



Taupo Primary School Board of Trustees  
December 2021 (End Term 4 Meeting)

# Minutes

7 December 2021 - 6pm - Larte  
Ko te ako te maneatanga  
Hooked on Learning

## Opening Karakia Me inoa tato..

Kia hora te marino,  
Kia whakapapa pounamu te moana,  
Hei huarahi ma tatou i te rangi nei  
Aroha atu, aroha mai,  
Tatou i a tatou katoa.  
Amine

May peace be widespread  
May the sea be like greenstone  
A pathway for us all this day  
Let us show respect for each other  
Bind us all together!

Administration	Responsible / Moved	Timeframe
<p><b>Location: Larte</b> <b>Opening: 6pm</b> <b>Present: Catriona, Ben, Kirsty, Robyn, Sarah E, Zac, Catriona</b> <b>Welcome</b> to Manuhiri (Guests): Clare, Katherine, Amy, Danielle - Team Leaders Feedback on the year. <b>Apologies:</b> Eden, Helen, Sarah S <b>Quorum:</b> <b>Minutes Secretary: Zac and Robyn</b> <b>Declaration of interests:</b> none <b>Board Contact Register</b> - <a href="#">LINK</a> <b>Risk Matrix Assessment</b> <a href="#">link</a>. No Amendments.</p>	BoT Chair	2 mins
<p>Based on conversation a plan is to make the actions more clear so the BOT can identify the actions that still need to be completed, will be marked in <b>RED BOLD</b>, all completed will be in <b>BLUE</b>. This will make it easier going forward.</p>		
<p style="text-align: center;"><b>Housekeeping</b></p> <p>Ratification of Previous Minutes - November (<a href="#">Link</a>) Moved by Sarah and Seconded by Kirsty</p> <p><a href="#">Questions for Board Meeting</a></p> <p>📎 BOT Handbook 2021 - for Taupo Primary.docx.pdf</p>	Chair	10 mins
Senior Leaders Report (SLR)		
<p><b>1.1 Data Reporting and Team Leader Updates</b></p> <p><a href="#">School Wide Tracking Over a Period of Time</a> FINAL no further changes required</p> <p>The following reports break down this year's data into cohorts, ethnicity and gender and identifies those who experience disparity in reading, writing and mathematics. These are all drafts and may be tweaked after the strategic planning day being held on 6/12/2021 with leaders.</p> <p><a href="#">School Wide Reading EoY 2021 All Learners Y1-6</a> <a href="#">School Wide Writing Report Y1-6 EoY Data 2021</a> <a href="#">School Wide Mathematics Report Y1-6 EoY Data 2021</a></p>	Team	mins

Discussion held around data- celebrating the upward trend however moving forward there will still be high needs especially with at and m/at.

PLD- has the specific focus of PLD assisted with building teachers confidence / ability?  
Consolidation of an PLD focus has enabled teachers to build their own capability and the delivery of high quality curriculum delivery.  
Positive comments of the links to te reo.  
Great to have clear data- appreciate the way data is consistently presented over the years. -  
Thanks to Sarah Sade.

### **AOV / Target Learners Link**

(Target learners in years 4-6 in 2021)

Please note that the 'Planning for next year' sections at the bottom of each report is yet to be added. This will be added after the strategic planning hui on Monday 6th Dec.

[AoV Report Writing 2021 T4](#)

[AoV Report Reading 2021 T4](#)

[AoV Report Math 2021 T4](#)

Reflect / what went well and complete the AOV's for future planning.

- Can we compare our data to other similar schools. ?

- Thanks to Sarah Sade for the organisation of data.

### **Team Leaders Sharing Successes and Challenges and Future thinking.**

#### **Year 6's**

Amy - Presented a small table of information gathered by students and staff.

Strengths - Relationships from staff flowing to students

High expectations - for learners and teachers.

Utilising staff and student strengths.

Driving the localised approach to the curriculum

Daily Te Reo lessons.

Data mining. How to use the data and where to next - very positive contribution to the outcomes.

Support from Sarah Sade as a leader - she has been phenomenal.

Refer also to the student voice in notes provided on the night.

#### Challenges

Not having a field.

Covid - continued cancellations to events etc. - tried hard to come up with alternatives, this leads to making multiple plans - hard work.

Always going to the back field

Next year - Electives

Team celebrations

#### **Year 4 / 5**

Danielle

Lense over the whole senior school

Passion projects. Integrated the curriculum into the learning.

Whanau Hui Slides - kids talking and leading their learning to parents. Goals and next steps.

86% kids know their goals in writing!

Talk to text (reader and writer app). Allowed dyslexic kids to access the curriculum. (Some kids didn't feel comfortable using in front of pairs.

PLD on write that essay. In house and staff going off site to other schools.

63% said WTE helped them to learn.

Planning templates for teachers to use. Majority of teachers using them.

Challenge -

OTJ consistency within the team. - solutions for support for teachers still struggling to assess accuracy.

Teachers resisting change - new ideas - from planning, to assessment to student agency.

<p>To overcome this building capacity around the learner agency.</p> <p>Range of abilities of kids is huge - emergent to level 4 - use teachers strengths, seek support.</p> <p>Looking forward - collective culture, agreed actions are done, room 16- 18 finding a way to make it a modern learning environment.</p> <p>Sound proofing Rooms 16-18. Future proofing the area. PLD from within the staff.</p> <p>Professional development from within the staff - sharing their strengths in meetings.</p> <p>Discussion</p> <p>PLD opportunities for leaders in dealing with resistance participants.</p> <p>Year 0-3 Collaborative Conversations from three leaders.</p> <p>255 Students</p> <p>Success - The way all teachers work together as a team - Great relationships, highly collaborative. High Trust.</p> <p>Got to have a day out Day out for planning for next year. Everyone came back on the same wave length. Managed to plan the currkclum for 2022 in much detail.</p> <p>Everyone uses each others strengths. Sharing and caring knowledge and problems.</p> <p>Structured Literacy Implementation.</p> <p>Great use of resources, professional conversations ongoing. Challenging chats too. With outcomes in learning.</p> <p>The limited amount of PLD vs the uptake and buy in was amazing. Sharing of planning resources and learning from each other. Everyone was excited and seeing results.</p> <p>High levels of student engagement - particularly the boys. Noticing the learning happening around them. Action and hands on based learning.</p> <p>First year 2020 for sounds and hegity. 2021 - moved into structured literacy. The programme is quick and already there to use.</p> <p>We are now seeing the transfer of the reading approach into the writing. Self esteem is up in the writing. Used to be that at the end of year 1 writing was hard work to get kids writing, now the approach has lead to writers engagement. Children are staying in at lunch to write.</p> <p>Excited to see the year 1's in two mores years time, we predict it will be impressive.</p> <p>Specific spelling rules. Next steps is the spelling code to build into the literacy programme.</p> <p>Reading come first, then the spelling. Year 3 use the code, year 2 to start next year.</p> <p>Challenges - Financial output. Marrying up the writing and assessment to the old approach. As a team how can we refine the two approaches to writing. Dictated writing but still freedom to develop the writing process.</p> <p>We are all learning off each other. Lots of new research coming out all the time.</p> <p>Registered for PLD. Utilising expert support.</p> <p>Transition programme Success</p> <p>Worked really well this year. Had surprises this year with new entrants.</p> <p>This was delt with by expending and engaging another teacher to keep the numbers down to help cater for the influx in the 'tricky kids' Thanks to Zac and the BoT for allowing this.</p> <p>We want kids to come happy and they are coming and being happy at school.</p> <p>Connections with all teachers. Village of teachers engaging all learners in the transition and year 1s.</p> <p>Implementation of transition ideas - fridge photos, profiles, targeted class swapping (reading around the room).</p> <p>Relationships with ECE's have increased. Lots more visiting. This is awesome, but this is taxing on staff. 26 transitions in term 4. Idea - visitors from ece at the beginning of the</p>		
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<p>term. Transitions at the end of the term. More ideas for transition - bright beginners morphs into targeted transition visits.</p> <p>Future focus - further development of the gardens and areas around the mitre 10 playground.</p> <p>Adapting the play based learning throughout the year. Play turning into play, make and create and then into sciences etc. This concept builds to passion projects.</p> <p>Sad to lose Kirsty, but having Robyn has been amazing, the transition was so smooth. Thank you Robyn.</p> <p>Question about transition into year 4 with structured literacy and interface. Response - keeping the lower year 4's that still need it within teachers that are willing to address this.</p>		
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### Student Achievement and Engagement / Curriculum (NAG 1)

<p><b>NAG 1 Recommendations/ Actions from previous meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>ACTION - Meeting with Dylan about marae visits, but seek Miriamas permission to make sure she is ok with that. Not yet completed, Aim to have this done early next term. Catriona to touch base wednesday 25th August 2021 waiting on a response on this not mentioned in this meeting CARRY FORWARD. Catriona to try and make contact again - Dylan has left the work he has been doing and is likely to be unavailable to support. Ongoing. Ben to try make contact.</b></li> <li>2. <b>ACTION - Board to receive information on our School Curriculum concepts to be presented Term 3 week 10. Keep information as a reminder to do term 4. CARRY FORWARD</b> At this stage robyn and zac are getting all the information together, this takes time but may have some more information by Term 1. Looking at adding to the annual plan on week 5 term 1</li> <li>4 <b>Action Zac to add a plan to the management report, in ref to more engagement and activities. Moving forward in 2022.</b></li> <li>5 - <b>Follow up with Sarah Sade on her ideas about sound proofing so we can see if we can make some plans. Room 16 and 17 - Modern learning.</b></li> </ol>		
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### Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)

<p><b>NAG 2 Recommendations/ Actions from previous meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>Action - bring a draft of the annual plan, for the whole school activities. TBD on 6/12 at start planning day. Being built with the teacher planning day Carry forward</b> To be confirmed at the strategic planning, Board are invited</li> <li>2. <b>ACTION - Health &amp; Safety Audit to be completed as soon as possible in 2022</b></li> <li>3. <b>ACTION - Hazard Board to be update with Covid requirements for 2021 ongoing</b></li> <li>4. <b>ACTION TO CONFIRM THE TEACHER ONLY DAYS FOR 2022 - being 1 Feb and 2 other days TBC</b></li> </ol>		
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<p><b>2.1 ERO - Update - Compliance</b> We have been signed off as compliant with no actions. Well organised and established systems, well done and thanks to Michelle and Kerry. Thanks to Kirsty Darvill for signing off assurances. Board requested Attendance- termly statistical report within the management report.</p> <p><b>2.2 Annual Planning - Looking at and Discussing the Draft Plan</b></p> <ul style="list-style-type: none"> <li>- We evaluated and reflected on 2020 processes - how do we maintain this growth in the future. Should we move toward focusing on the 'whole' child including pastoral care and supporting the growth of well rounded students. This may include links to MAC, Kahui ako and how do we grow the culture within the school and grow the outcomes for all students. A <i>collective</i> focus for learning as a teaching and learning community.</li> </ul>		
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<ul style="list-style-type: none"> <li>- If we were successful within this approach we would see whole school data improving - we wouldn't be throwing masses of money to individual groups rather than whole school approach.</li> <li>- Could the document be shared with us a week prior to decision.</li> <li>- Empathy ??</li> </ul>		
<b>Personnel / Employment (NAG 3)</b>		
<b>NAG 3 Recommendations/ Actions from Previous Meeting:</b>		
<p><b>3.1 Vaccine Mandate Impact Update</b></p> <ul style="list-style-type: none"> <li>- proceeded with the termination of one staff member who was unvaccinated- positive relationship.</li> <li>- other staff member termination process has been a challenge- limited buy in / communication from their side.</li> <li>- NZSTA very helpful in this process. NZSTA and insurance company have been notified.</li> </ul> <p><b>3.2 Principal Appraiser update - (Incommitee)</b></p>		
<b>Property / Asset Management / Finance (NAG 4)</b>		
<b>NAG 4 Recommendations/ Actions from Previous Meeting:</b>		
<ol style="list-style-type: none"> <li>1. <b>ACTION -Up date on tree planting around the field by the end of this term. Robyn to look into this. In progress, Questions that came up, do we add some more activities eg, Paths, bridges etc. another meeting and more research on this update next meeting. Ongoing</b>  <b>First cost was \$8000 - do we have to lock in ongoing maintenance?</b>  <b>Can we ask Michelle to email and sort. Brassell and CW ?? ( Catriona )</b></li> <li>2. <b>Action - include for consideration budget for lawn mowing contractor</b></li> </ol>		
<p style="text-align: center;"><b><u>4.1 - Finance</u></b></p> <p><b>4.11 Finance Summary Report:</b> <a href="#">October</a>  <b>October Finance report attached to be ratified.</b></p> <p><b>October Report with accounts paid of \$31,191.87</b>  <b>Moved by Kirsty Seconded by Catriona</b></p> <p><b>4.12 Annual Finance Summary Report and Budget Overview</b>  Discussed  <b>Moved by Kirsty Seconded By Ben</b></p> <p><b>4.13 Draft Budget</b></p> <p>Approved for submission to accountant with tweeks to be done for next meeting for curriculum area.</p> <p><b>4.14 Insurance Update for PGs</b>  <a href="#">Crombie Lockwood</a> letter</p> <p style="text-align: center;"><b><u>4.2 - Property</u></b></p> <p><b>4.21 - School Boundary Beautification Project (Tamamutu St) Update</b>  Require second quote. Due to need for works to be completed prior to start of Term 1, subcommittee of Kirsty Darvill, Robyn Rutherford, Zac and Catriona Eagles delegated to approve works.</p> <p><b>4.22 - 10YPP</b>  <a href="#">WSP update 25 Nov</a>  <a href="#">WSP update 6 Dec</a></p>		

<p>10YPP now approved by MoE - WSP will start in Jan 2022. Our 10YPP started 2018/19 for 5 years. Next allocation will be 2023/24.</p>		
<b>School Climate &amp; Environment (Including Health &amp; Safety) (NAG 5)</b>		
<p><b>NAG 5 Recommendations / Actions from Previous Meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>ACTION - is to update the terms and agreements with the School of Music and MOE ON GONG</b></li> <li>2. <b>ACTION - BUDGET ON THE BOUNDARY BEAUTIFICATION ( GET QUOTES) get one more quote for the project.</b></li> <li>3. <b>ACTION - CLEAN UP OF THE BUND AND BOUNDARY (CATRIONA ) Zac has engaged the lawn guy to do it now regardless of the outcome of the contract.</b></li> <li>4. <b>ACTION TOI OHOMAI REDEVELOPMENT UPDATE - meet with new boss. Relationships underway, nothing will happen in a hurry.</b></li> </ol>		
<p><b><u>5.1 Health and Safety</u></b> <b><u>November / December Report</u></b> <a href="#">Stats</a></p> <p><b><u>5.2 New Covid Information - FYI</u></b> <a href="#">Events and Gatherings in Red Flow Chart</a> <a href="#">Info For Schools - Detailed</a></p> <p><b><u>5.3 Stand down of a student.</u></b> Reported to catriona at the time, board updated in brief.</p>		
<b>Compliance / Legal (NAG 6)</b>		
<p><b>NAG 6 Recommendations/ Actions from previous meeting:</b></p>		
<p><b>6.1 - Audit Update</b> Audit completed and no issues at visit.</p> <p><b>6.2 Board Elections 2022</b> Affects Kirsty, Eden and the vacant positions Delays til Sept 2022, rather than May <a href="#">NZSTA website advice</a></p> <p><b>6.3 Donation Scheme</b> Board agree to continue with the opt in scheme for 2022</p> <p><b>6.4 - 2022 Board Meeting Dates</b></p> <p>Could we change the BOT meetings to Monday night? Term 1 meetings week 4 then week 10?</p> <p>Suggestion - move to a Weds night on Week 5 &amp; 10 as follows: Feb 23?? March 2 (Term 1, Week 5) April 6 (Term 1, Week 10) June 1 (Term 1, Week 5) July 6 (Term 1, Week 10) August 24 (Term 1, Week 5) Sept 28 (Term 1, Week 10) Nov 16 (Term 1, Week 5) Dec 7 (Term 1, Week 8)</p>		

<p><b>Agenda or Deferred Items for Next Meeting</b></p> <p><b>Term 1 Week 5</b> - <b>Appoint Board Chair</b></p>		<p>2 mins</p>
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<ul style="list-style-type: none"> <li>- <b>Adopt 2022 Work Plan</b></li> <li>- <b>Annual plan</b></li> <li>- <b>Budget</b></li> <li>- <b>Update on timing of junior school curriculum</b></li> </ul>		
<b>Sub Committees / Working Groups with delegations and Details.</b>		
<b>BOT NEWS</b> What can we share in our termly update? •	Chair	4 mins
<b>BOT work hours</b> <b>Catriona: 12</b> <b>Eden: 8</b> <b>Sarah: 4</b> <b>Kirsty: 4</b> <b>Robyn: 4</b> <b>Ben: 4</b>	Minutes Sec	4 mins
<b>Evaluation of Meeting</b>		
<b>Date of next meeting/s:</b> Tues, 23 Feb Tues, 13 Apr Tues, 8 Jun Mon 5 Jul Tues, 24 Aug Tues, 28 Sept Tues, 16 Nov Suggested last Meeting is Tues 7 Dec. venue TBC	Chair	2 mins

**Meeting closed: 9.00pm**

**In Committee Meeting**