



**MINUTES
ALBANY PRIMARY SCHOOL
BOARD MEETING
Thursday 3rd August 2023
@ 6.00PM**

Present: Rick Pierce, Maree Bathurst, Alison Chambers, Wei Lu , Brad Harpur, Lisa Battersby, Sarah Fish

Attending: Lisa Elder (Minutes), Simon Shore

The Facilitator opened the meeting at 6.19pm with a blessing

ITEM	RESPONSIBILITY	TIMEFRAME
<p>Blessing to start</p> <p style="text-align: center;"><i>Huihui mai tātou I tenei wā Kia ako tahi Kia tipu tahi Tātoa tātoa katoa</i></p> <p><i>We come together at this time to share, learn and grow together</i></p>		
1. Housekeeping		
<p>Facilitator: Wei Governator: Brad Apologies: none Alterations to the agenda: No in-committee items tonight Under strategic decisions please add:</p> <ul style="list-style-type: none"> • 5 Year Agreement • 10YPP • Cyclical Maintenance 2023 <p>Declarations of interest: none</p>		
2. Consent Agenda		
<p>Resolution / Decision No. 2023/08/01 MOTION: There being no objections, the consent agenda was moved, seconded, and unanimously approved. The consent agenda included the following items: confirmation of minutes from last board meeting and acceptance of the Chairperson's report.</p> <p style="text-align: right;">Alison / Sarah– Carried</p>		
3. Focus		
<p>Target Update Simon explained the BSLA programme, the target that was set and how we are tracking so far this year.</p> <p>He also explained the Tier 2 approach for selected students. The school is currently funding 18 hours a week release for three teachers to support small group teaching (Tier 2) for those learners who have not met BSLA "proficiency" after the</p>		

	<p>first 10 weeks of programme. An additional group will begin next week. We are already seeing the significant progress for these students due to this intense withdrawal targeted teaching.</p> <p>Further to her Principal report Maree advised we are delighted that 7 of our Teacher Aides and ELLA's have been approved to also complete this training, as well as three additional teachers as Facilitators. The new Facilitators attended a two day course in Christchurch last month with all associated costs fully covered by Canterbury University.</p> <p>Maree identified the significant investment the BOT have made in terms of this significant professional development opportunity for raising our teachers literacy knowledge and pedagogy, and to Simon's leadership of this initiative. The challenge is still ahead as to how we sustain the model, as fusing options (Uni or MOE) have not been announced at this time. Having a number of internal facilitators will support the schools continued journey.</p> <p>Rick requested acknowledgment is sent to the junior teachers for their collaborative effort and time investment in their new learning.</p> <p>Simon left the meeting at 6.57pm</p>	Maree	Week 4
4. Strategic Decisions			
	<p>Resolution / Decision No 2023/ 08/02 Out of Zone Ballot for 2024 places MOTION: That the Board has determined that:</p> <ul style="list-style-type: none"> • One ballot will be held for out of zone new entrant enrolments (starting in the 2024 school year). The ballot date will be 18th October 2023. • The estimated number of out of zone places available for 2024 new entrant students is 5, the final number will be confirmed by the Principal prior to 18th October 2023. • There are no places available for Years 2 – 6 for 2024 Rick / Lisa B : Carried <p>Resolution / Decision No 2023/08/03 Budgeted Statement of financial position MOTION: that the board approve the Budgeted Statement of Financial Position as at 31 December 2023 Alison / Brad : Carried</p> <p>Resolution / Decision No 2023/ 08/04 5 Year Agreement Confirmation was received today of the confirmed 5 YA / 10 YP plan from MOE.</p> <p>MOTION: That the board approve the 5 Year Agreement between Albany Primary School and the Ministry of Education</p>		

	<p style="text-align: right;">Brad / Rick : Carried</p> <p>Resolution / Decision No 2023/ 08/05 10YPP MOTION: That the board approve the 10YPP <p style="text-align: right;">Lisa B / Sarah: Carried</p> <p>Resolution / Decision No 2023/ 08/06 Cyclical Maintenance 2023 MOTION: that the board approve the 2023 Cyclical Maintenance schedule <p style="text-align: right;">Rick / Maree: Carried</p> <p>Maree advised that the school is looking to appoint a project manager for our next 5YA (projects 2023 – 2028). Application packs will be sent out early next week with shortlisting and interviews to be completed by the end of August. Maree would like a board member to be part of the appointment panel. Lisa will send out time line to board and they will send in an expression of interest if keen and able to join the procurement panel.</p> </p></p>	Lisa	10 th August
5. Strategic Discussions			
	Updated board code of conduct - Board all agreed to the new Code of Conduct		
6. Monitoring			
	<p>Personnel update - Maternity leave Abi Cawood is required to bring her maternity leave forward by two weeks and will now be finishing at the end of next week. Dani Reydon-Danzey will be covering the class for two weeks until the new teacher, Jean Choi starts.</p> <p>Danjela Martin's maternity leave position class will now be covered by Emma Martin (Tuesday – Friday) and Desirae Lagerwall (who is currently on parental leave) will be teaching in the class on Monday's.</p>		
7. Administration			
	<p>Follow up of action list from last meeting</p> <ul style="list-style-type: none"> None 		

Te Korero Whakamutunga – A blessing to finish

***Kua matu a tātoa mahi mo tēnei wā
Kia tau te Rangimārie
Kia tatou katoa***

Our work has finished for this time, let us go in peace

Meeting closed at 7.55pm

Chairperson: _____

Date: _____

Board Meeting Dates for 2023:

- Thursday 7th September
- Thursday 9th November
- Thursday 7th December

