

Ngaio School Board of Trustees
Minutes of the Meeting held Monday 1st March 2021
6:30pm, Staffroom

Present: Estelle Jaine, Raewyn Watson, Mark Palmer, Sarah Sims, Clinton Geeves, Sarah Smart, Christian Hawkesby, Helen Shields (Board Secretary)

Visitors: Charlene Mitchell, Noscar Supervisor

1. Karakia: I tipu mai te mauri

2. Meeting Open: 6.37pm

- Estelle welcomed everyone to the meeting. There were no apologies
- Conflict of Interest declarations:
 - Sarah Smart's children work at Noscar.
 - Sarah Sims has not read some of the board reports due to the reports being late.
 - Mark is working with Vorsterman Architects
- Election of Board of Trustees Chair:

Helen Shields called for nominations for the office of Board Chair.

Sarah Sims nominated Estelle Jaine, seconded by Mark Palmer.

There were no other nominations therefore Estelle Jaine was declared Board Chair for 2021.

- Code of Conduct Review:

A digital copy will be forwarded to trustees for review. To be signed at the next meeting.

7:20pm: The Principal left the meeting due to being unwell.

3. Action Points Review

Bounce Back:

- Sarah Smart confirmed that Bounce Back is a good programme that the staff are on board with. They are planning how to work with it so it can be rolled out well from the start. The roll out will begin next term.

Digital learning:

- Finalised and communicated to the parent community.
- The App for monitoring year 0 to year 3 is not supported on all ipads due to the age of the stock.
- Trustees Approved the first \$10K towards the upgrade of digital devices. Devices are prioritised for the junior school.
- All staff have signed the Digital Agreement. Classes are working through the cyber digital programme.
- Digital/Assessment parent evening has been held.
- After feedback from the assessment presentation the trustees requested the finalised assessment schedule.

Delegations

- For Clinton to follow up.

Noscar

- Still reviewing

Student wellbeing

- Done

Policy

- **As Privacy Officer for the school** Raewyn is encouraged to do the online free courses about the updated Privacy Act. It is important that staff are enabled to understand what a privacy breach is.

Gate

- Estelle - will invite Karen Lathan to a board meeting.

On Board

Comms/Website

- To be confirmed.

Te Reo

- Hemi is working with year 5 and 6 on Te Reo/Waiata

Bike track

- Next step is to draft a design then proceed to community consultation.

4. NOSCAR

- Charlene spoke to her report.
- Referenced the minimum pay rate of \$18.90 and due to increase further in 2021.
- No Deputy Supervisor at the moment.
- Issues
- the pay structure especially for senior assistants.
- Fees review to cover increasing NOSCAR costs
- Appointing a deputy supervisor
- Increasing the fees to suggested levels would realise a \$30K- \$35K increase per year.

MOTION: *The Board agrees to increase the Noscar fees as proposed in the term 1 2021 Noscar report. Clinton/Christian. Agreed*

Sarah Smart abstained from the vote.

- The Board acknowledges Charlene's work as Noscar Supervisor and also her work managing the pool over summer.

5. Policy

- School Docs - final decisions and amendments
- Helen to follow up with Jo Purcell (Senco) re: staff epi pen training.

- Health & Safety Committee - members are Raewyn Watson, Bronwyn O'Halloran and Helen Shields
- Dogs at School Policy - confirmed. Raroa Normal Intermediate have shared their procedures with Raewyn
- Signage to be confirmed.
- CRT release policy: To be confirmed at the 18 March meeting.
- Gifts: Sarah Sims will confirm. Gift register to be set up declaring gifts over \$50. Staff must declare if the gift is over \$50 however it may be kept by the staff member.

- **Meetings / Papers discussion**

- If papers miss the Monday 3pm deadline, the paper will transfer to the following Board meeting.
- Helen to ensure the AFS management report to trustees is included in the Monday papers.
- Add a new column to the Agenda stating how reports are shared. Links to be included in the Agenda.

- **Delegation Notes:**

- Reimbursements to the Principal are to be signed off by the Board Chair or the Board Finance Officer.
- Term Deposits to be signed off by both the Board finance officer and the Principal.

6. Annual Plan:

- Reflective of Board discussions around strong governance and leadership of the school
- Incorporates community consultation themes
- Simple and measurable actions desirable in the Annual Plan.
- Plain language explanations are desirable. Clinton will email Raewyn seeking clarity of meaning for some items.
- Annual Plan Update to be an Agenda item going forward. To be finalised for next BOT meeting (18/3/21)

7. Finance

- Budget 2021
- Check the figures for activities expenditure in 2020. Final decision regarding activities donations by next meeting.
- Helen to advise trustees how many Noscar assistants were employed in June 2020 and what hours they were paid.
- Noscar Management meeting to be held monthly: Charlene, Clinton, Raewyn.
- Clinton to circulate budget for sign off by email.

8. Property

- Review the astro turf installation timetable. School holidays preferred to avoid disruption.
- Waiting on Halversons to advise a timetable for installation of the second set of steps - path to lower courts.

9. Website/Comms

- in process

10. Principal's Report

- Any questions to be emailed. Report to be moved to the next meeting Agenda.

11. PTA Update

- AGM - 13th April
- Sarah Sims will represent the Board
- Raffle is underway (fundraising for reupholstering of furniture)

12. Health and Safety

- Health and Safety Committee: Raewyn, Bronwyn and Helen
- Camp: Estelle to invite Chantal to present the camp RAMS at the 18 March meeting.
- COVID-19: nothing to report.
- Incident Report - 3 incidents reported
- Acknowledgement from the Board to Raewyn and the staff currently involved in the challenges around one student. Estelle to write to the staff.

13. Privacy - rescheduled to March 18 meeting.

14. Acknowledgements - covered above.

15. Other Business

16. In Committee 8:50pm Out of Committee 9:05pm

- General discussion around focus students. The Board seeks to understand why a student is a *focus student* and what the criteria are.
- Move this item to the March 18th meeting.

17. Admin

Note In/Out correspondence

Note email decisions

Confirm new actions

18. Meeting review and close: 9.35pm.