

**Ngakonui Valley School  
Board of Trustees Meeting  
Principal Report  
2016**

**Month-February 2016**

**Roll- 119**

**New Entrants throughout 2016- 10**

**Predicted end of year roll Dec- 125**

**Year 8 leavers 2016- 14**

**Recent events-**

- Teacher only day
- Catch up morning tea
- OAK class completion
- Leaders chosen 2016
- Swimming began
- Treaty signing
- Jacqui Ussher- PLD for 2016, meeting with Maria
- CKC meeting
- Information evening
- Fire alarm completed
- E tap training by Eddie and setting up in the school- also meet with Michelle and with Cathy
- CKC meeting with MOE
- Kapa haka began
- CRT began in classes
- PRT began
- Soccer entries put in
- Health and safety workshop for BOT 22<sup>nd</sup> Feb

**Coming events- Until March 22<sup>nd</sup> 2016**

- Family picnic- week 4
- Leaders assembly- week 4
- Swimming sports- seniors- week 6
- Swimming sports juniors- week 6
- March roll return (1<sup>st</sup> march)
- Immunisation talks with the year 7 and 8s
- Soccer begins on a Friday- week 5
- NVS swimming sports- juniors and seniors- week 6
- Year 3 and 4 camp week 6
- NVS swimming champs assembly- week 7
- NVS synchronized swimming- House challenge- week 7
- CKC principals- NZEI Meeting- week 7
- Maria away at the NZPF Moot in Wellington
- Interschool swimming- week 7
- Junior swimming programme finishing- week 6
- Senior swimming programme finishing- week 7
- BOT and Staff Challenge- cricket at Bradleys Oval and tea- 19<sup>th</sup> March
- School inquiry begins- week 8
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**Strategic Goal 1- People**

***Provide pathways for all people to develop to their full potential.***

***Nag 1 Curriculum/ Nag 3 Employment and Personnel***

- Nicole and Rochelle have settled in well to NVS
- Pura has had a few days sick leave- staff have covered duties/ Michelle at the weekend
- All teachers are busy signing off job descriptions for 2016 and setting goals based around Educate to empower
- Staff Attestations 2015 have begun signing off
- Units have been allocated for 2016-
- Scott – 3 DP/ pastoral (includes bus)/ assessment 4 learning
- Kelly 1 Unit- bus/ pastoral/ Facebook- community
- Jacki 1 unit- library
- Natlaie- Te Reo and Kapa Haka
- Raewyn was away first week of the term
- Rochelle has picked up the responsibility for sport
- Leaders applied for their positions this year via a short speech- either to the staff or to their houses. All year 8s made a speech. Badges arrive Tuesday.
- For PLD this year the staff are
  - ICT- tools to help in the classroom and how they work (with Cathy and E tap trainer Eddie McKay)
  - Te Reo Maori and Tikanga- with Natalie
  - New Zealand Curriculum- with Jacqui from Te Toi Tupu
- **The staff would also like to attend a workshop with James Nottingham- our school philosophy is based on his studies and teachings. He is coming to NZ and we would love to visit and listen to him in**

Auckland. This will take place instead of the school visits we do. It does come with a cost. This has been worked into the budget.

- Maria – Luke to cover appraisal sign off and what we need to do this year with Maria's appraisal and learning programme. Including an outside appraiser this year and attendance at a Principal's Conference run by NZFP in Auckland.
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### **Strategic Goal 2- Curriculum**

***Achieve above the national norms in numeracy and literacy through stimulating, effective teaching and learning techniques***

***Nag 1 Curriculum/ Nag 2 documentation/ Nag 2A National standards***

- Glenda has begun art lessons in the school
- All classes Busy swimming
- Testing has begun – NZCER spelling this week/ STAR and PAT next week
- Teachers have reviewed and tweak the behaviour plan and REAP implementation plan
- Teachers have also reviewed and tweaked the Maths implementation plan
- ICT teaching has begun in the learning Hub
- Jacki has opened the library for lunch time – working well
- Feedback from newsletter- people like the write up about wobbling! In our learning
- **EOTC Planning for 2016 to go through (see attachment outline)**
- Inquiry wont start until after swimming has finished- Think like an entomologist.
- **Planning for the year 3 and 4 overnight camp at school is underway. This will need to be signed off by Luke if the BOT agrees to the camp. It will follow the same outline as in previous years. Kelly and Nicole under Scott's watchful eye are preparing and planning the camp.**
- **Have a look at our achievement target set for 2016**  
Soccer begins in a couple of weeks- teams have been sent in- 6 teams playing  
Constable Peter Marks came to school and did a small presentation with 3 age groups on bus safety.

### **Strategic Goal 3- Partnerships**

***Nurture and develop meaningful relationships between families and school to support student achievement and personal development.***

***Nag 1 Curriculum/ Nag 5 Health and safety***

- Visited the local Marae for a tangi- paid our respects
- Information evening to introduce the year ahead and the teachers
- Camp meeting to be held next week with parents from Matai and Rata
- PTA meeting next week at Jasmines
- A few comments about the change of bus....Kelly has kept posts up to date on the face book page

### **Strategic Goal 4- Property**

***Create and maintain environments that allows students to achieve to their highest potential through stimulating and safe, well equipped resources***

***Nag 4 Property/ Nag 5- Health and Safety***

**Kiel to discuss areas-**

- Fire alarm update on work
- New room to be put up- what do we need?
- Shifting of the rooms
- Setting up the Hikurangi room / Learning hub
- Property maintenance 3 year plan needed
- The septic tank bill sent off to the MOE
- Updates from the MOE

### **Strategic Goal 5- Finance**

***Manage funds effectively to support achievement and the strategic plan.***

***Nag 4- Finance/ Nag 6 admin and legislation***

- See finance report

## Strategic Goal 6- ICT

**To increase the use of IT in teaching and learning through identified learning process and critical thinking skills  
Nag 1 curriculum/ Nag 4- finance and Property**

- . ICT plan to go through aims of ICT in the school and where we are heading

## Legislative- Nag 6

**These all need to be approved and accepted**

- Annual plan
- Charter
- Strategic plan
- Achievements objectives
- Budget
- Salary accrual report from Novopay- that the staff names on our payroll are true and correct.

Coming up- 1<sup>st</sup> March roll return- this is to see if we have meet the roll we said we would be at in July last year- if we aren't- MOE take money off- also if we are over- add money or add to our staffing arrangement. At this stage we are safe we are where we said we would be!

We are also safe with our bank staffing- last year we banked just over \$9,000- the MOE will give us some of this back!! Its worked out on a % of \$53,000.

## Recommendations

I move that:

### Annual Delegations

Each year the Board of Trustees delegates specific authorities to the Principal. They are listed below, in the form of a resolution.

### Resolution

The Board of Trustees authorizes the following areas to be delegated to the Principal:

1. Financial expenditure within budget limitations.
3. Employment of staff – teacher and support.
4. Allocation of salary units.
6. Managing the banked staffing provisions.
7. Staff Appraisals.
8. Initial investigations relating to a complaint against a staff member.
9. In the absence of the Principal, the Deputy Principal delegated these authorities.
10. Issue formal warnings to staff.

### 2. SUE Report

1. BOT Chair to Sign of end of year SUE report; minute at Board of Trustees meeting. We accept that the staff names present on the salary accrual report are true and correct.

### Other recommendations- That we agree to ....

#### Staff-

Ratify Scott to have 1 permanent and 2 fixed term units for 2016-  
Ratify the 1 fixed term salary unit allocation to Kelly Robertson for 2016-  
Ratify the 1 fixed term salary unit allocation to Jacki Sinclair for 2016  
Ratify the 1 fixed term salary unit allocation to Natalie Gow for 2016  
Ratify the appointment of Pura Winiata to ORRS teacher aide for 2016

#### MOE requirements-

We accept the NVS annual plan for 2016-  
We accept the NVS Charter  
We accept NVS strategic plan for 2016-2018  
We accept and approve the NVS budget for 2016.

**(also to add in after discussion-**

Marias appraisal 2016-

Teachers attending a workshop by James Nottingham

Maria's attendance at a conference in Auckland.)

Year 3 and 4 camp to go ahead – Luke to view the final plans. A week before it happens. (week5)

*Maria Gillard*

Principal