

Minutes of Ngaio School Board of Trustees
Meeting held Thursday 23 May 2019
7:00pm, Staffroom

Present: Christian Hawkesby (Chair), Raewyn Watson (Principal), Jo Hughson, Mike Letts, Mark Palmer, Lucy Elwood, Helen Shields (Secretary)

Visitors: Chris Rowan – Principal Appraiser

The Meeting opened at: 7.05pm

1. **Apologies: None**
2. **Conflicts of Interest declarations: none to declare**
3. **Principal performance assessment and 2019 personal goals** (In Committee – Kirsten and Helen not in attendance)
 - Spoken to by Chris Rowan (Director, Impact Education Group Limited)
4. **Principal's Report**
 - Taken as read.

Tabled: a working document for the Annual Plan.

- Raewyn advised that the Annual Plan will continue to be revisited with staff.
- The Gifted and Talented register will be updated.

Budget:

- Mike has offered to give some budgetary guidance to the new board.
- Mike and Raewyn met with Jessie (PTA Chair) to discuss how the PTA can best support the school in a way that assists with financial pressure points.
- Regular catch ups going forward will be mutually beneficial to promote better understanding of issues.
- Enrolment zone ballot will be advertised next term. The dates will include 1 October 2019 to end of term 1 2020.

Lock down procedure:

- Constable Tayla Giles surveyed the school site today accompanied by Bronwyn and Karen. Later she talked to staff today about lock down rationale. School lockdown procedures are vitally important for the safety and security of pupils, teachers and staff in schools.
- Good progress has been made on fine tuning the procedures.

5. Assessment Reports

- Tabled. Taken as read.
- Encouraging to see the graphs showing progress over time which is a good indicator as to the effectiveness of ILEs.
- General discussion was held around the concern over the year 6 reading comprehension results.
- Teachers are talking more robustly about the data and are currently looking at their programmes and making changes.
- Punctuation and Grammar Report spoken to by Raewyn.
- Scale scores are a prompt for the trustees to follow up.
- The Board would find it helpful if the front of the report states what has been identified and reflected upon and what actions are being taken. Discussion continued on what the new Board will want to know.

6. PTA Update

- At the last meeting discussion was held around the PTA's \$17K of unallocated funds. The PTA is also investigating grants to apply for.
- Teachers are seeking funding for various projects e.g. Harriet has asked for funds for the Enviro Club. The PTA has also supplied finance for the Sports Start Programme equipment.
- Peter, our caretaker has been instrumental in organising the donation to the school of a pou whenua. A ceremony to receive the pou will be planned.

7. Preparation for new Board Induction

- Schedule of items tabled.
- One on one handover of portfolios to be offered.

8. Finance and Nascar

Nascar Report: Taken as read.

- A new deputy supervisor has been appointed. He has worked at Nascar in the past.
- By increasing the roll, the waiting list has been cleared.
- Pricing will be considered at next year.

- Online waitlist software – the Supervisor continues to search for a system with an adequate degree of flexibility. Using online software will provide a good degree of transparency.
- In reflecting on Noscar, Lucy noted that in her time on the Board, the programme has been very smoothly and well run.

Finances:

- The budgeted deficit for 2019 is \$79K.
- Reserves by year end will be approximately \$200K. Surplus of \$50K year to date.
- Switching from Education Services Limited to the firm *Accounting for Schools* will be considered again towards the end of the year.
- How much money does Programmed Property Services Ltd have accrued for painting at our school? Helen to find out.
- Our contract with Programmed Property Services ends in 2020. The per annum amount to be paid excluding GST is \$23,886.00.

9. Communications Review

- Content is drafted and has been forwarded to Raewyn. Once this is agreed the formal agreement to build the site will be progressed/signed.

Privacy Breach:

- Discussion was held around the use of private email addresses by a school parent.
- Raewyn will meet with the parent concerned.
- Policy around emailing to be developed.
- Investigate The Wonder Project (*The Wonder Project* is Engineering New Zealand's free programme for schools, designed to get young Kiwis excited about STEM (science, technology, engineering, mathematics)).

10. Property

- The final 10YPP (10-year property plan) has been received.
- Mark tabled and spoke to his report. General discussion.
- Awaiting confirmation of the removal of the old pre-fabs.

11. Health & Safety

- The Caretaker's log (for logging health & safety issues can be easily accessed by staff.

- The pool storage shed should be painted as soon as possible.
- Teacher wellbeing survey has been sent to all staff and support staff. 21 responses so far.

12. Board News

- Board news draft – Christian to prepare.

13. Admin:

(a) Minutes from previous meeting

Approved as true and correct record.

(b) Matters arising

Communications – rolling forward.

Playground – rolling forward.

(c) Inwards/outwards correspondence

- **ERO Report:** The final report was tabled.
- Clarity was sought from ERO around section 1.1. Equity and excellence – How well is the school achieving equitable and excellent outcomes for all of its students?
- It was agreed section 5. Going Forward - would give a reasonable reflection for parents.
- ERO's overall evaluation judgement is Well Placed.

14. Meeting closure: 10.05pm

Next meeting: 27 June 2019

ACTION POINTS

Who	What
Raewyn	Finalise website content
Raewyn	Meet with parent re: privacy breach
Raewyn	Draft emailing policy
Raewyn	Investigate The Wonder Project
Mark	Painting of pool sheds
Helen	Programmed Property Services

