

Minutes of a Meeting of Hororata Primary School Parent Teacher Association, held on Tuesday 10th May 2022 at 7pm.

Present: Alice, Sara, Penny, Laretta, Kirsty, Marty, Jenni, Ingrid, Courtney, Bee.

Apologies: Dee

Welcome to meeting by Alice

Principals Report: Presented by Marty, with a copy uploaded to the school website under the PTA section (see copy attached).

A request was made for the PTA to commit to a minimum budget of support to Hororata Primary School of \$5320 (\$1330 per term) for the 2022 school year.

That request for funding was approved. Moved: Alice, Seconded by Kirsty

Staff Request: A report/request was delivered by Jenni, from a Report written by Julia Raybould on the new Literacy Programme (see copy attached).

A total of \$2,760 was requested in order to purchase resources to help deliver the new programme. It was agreed that the PTA will fund this request immediately, with the funds from the Baking Paper/Cling Film Fundraiser being used to cover the cost.

Moved: Alice, Seconded by Laretta

Finance: Current Bank balance presented by Penny, \$16,898.40

Kitchen Island: A suitable solution for a kitchen island has been found at Topmaq in Christchurch. PTA will purchase 2x Stainless Steel topped work benches, and have castors installed underneath them. This will fall well within the approved budget of up to \$2500.

Catering Supplies: Catering Team would like to purchase some kitchen kit to make catering for larger numbers easier, and so volunteers don't need to bring their own personal kitchen items each time we prepare food. We need things like good knives, large mixing bowls, chopping boards etc. We also need more Tea & Coffee cups, and service items. Courtney has offered to try and source some knives. Once we know what she is able to source, we will make a list of the balance of items required and set a budget to purchase from there.

Gazebo/Aprons: Aprons for a professional look during catering events, and a new Gazebo for use during fundraising events have been purchased. The Aprons are to be Monogrammed by Hurrell's with the Hororata School Emblem. Gazebo does not currently have any branding on it, but there is an existing Hororata School Banner which will be dug out to see if it is suitable for use with the Gazebo, before any new banner is purchased.

Fundraising 2022: The only planned PTA fundraiser this year will be the Baking Paper/Cling Film sales. Order forms for this have already been distributed, orders are due into the Office by 26th May, with payment direct to the PTA bank account please.

Tea towels which had been mentioned as an option will be carried over to a future year.

Other fundraising (e.g. catering opportunities) will be considered on a case-by-case basis as they come up. With Wellington Camp requiring funding this year, it is likely that the parents of the wider senior school will be asked to help with these functions, with funds being allocated to the Wellington Camp.

Mt Olympus Ball Catering Opportunity: Laretta has been approached with an opportunity to cater the Mt Olympus Ski Field Ball, at Snowdon Woolshed, Saturday 18th June @ 8:30pm. This will require us to prepare food in advance, and approx. four people attend the event to help serve and tidy etc. Guests will make their own 'buns' with meats and salad/burger ingredients supplied by us. This will be followed by a 'finger dessert' of a selection of cakes.

Price per head is \$25, and there will be between 100-200 people in attendance.

It was agreed to accept the job, Laretta will follow up with Cindy Driscoll and make arrangements.

Maize Maze: Laretta tabled the idea of Hororata Primary School hosting a Maize Maze in Autumn next year (could tie in with Glow Festival). This would take school wide support as it will need a lot of organisation and manpower. Ingrid to take idea to Board of Trustees Meeting to see if we would have their support.

Trailer: Discussion was had around the covered trailer that PTA can use to store their catering belongings, and to help transport gear to and from events. Some modifications need to be made in order to make trailer waterproof, and to set it up to better suit our needs (along with some general maintenance/TLC).

Kirsty will organise re-vamp of trailer. Once this is done, we will set it up to house our belongings, and clear out PTA items from School Garage/Shed.

Weekly School Canteen: Penny asked for some guidance as to what we would like to serve on a weekly basis at the 'School Canteen'. We currently have single wrapped mince pies from Coupland's, and pre-wrapped Cookie Time cookies.

Bacon & Egg and Chicken Savouries will also be purchased to sell, but we will need to source greaseproof paper bags to serve them in.

Pies will be sold for \$2 each, Cookies for \$1 and Savouries \$1.50 each. All payments to be made directly to PTA Bank Account.

Penny will source food, Kirsty offered to source greaseproof paper bags.

Petrol Vouchers: The issuing of \$25 in Petrol Vouchers from the PTA, for volunteers who incur running costs while on PTA business was discussed. Laretta is to follow up on what other local schools do, and we will discuss this policy at the next meeting.

Cross Country Sausage Sizzle: We will hold a sausage sizzle at the upcoming Cross Country, Friday 27th May 2022. We will also offer Gluten Free Sausages, cooked on a separate surface.

New BBQ: Alice advised that the old PTA BBQ has seen better days. Agreed in principle to purchase a new one. Alice to get quotes and specifications of a few options to bring to the next meeting.

Sandpit Toys: The current Sandpit toys are passed their best, with many broken or missing. \$500 was approved to purchase new Sandpit toys. Courtney has offered to do the purchasing.

Moved: Courtney, Seconded by Bee.

Gifts for families departing Hororata School: Discussion was had on what would make a nice farewell gift for families departing Hororata School Community at the end of the school year.

AGM Date: Annual General Meeting of the Hororata Parent Teacher Association is set for Tuesday 31st May at 7pm. To be held in Tui Classroom, followed by a 'refreshments & getting to each other' session.

Meeting Closed: 8:40pm



Hororata Primary School

Learning for our future

Parent Teacher Association

Principal's Report – May '22

Student Achievement

Active Culture...

Our Active Culture encourages our children to **make responsible choices for how they use their free time.**

- **Whakatipu Kaihautu...** Whakatipu Kaihautu (Yr 6) organise/run the weekly Active Schools' - Community Time sessions. The Whakatipu Kaihautu Leadership Programme, inclusive Active Schools' sessions is managed by Mairin Borlase (Active Culture Leader) and runs on Wednesday afternoons from 1350-1445hrs.
The Active Schools' session will reflect the SportStart LTP and current sports themes. The design, content and implementation of the weekly Active School sessions will be managed by the Whakatipu Kaihautu team, with the support of Mitch Prendergast from the Selwyn Sports Trust (SST).
- **Aquatics Programme...** As part of our Active Schools' Programme, proudly sponsored by the Hororata Parent Teacher Association (PTA) and Hororata Pig & Possum Hunt Committee, all akonga (83) had the opportunity to participate in swimming lessons with swimming instructors from the Canterbury Swim School (CSS) in February.
The CSS swimming programme, delivered by two instructors, in small ability groups of students (4-6 students) for 20-30 minutes a day helped improve the water confidence of all our students and equipped many of our kids with valuable life skills.
Due to high numbers of absences, as a result of the current COVID situation, we made the decision to postpone the annual Hororata | Greendale Swimming Sports to be held in March, until later this year, when the school roll is a little fuller; life under the COVID cloud is a lot brighter and hopefully parents will be allowed back onsite to support our akonga. This decision was made easier by the cancellation of the Malvern and Canterbury Swimming Sports, for which our school sports are a feeder event.

Upcoming Events...

Subject	Location	Date
HORORATA - Cross Country	Hororata	Fri 27/05/2022
MALVERN - Cross Country	Sheffield	Tue 31/05/2022
CANTERBURY - Cross Country	Ngā Puna Wai, Christchurch	Wed 22/06/2022
CURRICULUM - Hockey	Hororata	Wed 29/06 - Fri 08/07/2022

Learning Culture...

Our Learning Culture encourages our children to **'Think outside the box'**; to use flexibility, creativity, innovation, and wisdom to solve every day problems.

- **Education Outside the Classroom (EOTC)...** Children learn by enjoying experiences appropriate to their needs and environment. Varied experiences are necessary for maximum development, and all learners should be given opportunities to explore and learn from the world outside the classroom. To fulfil the 'City' component of the school's three year EOTC Programme, this year's senior residential camp will be held in Wellington (date to be confirmed). A planning group of parents and teachers will be formed to assist with the co-ordination of bookings, fundraising and catering.
- **Te Ao Maori...** Extending upon the success we have achieved with the Kapa Haka in our school, Bee Frew a local Kaiako continues to provide Kapa Haka each week in our school. We hope to showcase our learnings in this area at upcoming school, community and regional events later in the year. In addition to weekly Kapa Haka, Amy France our junior teacher, is leading the school with a weekly whakataukī, supporting our school vision and values
- **Collaborative Theme...** The Semester One Collaborative Theme is 'Up, Up & Away'. Observing the BIG idea of 'What is flight?', we are learning movement through the air; flight in nature and machines that fly. The Collaborative theme will be integrated across the curriculum, featuring in the Autumn Festival, Speech and Poetry items and onsite and offsite visits.
- **Student Reports...** The revised reports format will be released to the school community at the end of Term Two. The format including a new layout, graphs and reference to the Key Competencies is a response to parent requests for a more graphic representation of student progress and of our drive to align our report more to the Key Competencies.
Given the disruptions this year to date, Parent Catch-up's have been built into this term's calendar. The purpose of the 'catch-up' is to make connections with families, give a brief verbal update on a student's progress and achievement and hear any concerns parents may have. Teachers have the autonomy to decided how they will catch-up with parents and the flexibility to schedule times which best suit them.



Upcoming Events...

Subject	Location	Date
CURRICULUM - Storyline Tours	Hororata	Tue 17/05/2022
CURRICULUM - Air Force Museum (Yrs 4-6)	Christchurch	Fri 20/05/2022
CURRICULUM - Air Force Museum (Yrs 1-3)	Christchurch	Fri 03/06/2022
MALVERN - Matariki Festival	Darfield Rec Centre	Sat 18/06/2022
HORORATA - Speech Competition	Hororata	Thu 23/06/2022
CURRICULUM - School Reports (H)	Hororata	Wed 29/06/2022
MALVERN - Speech Competition	Darfield Primary School	Thu 07/07/2022

Quality Teaching and Learning

Personnel...

- > **Staff Composition...** Based on projected staffing entitlement, the Board elected to fund a five reception classroom to manage the high number of new entrants enrolled this year. Amy France and Mairin Borlase join our team filling our five class roster i.e. Pukeko (Amy France), Piwakawaka (Julia Raybould), Kea (Jenni Foster), Kakapo (Amanda Cullen) and Tui (Mairin Borlase/Sharon Huck). The Principal continues to deliver Classroom Release Time (CRT) to all three fulltime classrooms on a fortnightly basis (even weeks) and also covers assemblies on Friday afternoons.

Management responsibilities have been shared amongst the staff this year with Julia Raybould leading our school's Literacy and Numeracy Programmes, Jenni Foster continuing in her role as Special Education Needs Coordinator (SENCO), Amanda Cullen leading Digital Fluency, Sharon Huck leading Assessment for Learning, Judith Beales leading Curriculum Development and Mairin Borlase leading our Active Schools' Programme

Maureen Chatterton, Deb Davy and Jess Hanham-Carter have been appointed on a fixed-term basis as teacher aides within the school supporting the learning of an identified students/groups across the school. Sadly, this term we farewell Maureen from our school. Maureen has supported learners at our school since March 2013, touching the lives of many tamariki, kaiako and whanau along the way. She will be taking up an awesome opportunity to spread her wings and pursue her love of special education at Waitaha School in Rolleston.

As a response to the resignation of Genna Bird in late 2021, we have appointed Jess Hanham-Carter as the Reading Recovery Teacher working solely in our school.

I continue in my role as Lead Principal of the Malvern Community of Learning | Te Hū o Kākāpōtahi Kāhui Ako. Judith Beales have been appointed to continue her mahi with our teaching and management teams.

Community Partnerships...

- > **Hororata Parent Teacher Association...** The PTA continues to provide wonderful support for the children, teachers and families of Hororata Primary School. Our school relies heavily upon the P.T.A to supplement the school's annual funding entitlement. The support afforded by the P.T.A has enabled the school to develop and implement many new and innovative teaching and learning programmes, maintain up-to-date teaching resources and undertake several property projects, enhancing and improving the school environment. The following information is a snapshot of the support we request from the PTA during 2022.

	Qty	\$	Total
Classroom Consumables	5	\$250	\$1,250
EOTC – Yrs 1-3	45	\$10	\$450
EOTC – Yrs 4- 6	44	\$50	\$2,200
Year Six Graduation Gifts	10	\$50	\$500
Speech & Poetry Prizes	72	\$10	\$720
Sun Protection (Sun Block)	5	\$40	\$200
		Total	\$5,320
			\$1,330/term

Learning Environment

Capital | Maintenance Works Projects

The following table details the Capital Works Project schedule for our school during 2022-23.

Description	Status
> School Swimming Pool...	Incomplete
- Electric pool heating Pool Cover Changing rooms Pool environment	
> Classroom Renovations...	Incomplete
- Create teaching/Admin spaces within existing Pukeko classroom space	
> Cloak bay Upgrade...	Incomplete
- Create breakout spaces in Junior school cloak bays incl. learning areas/ entrance ways/ heating	
- Convert Boys toilets to storage space Girls toilets to unisex wet area	
> Main block entrance...	Incomplete
- Install new deck space between junior classes incl. covered deck area, new entrance doors	

<ul style="list-style-type: none"> > Staffroom Update... <ul style="list-style-type: none"> - Update staffroom incl. layout, wall linings, heating and whiteware 	Incomplete
<ul style="list-style-type: none"> > Sickbay Update... <ul style="list-style-type: none"> - Install new changing facilities 	Incomplete
<ul style="list-style-type: none"> > N4L Upgrade... <ul style="list-style-type: none"> - Upgrade school Wi-Fi network 	Incomplete
<ul style="list-style-type: none"> > SmartNet Switch to Google Drive... <ul style="list-style-type: none"> - Transfer school network from SmartNet server to Google Drive (Cloud) 	Complete
<ul style="list-style-type: none"> > New Photocopier <ul style="list-style-type: none"> - Replace school photocopier. 	Complete
<ul style="list-style-type: none"> > Fencing <ul style="list-style-type: none"> - Fencing the Northern boundary of the school property/SDC Yards - Install new access gates adjacent to school farm 	Complete
Future Works <ul style="list-style-type: none"> • Design and install new school signage incl. new classroom space signs • Lighting/ Security upgrade • Burning the pile of tree stuck/debris in the neighbouring SDC block 	

Administration

> School Dates

The following dates have been set for the 2022 school year.

Term	Start date	End date	Description
1	Monday 31 January	Thursday 14 April	11 weeks (106 half-days)
2	Monday 2 May	Friday 8 July	10 weeks (96 half-days)
3	Monday 25 July	Friday 30 September	10 weeks (98 half days)
4	Monday 17 October	Friday 16 December	9 weeks (84 half days)

Primary, intermediate and special schools should be open for instruction for **384 half days** in 2022 and closed on the following days: **Waitangi Day** (observed) - Mon 7 Feb; **Good Friday** - Fri 15 Apr; **Queen's Birthday** - Mon 6 Jun; **Matariki** - Fri 24 Jun; **Labour Day** - Mon 24 Oct; **Canterbury Anniversary Day** - Fri 11 Nov; **TOD** - Fri 23 Mar; Fri 9 Sep; Thu 10 Nov

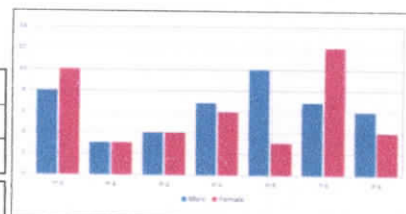
- > **Policy Review Cycle...** Our school uses SchoolDocs as a means of maintaining school policies. SchoolDocs gives all stakeholders an opportunity to contribute to the Review Schedule. Term One focus **Health and Safety Management** and **Emergency, Disaster, and Crisis Management** sections; Term Two focus **Healthcare, Behaviour Management**. Full Review Schedule: [https://hororata.schooldocs.co.nz/2022 Review Schedule.pdf](https://hororata.schooldocs.co.nz/2022%20Review%20Schedule.pdf)

Below are some useful guidelines for what to do now:

Login Details	Who should use login?	What can they access?	How to log in
Community Username: hororata Password: hororata	<ul style="list-style-type: none"> • School staff • Parents 	<ul style="list-style-type: none"> • Your SchoolDocs site 	<ol style="list-style-type: none"> 1. Go to schooldocs.co.nz 2. Click Search for your school. 3. Start typing the school's name and select it from the dropdown list. 4. Enter your community username and password.

- > **School Roll...** The School Roll as at Monday 9 May 2022 is 87 incl. Pukeko – 15, Piwakawaka – 10, Kea – 20, Kakapo – 19, Tui – 23, Families – 63.

	Yr. 0	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6
Male	8	3	4	7	10	7	6
Female	10	3	4	6	3	12	4
	18	6	8	13	13	19	10
	87						



Points for Discussion

- > PTA Support 2022
 - o Budget
 - o Education Outside the Classroom

Attachments

- > Nil

In 2021 the Junior classes began a new Literacy Programme based on recommendations from the Malvern Resource Teacher of Literacy. This programme has proved successful providing the children with a methodical skill building approach to reading and writing.

It uses texts and resources that are not provided by the Ministry of Education at this point in time, although their interest in the success of this programme for beginning readers and writers, and those who find Literacy a challenge is evident in the recent discussions and research into student achievement in Literacy within New Zealand schools.

We have used all our Literacy budget to purchase Structured Literacy resources for classroom programmes in Years 1-4. We have been borrowing the reading books related to the programme from our RTLit but now need to return them and purchase the resources for ourselves. The cost is beyond our Literacy budget. We would like to make a request to the PTA to fund the purchase of a starter pack which includes 5 copies of each instructional title in the programme.

The cost is \$2,250.00

Working alongside Structured Literacy is the Heggerty Phonemic Awareness programme. This incorporates 3 curriculum texts to cover the first 3 years at school. We would also like to make a request to the PTA to fund the purchase of this manuals to deliver this programme.

The cost is \$510.00

We have been using the programme for over 3 terms now and can already see its strengths in growing a secure and confident grasp of both letters and their sounds, letter formation, and the spelling patterns that help students read and write words with confidence. The students are able to steadily increase their tool box of knowledge as they master each skill. This enables them to feel success as they progress through the stages.

Thank you for your support

Julia Raybould

Literacy Leader

