

Minutes for Meeting of Te Kuiti High School
Board of Trustees
Monday 27 May 2019
Seminar Room 5.15pm

Meeting commenced: 5.15pm

1. **Present:** Robyn Lindstrom (Chairperson), Christine Mans (Parent Representative), Jo Randle (Parent Representative), Andy Mapesone (Parent Representative), Kristen Joyes (Deputy Principal), Anantika Sanchal (HOD Maths), Ben Chisnall (HOD Science), Greg Londt (HOD English), Bobbie-Dee Kearins (HOD Technology), Emma Hunt (HOD Arts), David Stephens (HOD Maori) and Lee Taylor (Secretary)
2. **Apologies:** Thomas Tumai (Principal), Romano Manuel (Teacher Representative) and Hilary Karatiana (Parent Representative)

L Taylor / R Lindstrom - carried

3. **HOD Reports:**

Anantika Sanchal: HOD Maths

- 5 Teachers that make up the department including Anantika.
- Maths buddy program to help students
- Maths Teachers - Revision, a work in process - due to relief staffing issues.
- Textbooks - purchased a few and repaired some of the old books.
- All Y9 classes moved by 2 levels.
- Senior numeracy results - refer to report - stick to achievement standard pathway.
- Made time for students during lunchtimes - this didn't work due to truant students.
- ICT & Gate - Jnr & Snr made use of a programme (Mrs Sanchals Math's website).
- 25 students took part in the Australian Maths Competition. One student was acknowledged.
- NCEA feedback - internal standard (statistic standard) aim to improve merit and excellence grades. Made use of the statistical programme. Lots of feedback and interaction between teacher & student. Improvement made by a small margin,
- External standard that worked well was the Algebra Standard. Internationally recognised that students have a fear of algebra. Successes in Merit.
- Level 1 Algebra standard results not good.
- Maori students performing really well across all statistics standards. Internal assessments are doing better than the examination results. They have also done well in the calculus standard. Achieving at Level 3 Calculus is a big achievement.
- Male students are doing better than the female
- Level 1 Numeracy - unit standard pathway vs achievement standard pathway
- Y9 & Y10 - classes are practising not using a calculator in algebra to help prepare them.
- Mathematics classes - benefit if students are grouped according to their level.

Board Questions/Comments:

Have you implemented this grouped level learning?
Not yet.

Is there a Numeracy Coordinator?

Maria Harris had the role - now Anantika has that role. I don't get the time to catch students from other classes. At the moment we haven't got one.

According to the info you mentioned that there are gaps between Y8 and Y9?
Yes that is correct.

Why is that do you think?

There is a fear from it, fear of numbers. What I think needs to happen is that when they come to us in Y9, they don't know their times tables. We are trying to get our students up to level in Y9 & Y10.

Thank you for your report, it was great. The amount of detail in regards to the results is great. Thank you to the dept for going the extra mile during lunch breaks and your own time.

Ben Chisnall: HOD Science

- Nature of Science gap test to see how students are placed and their prior knowledge. Gives us a gage of our junior classes. There is a reasonable shift in Y10 levels 5 to 6.
- Charter 2 - try and lift the inspiration beyond an achieved NCEA L1 and we have tried to take on L1 standards in Y10. It was reasonably engaging. It wasn't as great as we thought. Majority of the class passed that standard and a few more achieved merit.
- Highlights - L2 Chem & Bio have done well with their internal assessments. They are opting out of external exams. To cut them out early out has been something he's fought against. It will be interesting to see what happens.
- 14 students, 6 of those sat the examinations. We have this dilemma.
- SG4 - Both Ben & Alan have been continuing with kinaesthetic work. We've had some very good outcomes from it.
- Science competitions instigated.
- Integrate ECCE - upped the ante and prepared a Lines Company visit. Also prepare a cultured pathogens experiment in the lab and New World environment. There are a number of other trips that we have prepared.
- Reachability story and competency required of our students. Take the level 5 & 6 NCEA Level achievement. It's an attempt to stream the students at the top levels to sit exams.

Board Questions/Comments:

First best performing standards at L1 - for each of those groups does the same standard apply?

High pass rate across. It was all practical topic. The group I have are all kinaesthetic learners. Guided more effectively because they were invested. It's the written parts that aren't doing well. Attendance rate issues are having an effect. Clashes with Gateway programmes. Maori students are doing well in the practical work.

Greg Londt: HOD English

- Staffing changes. Challenges with the new teacher who has no experience teaching English.
- ICT - chrome books (30) used continuously. 5 years old. They are holding up and we've had them repaired. It would be great to have this done each year. Dept. is well resourced.

- Goals: focus on increasing scores for jnr lit to get reading results up by 5 scale results. Results in report.
- There are improvements however the issues is where we start and where we end.
- Plan re: Y10 students to be doing extra work for gifted & talented programme. Some did it, those who were motivated but it wasn't that successful because of the reluctance to do work at home.
- NCEA feedback: most pleasing results such as the independent reading Y11 standard that requires students to work at home. Ten students completed it, only one didn't finish the requirements.
- More results in the report - well done!
- Kristen working with some tough students - got all across the line
- High levels of small editing problems. We are addressing this issue this year.
- Lack of preparation. They do basic prep and then rush it
- Maori students perform best - 18% difference between Maori & Non-maori. Speeches, grammar, punctuation. Girls did better than boys. We did a workshop with the staff on helping boys vs girls.
- Barriers identified on student achievement - refer to the report. Issue of motivation and not willing to work outside the class.

Board Questions/Comments:

The new writing initiative - Write That Essay. Can you give an explanation of the programme?

It breaks down writing into sentences and then paragraphs. 12 key types of sentences. Kind of gives a recipe for sentence structures. For the students to understand so they know when and where to use these. Goes back to some basic nitty gritty things and put them into practice.

Unit & Achievement standards - what is the difference?

Ways of testing people. Achievement standards are the mainstream. You won't get into Uni without achievement standards. Unit standards are only internal, less academic and more practical.

ICT - are you resourced enough?

We need to make sure that they are looked after, what we have got that they are serviced regularly.

Greg did a really good presentation on boys in literacy from a PD course he attended. He shared what he got from the course with the staff. Thank you.

Bobbie-Dee Kearins: HOD Technology

- Staffing - lots of different teachers, teaching different subjects. Huge developments and changes with staffing.
- Resourcing - we didn't need a lot of equipment but we had a safety audit to ensure that what we have is working ok. Haven't had any new resources.
- 2018 intro to a new class. Class sizes have increased. We made up a Hauroa class to help spread out the numbers of students in our classes.
- Most goals were met. Lots are still in the development stage. ICT and blended learning in the classroom. Issues with booking classrooms and use of the appropriate equipment.

- Glenn has moved to a blending learning programme with MITO engineering. Students seem to be enjoying it. Its individual based.
- 3D printing
- Digital Technology taught by Dave & Ray
- Organised a coding course - 2 days long in June for any students who would like to do it.
- Concerns 2018 - raising the achievement of senior students in this school. Unit standard programme which sometimes ends up being a dumping ground for students who are unsure with what they want to do because it's perceived as easy.
- Very lucky with our Gateway programmes and industry connections. Giving students experience and knowledge.
- Major issue is the drop off of student motivation to finish Level 2, especially Level 3. Behaviour management issues etc. arise because once they achieve the minimum there is no incentive or motivation to achieve any higher however they won't leave school for various reasons.

Board Questions/Comments:

ICT - coding and binary numbers. Are there going to be achievement standards?
Yes there will. We hope more interest develops.

These safety audits, are they a requirement?
We do it within our department and it is dependent on the type of machinery or subject.

Emma Hunt: HOD Arts

- Staffing: Emma & Marama
- 25 iPads - used every period and we are really thankful as they are a very useful resource
- ICT - invested lots and the results have been cool. Opened lots of new doors for our students
- Significant moments for music - continuation of real life performances. NZ Shears gig was an absolute highlight. The connection with the community & school. Regardless of the students' progress and achievement it was a huge one for the community.
- Top class performance - gold awards
- M Stephens - top NZ student award. This is quite significant and outstanding for Marama to teach and put a lot of work in for the scholarship students.
- Music - seniors are doing extremely well. From a performing aspect our girls are holding their own, they have a different flare and are standouts. They are working really hard.
- Marama really needs to expose her students to more real life stuff. She needs to get her students out there to see & experience the artwork.
- Emma - externals, amount of work we put in to the number of students who turn up on the day. Buy-in to externals and the value in it.

Board Questions/Comments:

Composing music on iPads. How has that been to teach?
It's been around for a while but it's just a different way of teaching and it's really nice. It's a different dynamic.

NZ Shears - what students have you got coming through?
Keep it going. We have a really good Y10 group coming through.

Marama's comment about the marking difficulties, why is that?

It's very deflating. Marked hard at that level. She's working really hard because she doesn't want that ever again.

This Department is our best PR - it really inspires our kids. This department walks the talk. The 2019 Showcase - week 2 of term 3.

David Stephens: HOD Maori

- New classroom has been a positive for the dept as it has given more mana to the subject and the learning.
- Purchases - considering some technology for the department. Language apps that sort of thing. I know it's expensive but its in my goals for this year to look into.
- I make my own resources.
- Goals 2018: little bit all over the place - searching for ways to engage the kids and build the dept. Feedback was yes it was fun but in terms of learning we didn't learn much more. Lost teaching and learning time because one of the tasks took to long. I have learnt to structure the lessons better.
- Rumaki students - plan to have some of the kids from CP to have more Te Reo. Teaching only 4 or 5 kids. Y10 class up 25 students. Top set english maths kids and Academy kids. A real energetic group which I'm enjoying.
- Y11 up against English so the subject is going to interrupt senior Maori. Progress is really slow. They just haven't got the literacy skills.
- BYOD - it has been good because of our wifi issues. So kids are way more engaged in classrooms.
- Side issue - 5 senior students who have joined up with the Wharekura for the regional kapa haka competition. They have access because we don't have that.
- 5 - individualisedgiving kids lots of options. Scaled back. In my haste to do it, I hadn't done it properly so I've scaled back to make sure that I am meeting the requirements. I thought it worked pretty well so I will continue to do it.
- Small numbers so it's like an individual story for each kid.
- Timetabling is a tricky thing. If it doesn't work, it doesn't work.
- Found a couple of tikanga units.
- NCEA taking up too much time. Balance isn't quite right. Structure the class time to have some teaching and some focussed on assessments.

Board Questions/Comments:

Comment about a collaboration with the english dept.

ICT apps - is its worth you looking for other schools that using them. What they're using, how they're using it and what's not working. Start with what you think is the best.

Exposure to Maori outside of school is really low. 4 hours per week of exposure is very low. Kids have told us that they aren't watching Maori TV or listening to the radio.

Hopefully by reviving the kapa haka that will give more exposure to Maori language & culture.

Board Comments:

- The way the HOD Reports were delivered tonight worked out really well. Next year let's give them 20 minutes presentation time and do this as a special meeting, not bunched in with a regular board meeting.

- Let's invite all of the HODs, they can listen to each other's presentation and then at the end of the night share dinner.

Can we review the following questions?

- Heading: what actions did you take to achieve these goals?
- What outcomes did you achieve and what actions did you take to achieve them?

General themes that kept arising:

- ICT came up a few times. Review of where we are at, review of bring your own device (BYOD) system. Let Thomas know that we'd endorse spending more if we need to.
- The externals, with the changes. Nice if they could have a 'Plan B' to the Board. With a curriculum review, these things will be sorted.
- Theme - split by competency. Anantika spoke about it in her maths students. It's a timetabling issue.
- Attendance is a big issue - the Deputy Principal applied for funding through the Ministry to work with certain Maori & PI students to improve their attendance. Think out of the box & reward type to try and lift attendance. The Deputy Principal is leading it along with the Deans.
- Two that did not make it and they will go on the agenda for a future meeting.

4. Principal Report

- a. Cannot open the links in the Principal's Report
- b. Strategic Plan - changes/updates
- c. The Journey So Far
- d. Send a letter to M Shearer & M Stephens from the Board congratulating her and recognising her amazing achievements
- e. Staffing - trying to alleviate pressure by utilising relief staff vs external relief
 - Board would like to note their concerns regarding the relief staff spending. Might be worth asking J New to review the relief staffing budget.
- f. Elections
- g. Line in the sand - less fighting, we want our kids to feel safe. I know we have large numbers of stand downs.
- h. Rules / Terms:
- i. Health & Safety concerns in Music Room - Lee's has arranged for a builder to undertake work on the leaks and ceiling repairs to mitigate concerns.
- j. Note that student's full names should not be in the Principal Report.

Subject to changes - Kristen Joyes / Robin Lindstrum - carried

Kristen Joyes - Update:

- Applied for a study award to complete her Masters next year 2020.
- Board is happy to endorse her studies and Robyn will write a letter in support of her application.
- Data (refer to handout) with what you've got in front of you, does the data presented meet your needs? This is a simple way for every staff member to provide the board. The next step in reviewing the data. Asking questions like, is it good/useful?, what's the meaning of this data? Are students on task? Add a small summary/key highlights or successes. Make them all power sentences. Make sure that the kids names are removed.
- It's good that you're doing a lot to prepare the kids in Y10 for NCEA.
- Write That Essay is going to be a really useful resource.

- Follow up about astro-turf
- Attendance rates added to Principal's Report (add to his template)

5. Minutes of the previous meeting

Yes they are true and correct

J Randle / C Mans - Carried

6. Matters Arising from Previous Minutes:

- Please note that Thomas was going to look into the rubbish/junk outside the Caretaker's shed.
- Reminder that any changes to the Uniform must be approved by the Board first. Please provide a presentation.
- Policy around the change in discipline: Kids not being able to represent the school - carrot or the stick. There is an ideological query around kids doing things. Is the new policy documenting it really well? Meetings have been held. We are yet to have a true case. The process is up to our teachers/ dean to alert Thomas to that. Making sure everyone understands the boundaries around that and how it works. It has affected behaviour.
- Outgoing correspondence – Follow up on letter to Paper Plus

7. Finance: Attachments to the agenda are the March Management Report, Graphical Analysis and Exceptions Reporting, direct debits payments, cheque payments and creditors schedule for March & April 2019.

Resolutions:

- a. That the March 2019 Management Report, Graphical Analysis and Exceptions Reporting be accepted.
- b. That the March 2019 Direct Debit Payments totalling \$48,039.31 be accepted as tabled
- c. That the March 2019 Cheque Payments totalling \$17,949.43 be accepted as tabled
- d. That the March 2019 Creditors Schedule totalling \$60,786.55 be accepted as tabled
- e. That the April 2019 Direct Debit Payments totalling \$30,073.69 be accepted as tabled
- f. That the April 2019 Cheque Payments totalling \$14,771.16 be accepted as tabled
- g. That the April 2019 Creditors Schedule totalling \$50,292.75 be accepted as tabled

C Mans / J Randle - carried

- Relief staff spending - we need to keep an eye on this.
- Lee to look into Herald NZME duplicate payment.

8. Policy Review:

- a. Disciplinary Process in Relation to the Principal Policy

R Lindstrom / J Randle - carried

9. Correspondence:

Inwards: as attached

Outwards: as attached

Resolution: That the inward correspondence be accepted and the outward approved.
R Lindstrom / J Randle - carried

10. General Business

- a. **NZSTA conference** - anyone interested? Raise again at the next meeting and include a link to the website. Also, policy around attendance - guideline around spending on the conference.
- b. **Elections** - nominations now closed. Voting is underway and closes 7 June. By 14 June we will be able to announce new board members.
- c. **Game On Trust** - needs to be a new representative on the group. For continuity we agree that Robyn Lindstrom remains the board nominated representative until as such time the board decides to change this decision.
- d. **Delegations & Authorities:** Resolution to add H Karaitiana as signatory to bank accounts and online banking authoriser until new Board commences and all delegations are reviewed.

C Mans / J Randle - Carried

11. In-Committee

In-Committee: *J Randle / C Mans*

Out of In-Committee: *A Mapesone / R Lindstrom*

12. Meeting closed: 8.46pm

Thank you and farewell to Board Members - R Lindstrom, A Mapesone & C Mans.

13. Next meeting: 24 June 2019

..... Date:/...../2019
R Lindstrom - Chairperson