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Minutes of the Otatara School Board of Trustees

Monday 4th November 2019

7:00 in Staffroom

Administration

Present: Sharon Livingstone, Brent Webster, Jenny Donnelly, Warwick King, Dave Bennie, Aaron Goodall, Tracey Yardley, Tracy Mitchell (minute secretary)

Apologies: None

Other Agenda Items

Motion; That the minutes from the September 2019 meeting be confirmed

Moved – DB / Seconded – TY - Passed

Matters Arising From Minutes

None

Correspondence

Motion - That the list of correspondence be received

Letter from Ti Kouka regarding art project to reflect their learning. BW to reply to them.

Moved - BW / Seconded - TY – Passed

Motion - That the following declarations of conflicts of interest be received

Conflict declared by BW in relation to one of the painting quotes.

Moved - SL / Seconded - DB– Passed

Principal Report

Roll	269
New Students in	6
Students out	0

Literacy and Numeracy

Writing and mathematics moderation of teacher judgements has taken place in a full team meeting and is continuing to happen within teams. A focus of this round of moderation was the consideration of above judgements. There was consistency in teacher judgements in relation to above judgements with teachers providing a range of evidence to support judgements.

All teachers are using the Progress and Consistency Tool (PaCT) to make judgements for Māori and target students in writing and mathematics as part of their end of year reporting process.

Two applications have been made to the Ministry of Education for in-class support funding (ICS) for 2020 (5 hours teacher aide support per week).

Teachers continue with their focus on problem solving within mathematics and the integration of talk moves – a strategy aimed at fostering student involvement through questioning and discussion – initially the teacher models the discussion prompts/questions – revoicing -repeating some or all of what a student is saying and asking them to verify; repeating or restating – asking students to restate someone else's reasoning or thinking; reasoning – asking students if they agree or disagree with someone's response, strategy, explanation; adding on – asking students to build on other students' ideas. Teachers have commented on increased student engagement through the use of this strategy and students talk about its usefulness for them in our Ariki feedback.

Physical Activity

Year 6 students are hosting a ki o rahi tournament for other schools on Friday 8 November.

Junior classes start swimming in about Week 6 and have their annual sports interchange with Makarewa School later this term (3 December) and the seniors have their triathlon event on 5th December. Senior PE learning is focused on striking and fielding from the Sports Start programme.

36 students participated in the Southland Gymnastics Festival at James Hargest College on October 20th, 3 teams achieved Elite grade and 5 teams achieved A grade.

Whānau Consultation

Consultation with our Māori community was undertaken at the beginning of this term, all families were phoned and invited to a hui at school. Discussions took place in the relation to the seasonal calendar.

Health Consultation and Curriculum Review

Report from our biennial health consultation which has been combined with a review of the health and PE learning area of the curriculum and the following statement for the delivery of our health curriculum developed.

Otatara Primary School will implement a programme of health education based on the New Zealand Curriculum and in keeping with the school's charter and values. The focus of the programme will be to develop our students knowledge, skills and attitudes in order to maintain and enhance hauora (well-being), and foster the school's values of whanaungataunga, manaakitanga and ako through working co-operatively and kaitiakitanga, by connecting with the natural world and the benefits associated with this physically and mentally.

Learning experiences in Health Education will be provided by teachers with some support through external providers, particularly for learning around pubertal change.

Financial Systems Policy Review

Reviewed and accepted by the BOT with addition into procedure list of gift register, BOT interest register and sensitive expenditure.

Motion – to adopt the above into the Financial Systems Policy

Moved - BW / Seconded - AG – Passed

Personnel - In Committee



Motion- That the meeting move into committee in accordance with the Local Government Act Section 7 (2) (A) to protect the interest of individuals the public to be excluded.

Moved – DB / Seconded – WK – Passed

Finance and Property

September ended with a deficit of \$426. This brings the year to date result to a surplus of \$46,678. The full year budget is for a deficit of \$4,433.

As at September, total income is 75% of the annual income budget. Total expenses are recorded at 73% of the annual expenses budget at the end of the month.

In total, administration costs finished the month above budget with 76% of the annual budget spent. BOT Election costs total \$3,231 (partially offset by BOT election grant received \$1,919). Telephone costs are 77% of the annual budget. Photocopier rental charges are 94% of budget.

Overall curriculum ended the month below budget level with 47% of annual budget spent. Within this figure a few items are above budget (i.e. higher than 75% budget spent). These include (with % budget spent in brackets): Literacy (107%), Numeracy (105%) and Bus Hire Costs (105%).

In total property management ended the month just below budget level with 74% of budget spent. Within this figure a few items were ahead of budget. These included (with % budget spent in brackets): Security/Alarm Monitoring (171%), Vehicle Expenses (126%), Cleaning Contract (79%), Diesel/Fuel/Oil (94%).

In total, personnel costs ended the month slightly below budget level (74% of budget spent).

Depreciation and asset purchases finished the month at 71% of annual budget.

Working Funds / Working Capital (as per the projected uncommitted funds statement)

The net working funds at the end of the month stands at \$460,119. Based on achieving budget, this is expected to be \$435,509 by the end of the year. After allowing for committed funds the uncommitted funds figure stands at \$341,262. This represents 7.6 month's of budgeted operating expenditure (excluding Notional MOE salary and property budgeted costs).

Motion – That the financial variance report actual to budget be received:

Moved - BW / Seconded - JD -Passed

Motion – That the financial variance report actual to budget be adopted:

Moved - BW / Seconded - JD– Passed

Property

The Block B Outdoor Learning Centre tendering process has been completed and the contract awarded to Property and Construction Services. At this stage they are hopeful to have the project completed for the start of the learning year next year.

Motion – The BOT agree to fund \$129,507.24 plus GST towards the B Block Outdoor Learning Centre project and this contribution will be treated as a donation to the MOE.

Moved - TY / Seconded - BW -Passed

Exterior Painting

Discussion took place over the quotes and it was decided to award the contract to Urban Colour.



Motion – That Urban Colour be awarded the tender to complete the exterior painting of the school

Moved - DB / Seconded - TY -Passed

BW is still investigating options for the swimming pool maintenance project. Funding options are also being investigated.

The recent potable water procedure compliance was very good.

Safe Environment

13 minor accidents, involving bruises and grazes were treated on site and one student was treated for a broken arm.

Student Counselling Opportunity

We have the opportunity to be a part of a group of schools with access to the Chat bus. The initial set up for this initiative is \$7000 for 2020 and then \$5000 per year after that. The consensus was that this was a good initiative.

General Administrative Legislation

Absence of Students – to 25th October 2019

ABSENCE OF STUDENTS – to 25 October 2019

Week	% Students Absent	% Unjustified	% Term Time Holiday
9/9-13/9	7.1 %	2.9%	1.7%
16/9-20/9	5.1%	2.6%	2.0%
23/9-27/9	7.7%	5.1%	4.5%
14/10-18/11	5.1%	2.9%	2.3%
21/10-25/10	7.8%	5.4%	5.0%

Other Business


BOT Assurance document completed for forthcoming ERO Review.

NZEI/MOE Teacher Only Days

School is looking to use 3 of these days in 2020, 3 in 2021 and perhaps the remaining 2 in the first half of 2022. The community will be notified of the intended 2020 days by the end of the school year.

Next meeting 9th December 2019.

Meeting finished at 9.00pm



Brent Webster– Chairperson
Board of Trustees

9/12/19
Date