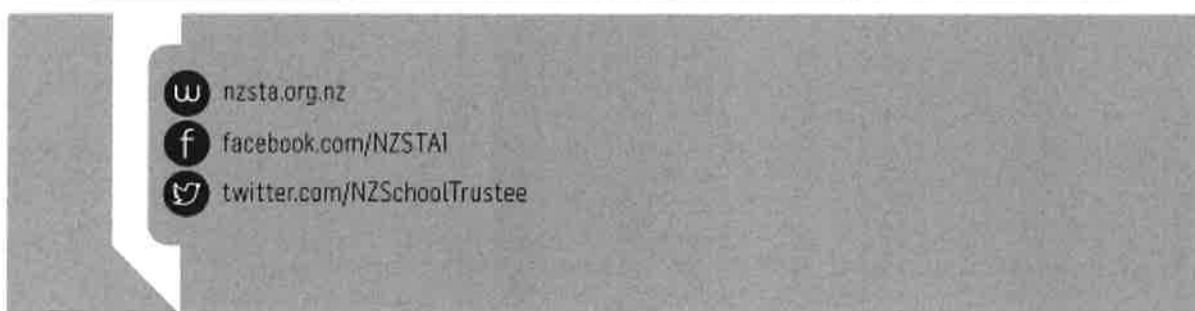
WorkSafe investigated the incident. It did not prosecute but considers the risks identified may affect a number of other business and undertakings, such as school boards.

Safety issues around the gate in question have been addressed.

NZSTA endorsed consultant workshops

A reminder that these are scheduled for September and education consultants/school leaders/school governance experts interested in becoming endorsed should first read about the [endorsement process](#) on our website before submitting an [Expression of Interest](#). Once we receive an EOI, we will be in touch with next steps.

Boards interested in contracting an endorsed consultant for their principal appointment or performance review/appraisal process, can contact our [Advisory and Support Centre](#) for information about suitable consultants who work in your regions.



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Tue 17/07/2018 12:52 PM



Rebekah Wright <rwright@nzsta.org.nz>

NZSTA Workshops Term 3 - Wellington/Wairarapa

To

 You replied to this message on 23/07/2018 8:52 AM.

Kia ora

I hope everyone is enjoying the school holidays.

Below is the information on what NZSTA workshops are being offered in the Wellington/Wairarapa region in Term 3.

We are running three different workshops this term.

The Board's Role in Effective Student Behaviour Management Processes

This workshop is designed to empower board members to make appropriate suspension decisions and to support trustees to follow the correct procedure for every student suspension. The module will also take you through the key aspects of student behaviour management, the board's student behaviour management cycle and the board's required documentation.

Location: Carterton

Date: 2 August 2018

Time: 6.30-8.30pm

Facilitator: Jill Dean

Venue: Carterton Events Centre

Location: Wellington

Date: 14 August 2018

Time: 6.30-8.30pm

Facilitator: Jill Dean

Venue: St Andrew's on the Terrace

Charter Review

The charter should be the basis of all school decision making and a vital tool in improving student achievement outcomes. This workshop provides information on the key aspects of charter review, what an effective school charter should contain and the board's planning and reporting process.

Succession Planning

In order to ensure that there is continuity of effective governance it is critical that each board has a succession plan in place which includes tips for ensuring the election of effective trustees and good practice induction processes.

These two workshops will be held on the same night in each location with a break in between for a pizza dinner. There will be an hour and a half session on each. Please contact myself if you are attending and have any dietary requirements.

Workshop: Charter
Review

Location: **Levin**

Date: 28 August 2018

Time: 5.45-7.15pm

Facilitator: Rebekah Wright & Paula Cull

Location: Te Takere, Horowhenua Culture & Community Centre

Workshop: Succession Planning

Location: **Levin**

Date: 28 August 2018

Time: 7.30-9.00pm

Facilitator: Rebekah Wright & Paula Cull

Location: Te Takere, Horowhenua Culture & Community Centre

Workshop: Charter Review

Location: **Lower Hutt**

Date: 13 September 2018

Time: 5.45-7.15pm

Facilitator: Susie Hilliard & Paula Cull

Location: To be confirmed

Workshop: Succession Planning

Location: **Lower Hutt**

Date: 13 September 2018

Time: 7.30-9.00pm

Facilitator: Susie Hilliard & Paula Cull

Location: To be confirmed

Workshop: Charter Review

Location: **Carterton**

Date: 19 September 2018

Time: 6.00-7.30pm

Facilitator: Susie Hilliard & Carol Murray-Brown

Location: Carterton Events Centre

Workshop: Succession Planning

Location: **Carterton**

Date: 19 September 2018

Time: 7.45-9.15pm

Facilitator: Susie Hilliard & Carol Murray-Brown

Location: Carterton Events Centre

Workshop: Charter Review

Location: **Wellington**

Date: 24 September 2018

Time: 5.15-6.45pm

Facilitator: Susie Hilliard & Carol Murray-Brown

Location: St Andrew's on the Terrace

Workshop: Succession Planning
Location: **Wellington**
Date: 24 September 2018
Time: 7.00-8.30pm
Facilitator: Susie Hilliard & Carol Murray-Brown
Location: St Andrew's on the Terrace

This is a great opportunity for free professional development that would be beneficial to your entire board. Please pass this on to all board members.

They can enrol in this workshop through our Learning Management System ([LMS](#)) or through our [website](#); or contact me and I can do this for them.

Please let me know if you have any questions.

Kind Regards,

Rebekah Wright
Integrated Advisor

New Zealand School Trustees Association
Level 3 – 1 Walton Leigh Avenue
Porirua, 5022

Email: rwright@nzsta.org.nz | www.nzsta.org.nz
Ph: +64 45602942 | Cell: +64 21599725



The banner features a black and white photograph of a rocky coastline with a building in the distance. Below the photo is a dark grey banner with the NZSTA logo (a stylized tree) and the text "NZSTA E tūpū e reā". To the right of the logo, the text reads "NZSTA 29th Annual Conference 20-22 July 2018, Rotorua" and "Strengthening Excellent Governance for Improved Student Outcomes". At the bottom of the banner, there is a decorative zig-zag pattern. Below this pattern, the text "NZSTA Preferred Partners:" is followed by four logos: Crombie Lockwood (a stylized 'C' logo), Resene (the paint the professionals use), Signmee (a circular logo with a stylized 'S'), and Vero Liberty (a stylized 'V' logo).

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Ombudsman Survey 2017/18



Melanie Stevens <Melanie.Stevens@ombudsman.parliament.nz>

  Reply all | 

Wed 18/07, 7:43 a.m.

Inbox

Good morning

We are surveying central and local government agencies and Ministers of the Crown, about our service.

We would greatly appreciate your feedback, as your response will help us to improve our service. We intend to use the results of the survey to assist with staff development and the ongoing review of our processes. The focus of the survey is on the service we provide and the information we make available. A summary of the results will be available in our annual report later this year.

Your agency and the identity of the person completing the survey will remain completely confidential. Apart from asking for details about the type and size of your agency, the survey does not identify your agency. The information your agency gives will be grouped together with responses from other agencies to ensure that no individual or agency can be identified in any presentation or publication of the results.

Please pass this letter to the member of your staff who has the most dealings with our Office, and ask them to complete the survey online by Wednesday 1 August 2018 at the via following link:

<https://www.surveymonkey.com/r/LC5VCPY>

If you have any questions about this survey, please do not hesitate to contact me via return email or DDI 04 471 9112.

Thank you in advance for your assistance.

Yours sincerely

Melanie Stevens

Project Coordinator | Compliance and Practice

Office of the Ombudsman | Tari o te Kaitiaki Mana Tangata

DDI 04 471 9112 | Phone 04 473 9533 | Fax 04 471 2254

Email melanie.stevens@ombudsman.parliament.nz | Website www.ombudsman.parliament.nz

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Fairness for all

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Naenae / Taita / Stokes Valley Kahui Ako (CoL)

Newsletter No 2 (May 2018)

(For Teachers, Principals, Boards of Trustees, School Communities)

(Information for Teachers, Principals, Boards of Trustees and School Communities).

Our Vision:

'To be a strong, collaborative learning community which embraces our cultural diversity and maximises the opportunities for all family, whānau, students and teachers to meet their potential and enjoy success.'

Background:

Investing in Educational Success (IES) is a government initiative aimed at lifting student achievement as well as offering new career opportunities for teachers and principals. Kahui Ako | Communities of Learning are the hub of the IES initiative. They form around learning pathways for children and young people. They provide opportunities to build knowledge and expertise, and stimulate improvement and innovation. Kahui Ako | Communities of Learning also provides an important opportunity to improve teaching and learning through collaboration.

The Naenae Kahui Ako | Communities of Learning is made up of ten schools (Naenae College, Naenae Intermediate, Naenae Primary School, Belmont School, Dyer Street School, Epuni School, Kimi Ora School, St Bernadette's School, Avalon Primary School and Rata Street School).

The Taita/Stokes Valley Kahui Ako | Communities of Learning is made up of seven schools (Taita College, Taita Central School, St Michael's School, Pomare School, Tui Glen School, Koraunui School and Avalon Intermediate).

Our two Kahui Ako | Communities of Learning are working together as one. The underlying reason for this structure is that we will receive funding for two Kahui Ako | Communities of Learning, therefore receive more resource to support what we want to do. Also, we have similar strengths and challenges - Naenae, Taita and Stokes Valley Schools are similar so it makes sense to be working together.

Current Picture: We, Dave Appleyard (Rata Street) and Ian Hastie (Avalon Intermediate) are still leading both Kahui Ako | Communities of Learning. This will continue throughout 2018. Lesley Brown from Canterbury University is still our 'Expert Partner' and we are finding working with Lesley invaluable. Lesley is still working closely with us as a group of leaders as well as with other Kahui Ako | Communities of Learning across the country.

Our Achievement Challenge was approved late December 2017 by the MOE and we have continued to work slowly alongside Principal leaders and our expert partner to create an environment that will support the work we want to do around the achievement challenge. This has been deliberate as we continue to build collaboration and trust amongst all school leaders. Writing is our focus for improvement but we see bigger chunks of work around Acceleration, Hauora, Culturally Responsiveness, Relational Pedagogy and Curriculum as the areas where we will start our 'hunches'. What is going on in these spaces? What practice is successful? How can we replicate these successes across all schools? How will we

identify these practices? The (Timperley, Kaser, Halbert) Spirals of Inquiry model will be the model we use to guide us through our inquiries.

We also continue to work closely with the local MOE, in particular with Darryn Gray who is our CoL liaison person. Darryn is supporting Dave and Ian with his knowledge and insight from working with a number of CoL, the what to do and what not to do is very helpful for us.

Across School Teachers (AST's) have been appointed x 3. Shiro Nippert and Kath Forster from Naenae College have been appointed for the Naenae CoL and Alissa Murdoch from Avalon Intermediate has been appointed the Taita/Stokes Valley AST.



*Ko Puketapu te maunga
Ko Te Arai te awa
Ko Horouta te waka
Ko Ngāti Maru, Ko Ngāti Kaipoho ngā hapū
Ko Rongowhakaata te iwi
Ko Shiro Nippert ahau*

Tēnā koutou kātoa,

I joined the Naenae community eight years ago when I started working at Naenae College. Here I have taken on the roles of Whānau Head (pastoral adviser), Assistant Head of Science and Secretary of the Marae committee.

Working within Naenae not only opened the door to learning more about this vibrant community here but I was also able to work with other iwi nationwide. I have been a part of the Māori teachers association and was the regional delegate for Ngā Manu Kōrero National committee. Seeing rangatahi strive and succeed not just within the classroom but also outside is something that keeps me energised.

As an Across Schools facilitator for the Naenae/Taita Kāhui Ako I look forward to working with and embarking on a journey of inquiry with colleagues in the local Primary, Intermediate, Secondary schools to attain efficacy for all learners.

Ngā mihi,

Shiro Nippert.



Kia Ora koutou kātoa. Ko Cath Forster taku ingoa.

I have lived within the Naenae Community for over 20 years and have worked at Naenae College as a History teacher, Dean (Pastoral adviser) and Restorative Practitioner with our Rangatahi.

Before coming to this 'Across School Facilitator' role I was seconded to Waikato University as a Regional Coordinator to support schools in their 'roll out' of the Ministry of Education's Restorative Practice contract.

Working across schools, Primary, Intermediate and Secondary has allowed me to view the values that each and every school upholds with their students and their communities.

To work and live within our community has allowed me to see the significance of our part of the valley.

I look forward to working within our Naenae/ Taita Kāhui Ako as we inquire together to gain consistency of language and success in learning for our Tamariki and Rangatahi.

Nga Mihi

Cath Forster

Kia orana kotou katoatoa, na roto I te aro'a ma'ata o Te Atua.

Ko Alissa Murdoch toku ingoa.

No Aotearoa mai au. Toku anau no Rarotonga mai, te kopu tangata Pupuke.

Proudly born and bred in the Hutt Valley I am a product of "living and learning local" as a former student of Kamahi School, Avalon Intermediate and Taita College. At the completion of my degree at Victoria University there was quite simply no other place I wanted to teach in. In term 3 of 2017, I made, what can only be described as a 'leap of faith' into the role of a classroom teacher and team leader at Avalon Intermediate, after spending 15 years at Taita College where I taught English, Physical Education and Health across all levels and held both middle and senior leadership positions.

I have been fortunate to have had some exceptional PLD opportunities in Restorative Practice, Culturally Responsive and Relational Pedagogy and Sport in Education which has shaped my practice and am particularly passionate about enhancing the wellbeing/hauora of children in our community. I see this 'across school teacher' role as a privileged opportunity to learn more about the successful teaching practice and in particular, the people, that are shaping education for our children. My husband and I have 3 boys in all three stages of compulsory education and therefore feel genuinely connected to all stages of schooling.

Meitaki Ma'ata,
Alissa Murdoch



We still need to appoint two more AST's for the Naenae CoL; they are entitled to 3 in total. The extra 4th AST comes from Naenae College giving up some of their within school positions to make up an extra AST. TSV has only 1 AST position. We therefore will have 5 AST's working closely together through until December 2019 alongside CoL leaders, DP's and within school leaders.

Dave and Ian will meet with potential leaders early in Term 3 (2nd August at AIS at 3.30) to discuss what these AST's positions might look like, we will give interested teachers more detail around the positions.

Within School positions of which every school has at least 1 position will start being filled in Term 3. Teachers are released 0.08 a week to carry out CoL work, or in simpler terms 4 full day's release every term. Selection of teachers for these positions is carried out by each Principal/BOT. We would see the within teachers working closely with our 5 AST's, once we are fully up and running, this will start happening in term 3.

Change Managers:

A new initiative from the MOE has been the introduction of Change Managers to work alongside all Kahui Ako. In our case we have two, Gabrielle Wall who is looking at our Learning Support space and working with a small group of teachers to clarify our across CoL picture and Chris Jansen focusing on Change and Leadership. Gabrielle and her team comprising Principals, SENCO and RTLB will report back to a larger leadership group in August with their findings, which has been gathered from interviews with Principals, SENCO and some DP's. This Learning Support pilot is an opportunity to look at how students and families are supported differently, it has been trialled in a few other CoL's around the country and we see it as an opportunity for our schools, students and families.

Chris Jansen will start working with a larger group of leaders later in term 3. Chris brings a wealth of experience with him around change and leadership and the first whole day session we have already had was very well received from principals. Chris will continue to work also with Dave, Ian, Lesley and AST's.

Steering Group:

This group continues to meet twice a term and set up the agendas and the ongoing work for the meeting days with leaders. The makeup of this group will change as we appoint AST's who will start coming into that space alongside principals. Other principals will still remain on this group representing both CoL's.

Stewardship Group:

The membership of this group is currently made up of 6 BOT Members, 2 Early Childhood representatives and the 2 CoL leads. Ongoing conversations around other membership continue and this group will have more membership that reflects our CoL communities. There are a few protocols that need to be set up with the Stewardship Group around Terms of Reference, Purpose, Working Method, regularity of meetings, Code of Conduct and meeting process and procedures. Our next Stewardship meeting is down for early Term 3 on the 7th August.

General:

Things started to move more quickly over the last weeks of term two with AST appointments and the work with our Change Managers. We are still deliberately working slowly but there is now a sense of progress that will see AST's working alongside leaders in schools. The appointments of Within School Teachers in Term 3 will also see a wider leadership group working together. Our hunches will come out of these discussions and will lead to AST's working in schools gathering data. We will also look carefully at the data gathered by Gabrielle and her team around Learning Support which could guide us around future appointments and work direction.

Dave and Ian are aware that progress for some appears slow, we are comfortable with where we at and how we are clarifying progress going forward. It is critical that all leaders and schools are very clear about where we at and how we are going forward, our conversations and direction support this approach. It is really important that where possible we get a full turn out for our twice a term principal meetings when we work with Lesley, this ensures that all schools are getting the same information which we assume is being shared with staff on a regular basis, so that all staff are aware of CoL progress/direction.

Regards

Dave Appleyard and Ian Hastie (Kahui Ako | CoL leaders)

June 2018





2 July 2018

Rachel De Lima-Brinkley
Board of Trustees Chairperson
Koraunui School
19 Karimu Street
Stokes Valley 5019

Tēnā koe Rachel

Re: Enrolment Scheme

Thank you for your request for written confirmation regarding the changes to the collective Stokes Valley schools enrolment scheme. Tui Glen school has been withdrawn by the Ministry of Education from the process. They do not reach the threshold whereby the Ministry can direct them to implement a scheme.

I appreciate the amount of work all Boards have put into developing the collective model and the reasoning behind that decision.

This change does not impact on your Board's ability to continue with implementing your enrolment scheme as planned.

If you have any further questions please contact me directly.

Naku noa, nā



Mandy Bird
Manager Education

Koraunui School Principal

From: Mandy Bird <Mandy.Bird@education.govt.nz>
Sent: Monday, 9 July 2018 9:09 AM
To: Koraunui School Principal
Cc: Rachel deLima-Brinkley
Subject: RE: Ministry decision about non-statutory audit.

Mōrena Dave

If the Board does not want to they do not need to implement a scheme. Just a couple of things to consider before you make a decision either way. With a scheme you can still ballot for out of zone places.

You should be aware that if Tawhai's scheme impacts your roll (as in it leads to an increase) you may need to go through the process again to manage the risk of overcrowding.

If you have any more questions let me know, and let me know what your decision is after your meeting.

Ngā mihi

Mandy

Mandy Bird | Manager Education | Sector Enablement and Support
DDI +64 4 439 4631 | Mobile +64 27 204 7063



PRINCIPAL REPORT TO THE KORAUNUI BOARD OF TRUSTEES.
For the meeting of July 11th, 2018.

Presented by Dave Lamont. Principal

OVERVIEW

We have 276 students as of today.

PERSONNEL

- Teachers and Principals across New Zealand plan stop work action on 15th August between 1.30 & 4.30pm in support of the work NZEI are doing to renegotiate the collective agreements and conditions as a part of current negotiations. A member vote was held last week whether to extend this to a full day rather than 3 hours. The decision about the length of stop work time will be released once votes have been collated. We will publicise what will be happening on 15th August to our parent community through our newsletter and Facebook page as well as notices in the office.

PROFESSIONAL DEVELOPMENT

Profession development will be focused on school-wide, individual and team/group needs.

- PB4L – We have continued with this work through staff meetings and classroom observations have begun as a part of identifying practices and environments that support the PB4L development.
- As a part of the support the Ministry of Education has been providing us we have planned for workshops and staff meetings focussed on our practices and how we can work towards meeting the needs of the students through current effective practices and changed practices through new learnings.
- The 3 teachers accepted onto the Incredible Years Programme development have attended the first of 6 workshops planned for Tears 3 & 4.

STUDENT ACHIEVEMENT/ASSESSMENT

- Mid-year data has been collated and this provides us with a school-wide overview of progress and achievement of students against the New Zealand Curriculum Levels at the end of Term 2. This information will also be used by us to monitor the progress of our target students as we plan for the second half of the year.

HEALTH AND SAFETY

TRIPS:

- We have a range of EOTC activities and trips planned again this term. We will ensure all documentation is in place before these take place.

BEHAVIOUR

- We will continue to meet with the Ministry of Education (MoE), RTL, PB4L to discuss progress with some student behaviours we have been experienced in the first half of this year. We continue to work collectively to ensure we have the structures and systems in place to manage behaviours. We need to be aware of staff well-being as we continue to work in some challenging situations.

GENERAL:

- We have set the start date for 2019 for Monday 4th February. This will allow us up to 2 teacher only days during the year. We will finish on 20th December if we use both teacher only days. This is the last day we can open for instruction in a school year.
- We have been in contact with the Ministry of Education about Te Puawaitanga o Te Kakano moving from Level 3 to Level 2 for our bi-lingual classes. We have asked that they meet with us so we can plan next steps in this process.
- Community of Learning – Principals continue to meet regularly as we move forward with establishing how we can work together across our schools. 3 of the 5 across school teacher positions have been filled. The remaining 2 positions will be advertised again this year. The within school teacher process is likely to begin this year. This process is run by individual schools for their own appointment. A job description has been developed for this position. The within schools teachers will work closely with the across school teachers as streams of work begin to be developed within schools and across the CoL.

- Last week we had our external KCC Review carried out by MSD. We received very positive response from the external reviewer during the review. The successful operation of KCC is a credit to the co-ordinator, supervisor and staff and an acknowledgement of the work they do for the children and our school. Following discussions with the reviewer about moving forward we will integrate policy reviews into board and school reviews and will include accident reports with the Board of Trustees Health & Safety Report each month. No areas of concern were identified during the review.
- Polyfest won the Wellington Airport Hutt City Community Awards – Arts and Culture and Supreme Awards at the ceremony held during the term break. With Polyfest winning this award, an invitation to attend the Wellington Regional Awards has been received. This ceremony is to be held in November for award winners from around the region.
- The Study Centre mid-year report has been completed and this along with an invoice for Terms 3 & 4 will be sent to the Ministry of Education by this Friday.
- I have had a conversation with the Ministry of Education about our progress towards meeting the recommendations made in our last ERO report. Our senior advisor will be our point of contact and I will provide information about our progress and completion of work in relation to the recommendations as this happens. This will be the same information that will be provided to ERO.
- Koraunui School has appeared in the latest issue of Rivers Group national publication. The article is about the work that has been done on the stream restoration.
- This term we have begun visiting the early childhood centres around our school. Two of our new entrant teachers have visited Koraunui Kindergarten and have arranged for visits to our school with early childhood centres. We see the strengthening of relationships with our local early childhood centres as an important part of the transition to school for our new entrants.

Dave Lamont
Principal



PROPERTY and EQUIPMENT REPORT 1st August 2018



- Our project manager from Ashby's Property Management has provided an estimate for the ramps into Kauri Block and the hall. This has been provided to the Ministry of Education, so they can go through their processes as the project is finalised.
- I met with the Ministry of Education property manager and director of Naylor Love in the term break about the faulty asphalt in the area between the hall and Rooms 1 & 2. It was confirmed by the Ministry and Naylor Love that the damage was caused by water backing up through the stormwater drains that have since been cleared. Naylor Love have measured the area and are providing the Ministry with a quote to repair the damaged area. We will be advised once the scope of work and funding for the project has been finalised. I have spoken with the foeman overseeing the job and discussed possible timeframes for the work to be completed as well as health & safety requirements. If possible, we will aim for the work to be completed in a term break
- The Asbestos Survey has been completed by Fibresafe NZ and a report and management plan has been provided to the school. This is a comprehensive report and a meeting has been requested with the inspector to go through the findings and next steps with the principal and caretaker.
- Juno Civil Limited have dismantled and removed the old playground during the July term break. They have left the orange netting around the area on the bank where the large playground was as this is very wet and muddy. We will remove this when the ground dries up. While they were on site their contractors also replaced the palings around the top of the Geenasium and closed in the bottom of the structure so the children cannot go underneath it.
- Teacher have had a discussion at staff meeting about the need to come up with a concept and ideas for a playground to replace the structures we removed. Some teachers have begun talking with the children about what they would like to include in the playground. We would like to have a confirmed plan and quotes for the area developed this year so we can apply for funding for the construction of the new playground.
- Pool maintenance work has begun and will continue over the winter. Our caretaker is working with the contractor.

Actions

- Contact Security companies requesting quotes for the installation of security cameras. One received and another being followed up with. **On-going**

Report completed by Dave Lamont
August 2018

POLYFEST 2018: INCOME

	GST Ex	GST	GST Inc	
Surplus from 2017 Polyfest	\$ 5,367.00	\$ 805.04	\$ 6,172.00	Journal
School Entry Fees	\$ 5,680.00	\$ 852.00	\$ 6,532.00	
Ticket sales				
School Sales	\$ 17,452.17	\$ 2,617.83	\$ 20,070.00	
Walter Nash Centre Sales	\$ 6,465.22	\$ 969.78	\$ 7,435.00	
Door Sales	\$ 8,900.00	\$ 1,335.00	\$ 10,235.00	
Tuakana/Teina Concert Audience	\$ 195.85	\$ 29.38	\$ 225.23	
	\$ 44,060.24	\$ 5,803.99	\$ 50,669.23	
Grants Received				
Hutt Mana Charitable Trust	\$ 10,000.00	<i>no gst</i>	\$ 10,000.00	
Pelorus Trust	\$ 5,000.00	<i>no gst</i>	\$ 5,000.00	
Ministry for Vulnerable Children/MSD	\$ 10,000.00	\$ 1,500.00	\$ 11,500.00	
HCC Events Fund	\$ 4,000.00	\$ 600.00	\$ 4,600.00	
The Lion Foundation	\$ 5,000.00	<i>no gst</i>	\$ 5,000.00	
Pub Charity	\$ 5,000.00	<i>no gst</i>	\$ 5,000.00	
HCC Creative Communities	\$ 5,000.00	\$ 750.00	\$ 5,750.00	
Heartbeat Pacifika	\$ 1,000.00	<i>no gst</i>	\$ 1,000.00	
Hutt City Wgtn Airport Community Award	\$ 2,000.00	<i>no gst</i>	\$ 2,000.00	
Te Awakairangi Health Network	\$ 3,500.00	\$ 525.00	\$ 4,025.00	
Hutt Valley Pacific Health	\$ 1,000.00	\$ 150.00	\$ 1,150.00	
Wright Family Foundation		<i>tbd</i>		
	\$ 51,500.00	\$ 3,525.00	\$ 55,025.00	
T-Shirts:				
Sales to Schools	\$ 670.00	\$ 100.50	\$ 770.50	
Crew & Volunteers	\$ 4,158.16	\$ 623.74	\$ 4,781.90	
	\$ 4,828.16	\$ 724.24	\$ 5,552.40	
Totals:	\$ 111,435.40	\$ 11,710.27	\$ 123,950.63	
	GST Ex	GST	GST Inc	

Required for income/expenditure to balance: \$ 2,626.19 ex gst

Final check to take place after school's accounts available to cross-check end August.

POLYFEST 2018: EXPENDITURE

	GST Ex	GST	GST Inc	
Publicity & Printing				
Newspaper Ads	\$ 520.00	\$ 78.00	\$ 598.00	
Numbered Tickets: 6 concerts x 1400	\$ 193.11	\$ 28.97	\$ 222.08	
Billboards x7	\$ 782.61	\$ 117.39	\$ 900.00	
Postage & Printing	\$ 210.41	\$ 31.56	\$ 241.97	
Meeting refreshments	\$ 28.70	\$ 4.31	\$ 33.01	
School Identification Boards	\$ 960.00	\$ 144.00	\$ 1,104.00	
Photocopying & Stationery	\$ 192.78	\$ 28.92	\$ 221.70	Journal
Venue Hire: Polyfest Concerts Component				
HCC: Walter Nash Centre	\$ 17,086.96	\$ 2,563.04	\$ 19,650.00	
Staging & Scenery				
Staging Hire	\$ 7,476.00	\$ 1,121.40	\$ 8,597.40	
Scenery Materials	\$ 306.28	\$ 45.94	\$ 352.22	
Stage Manager/Assistant Stage Manager	\$ 1,000.00	koha	\$ 1,000.00	
Lighting & Sound				
Scissors Lift Hire	\$ 830.00	\$ 124.50	\$ 954.50	To pay
Lighting Hire and Operator	\$ 4,478.26	\$ 671.74	\$ 5,150.00	
Follow Spot Operator	\$ 500.00	koha	\$ 500.00	
Sound Equipment Hire & Operators	\$ 9,400.00	no gst	\$ 9,400.00	
Assistant Operator	\$ 885.00	koha	\$ 885.00	
Taita College: Pack-in & Pack-out team koha	\$ 800.00	koha	\$ 800.00	
Live Stream				
Filming, Recording, Editing Concerts	\$ 13,700.98	\$ 2,055.15	\$ 15,756.13	
Hire & Installation: Screens & Data Projectors x2	\$ 9,185.00	\$ 1,377.75	\$ 10,562.75	
Hosting				
T-Shirts: Crew & Volunteers	\$ 4,158.17	\$ 623.73	\$ 4,781.90	
Lavalava: Crew & Volunteers	\$ 444.70	\$ 66.70	\$ 511.40	
KPG Team: Audience Management Koha	\$ 1,000.00	koha	\$ 1,000.00	Journal
Crew Refreshments: Pack In	\$ 118.52	\$ 17.78	\$ 136.30	
Crew Refreshments: During week	\$ 49.50	no gst	\$ 49.50	
Pastors x3	\$ 200.00	koha	\$ 200.00	
MCs x4	\$ 650.00	koha	\$ 650.00	
Gift Baskets: MCs & Pastors	\$ 251.04	\$ 37.66	\$ 288.70	
Lei for VIPs (stock left for 2019)	\$ 550.43	\$ 82.57	\$ 633.00	
Concert programmes	\$ 497.39	\$ 74.61	\$ 572.00	Journal
Other				
T-Shirts: Sales to Schools Costs	\$ 759.00	\$ 113.85	\$ 872.85	
Poster Competition prize	\$ 200.00	no gst	\$ 200.00	
Presentations Photocopying & Stationery	\$ 32.96	\$ 4.94	\$ 37.90	Journal
Green Room Activity: Tapa Squares	\$ 59.30	\$ 8.90	\$ 68.20	
Organiser: Fuel: To cover fetching & carrying	\$ 93.39	\$ 14.01	\$ 107.40	
Photographer	\$ 500.00	koha	\$ 500.00	
Koraunui Staff Work Hours Released to WNC	\$ 2,705.61	no gst	\$ 2,705.61	Journal
Koraunui Staff Additional Hours Worked	\$ 174.06	no gst	\$ 174.06	Journal
Sub-Total	\$ 80,980.16	\$ 9,437.42	\$ 90,417.58	
Poly Odyssey Day Programme				
HCC: Walter Nash Centre: Venue Equipment costs	\$ 7,051.78	\$ 1,057.77	\$ 8,109.55	
Graphic Design & Themed Signage	\$ 982.50	no gst	\$ 982.50	
Plant Hire	\$ 1,390.00	\$ 208.50	\$ 1,598.50	
KPG Team: Crowd Management Koha	\$ 800.00	koha	\$ 800.00	Journal
Refreshments for Providers	\$ 312.15	\$ 46.82	\$ 358.97	
Event Management	\$ 1,200.00	koha	\$ 1,200.00	
Central Turtle Labyrinth Hire & Associated Interactive	\$ 5,445.00	no gst	\$ 5,445.00	
Vaka Centrepiece & Associated Transport Costs	\$ 1,000.00	no gst	\$ 1,000.00	
Vaka Learning Facilitator	\$ 900.00	no gst	\$ 900.00	
Tokelau Village: Community Facilitators & Resources	\$ 2,500.00	no gst	\$ 2,500.00	
Samoan Village: Community Facilitators & Resources	\$ 2,000.00	no gst	\$ 2,000.00	
Cook Island Village: Community Facilitators & Resources	\$ 2,000.00	no gst	\$ 2,000.00	
Tongan Village: Community Facilitators & Resources	\$ 2,000.00	no gst	\$ 2,000.00	
Māori Village: Community Facilitators & Resources	\$ 2,000.00	no gst	\$ 2,000.00	
Drumming Demonstration & Tutoring	\$ 1,500.00	no gst	\$ 1,500.00	
Pacific Storytellers x5	\$ 2,000.00	no gst	\$ 2,000.00	
Sub-Total	\$ 33,081.43	\$ 1,313.09	\$ 34,394.52	
Total:	\$ 114,061.59	\$ 10,750.51	\$ 124,812.10	
	GST Ex	GST	GST Inc	