

MINUTES

RAUMATI BEACH SCHOOL BOARD OF TRUSTEES

Date: 23 March 2021 **Chair:** Nichola Coe
Time: 5.30pm **Minutes:** Philline Craythorne
Venue: RBS Staff Room **Apologies:** Philline Craythorne

Attending: Mike Farrelly, Nichola Coe, Howard Woodley, Jo Fisher, Dave Clare, Alana Tisch.

Guest: Wendy Keating, Karen McKay and Fiona Hett.

Business

Actions

COMMENCEMENT

1. Karakia and welcome
2. Declaration of Interest
 - None
3. Apologies
 - Philline Craythorne
4. Confirmation of previous minutes
 - Approved

(1st Howard, 2nd Dave)

Strategic decisions / Discussion points

Standing Items

- Calendar of meetings and overview
Next meeting: Monday 17th May 2021.

Business**Actions****5. School Waiata**

- Dave led the Board and guests with his guitar as they practiced singing the School Waiata.

6. Mathematics Data Review: Wendy Keating and Karen McKay

- The Board thanked Wendy and Karen for working so closely with Dinah Harvey and organising the Pizza, Puzzles and Probability mathematics evening.
- Wendy and Karen presented the Mathematics Data Review report to the BoT. The report was shared with the Board prior to the meeting and outlines achievement in mathematics last year and includes a comparative analysis against 2019. The impact of the professional development with Dinah Harvey has been significant and the school is well set to continue the gains achieved over the past three years. Karen and Wendy will continue to carry out regular professional development sessions and observations across the school.
- Wendy and Karen had a few points in the report that they highlighted and ran through with the Board. They shared how some of their initial goals for these past three and a half years of professional development have been met and how some are a work in progress. They are pleased with the growth that has taken place as well as the shift in student disposition and teacher confidence.
- One of the key developments in 2020 was “Maths at RBS”, a document containing all the links to support effective teaching and learning in mathematics. It connects multiple elements of Professional Learning in a manageable document to ensure approaches are consistent and effective practice is sustained. This model could be transferred to other learning areas to support effective practice.
- Wendy and Karen explained the report’s contents including strengthening teaching practice, key developments, how the professional development has impacted student outcomes, PAT analysis, number knowledge analysis and next steps.
- The professional development led by Advisers Plus has significantly challenged and driven teachers to strengthen their teaching practice. Dinah’s expertise, enthusiasm and pragmatic approach has inspired and enriched mathematics at Raumati Beach School. Dinah has been a real asset to the school and Wendy and Karen as well as the Board acknowledged her for this in her absence.
- The Board thanked Wendy and Karen for the huge amount of work they have completed and for their continued input.

Business**Actions****7. Learning Support Progress Report: Fiona Hett**

- Fiona had shared the Learning Support Progress Report with the BoT prior to the meeting.
- Fiona told the Board about Room Four being used as the school's new Hauora space where structured lunch times are being hosted and include Rubik's Cube Club, Drama Club and a soon to be added Chess Club. The sessions are ended with a mindfulness session which have been very well received by students.
- The old Senco room has been cleared out and set up for STEPS and screening. This room is additionally used by external agencies and support staff.
- Learning Support Staffing and Timetable: The year started with ten Teacher Aides and as the school rebrands, they are moving into using the term Learning Support Teachers (LST's).
- Learning Support Tier System 2021: This system was introduced to staff at a recent staff meeting where Fiona also introduced herself to staff and explained their approach to rebranding and redesigning the Learning Support role moving forward. The introduction of the initial tier system received a very positive response where teachers were commenting that they could use it as a checklist and appreciated an explanation of the processes moving forward. The RTLB Liaison was in attendance at this meeting and has asked for the Tier Model to be shared at the Kapiti Senco Cluster meeting.
- Gifted and Talented: Gifted and Talented writing sessions are running once a week on Tuesday mornings with an LST who is a passionate writer. The provisions are supplied by the LST and in addition to this Fiona is working alongside her to ensure they also focus on nurturing characteristics and personality traits of Gifted and Talented children.
- The Board thanked Fiona for the many positive changes they have witnessed and commended her for how much she has already achieved.

8. Appointing a Board Chair (Presiding Member)

- Annual appointment of Presiding Member.
- Nichola Coe re-elected as Presiding Member of the Board of Raumati Beach School.

(All agreed)

9. Feedback from the Leading an Effective Board training event: Nichola Coe

- Board of Trustees to be known as The Board. Board Chair to be known as the Presiding Member.

Business**Actions****10. Tracking of the annual plan**

- Ongoing document; to be updated second meeting of every term.

11. Principal's report

- Mike shared a Current School Donations graph with the Board.
- Principal's report approved.

(All agreed)

12. Finance report (in Principal's report)

- Finance report approved.

(All agreed)

13. Literacy Review questions from Board: Proposed document from Jo

- Kate Hudson-Gill and Allie McHugo have started the initial work in beginning to scope out the Literacy Review that will begin in the second term. Both the Assistant Principals will coordinate the Review across the school. Six specific actions that need to take place have been identified and were shared with the Board in the Principal's Report.
- Jo created a document of questions that are to be addressed in the Literacy Review. The Board edited and agreed on the content of the document.

14. Fundraising

- As previously agreed, during Term Two the Board is going to organise a pizza evening at Tuatara Brewery following Mike's introduction in the newsletter to the need for a group similar to a Parent Teacher Association for fundraising and community purposes at Raumati Beach School.
- The Board again discussed options regarding this evening and getting parents involved.
- The Board will donate their meeting fee from the meeting on Monday 17th May 2021, to the Tuatara Fundraising initiative.

(All agreed)

15. Green Day Gala debrief

- Green Day 2021 was a great success, \$2200.00 was raised for Mary Potter Hospice. 2022 will be the ten-year anniversary of Raumati Beach School holding this fundraising event. Mike shared what a special day this always is for the school and how wonderful it is to see parents, staff, student executives and learners get involved and having fun.

Business

Actions

Board Administration

16. Staff of the moment

- Wendy Keating, Karen McKay and Fiona Hett.

Correspondence

17. In Committee

- The Board unanimously agreed to go into Committee at 7.25pm.
- The Board moved out of Committee at 7.38pm.

There being no further business the meeting closed at 7.38pm.