

Ngaio School Board
Minutes of the Meeting held Thursday 18 March 2021
6:30pm, Staffroom

Present: Estelle Jaine (Presiding Member), Raewyn Watson, Mark Palmer, Sarah Sims, Clinton Geeves, Sarah Smart, Christian Hawkesby

Visitors: Chantal McKee, Tui Syndicate Leader 7:30pm - 8:05pm

1. **Karakia:** I Tipu Mai Te Mauri
2. **Meeting Open, Welcome, Apologies:** No Apologies. Meeting opened at 6:40pm.
Due to being unwell Sarah Sims left at 9:25pm

Conflict of Interest Declarations

- Sarah Smart's daughter and son are Noscar assistants.

Sign Code of Conduct: All

3. **Action Points - reviewed and updated by all**

4. **Camp**

RAMS presentation

- Chantal presented the RAMS for camp 2021 to Forest Lakes, Otaki
- The Board thanked Chantal for her communication with families so all year 6 children can experience camp.
- Estelle to review RAMS and seek Board approval by email.

5. **Policy**

CRT Release Policy

General Discussion

- Term 4 2020 was an anomaly in terms of release and this amount of time is unlikely to be given in the future.
- Reconfirm to the community that Raewyn welcomes communication in regard to school management issues.
- Part time teachers cover CRT as per the Collective Agreement allocation and run programmes to maximise learning. Raewyn to cover in the newsletter.
- Comments and feedback received from the community by trustees will be directed through the appropriate channels.

6. **Annual Plan Update**

General Discussion

- Important to keep this document current and tracked through the year. Note how things are tracking at the end of each term.
- The Annual Plan will be sent to the Ministry tomorrow.
- Agreed that each meeting would review annual plan progress.
- *On Board* special newsletter - to go out before Easter reporting on Community Survey, Annual Plan and Charter.

7. Finance

Budget 2021

- Clinton spoke to his summary. The school expects \$20K to be reimbursed for additional staffing expenditure relating to board-employed staffing costs incurred as a result of the COVID-19 alert level restrictions in 2020. This will reduce the deficit to \$24K.
- What is the plan for music - discussion. Raewyn is working on this.
- Digital device costs are capital expenditure.
- Principal and Nascar Supervisor to review staffing levels keeping the budget in mind.
- Major property expenditure will be carefully managed.
- Five year maintenance plan to be reported back to the board by Mark.
- Draft communication to Nascar parents advising the outcome of the fees review.
- **The Board approved the 2021 Budget.**

Activity Donations Decision

- Draft communication to parents advising what the family donation is for and what the activities donation is for - advise in email to the community. Investigate Kindo as a means of collecting payments for 2022.

8. Property - Mark spoke to his report

- Discussed issues around the hedge between the senior playground and McLeod Hall. Noted the health and safety risks and costs associated with removal. Noted the hedge acts as a windbreak.
- The Board decided not to remove the hedge. Caretaker to keep the hedge trimmed of flowers. This decision will be reviewed seasonally.
- Thank Allworks for providing the planting plan for the bank.
- Mark will write to Jen Thornburrow thanking her for her contribution to the plan for the bank. The Board agreed to aim for planting the bank in Spring.
- Mark will draft a request for assistance in an upcoming newsletter.
- The Board discussed clarification of the role of the Masterplan working group. The board reiterated it requires a high level 5 year Masterplan. Mark to work with the group on next steps.

Signage

Motion: That the Board approves the cost of new signage to the value of \$3,500.
Mark/Sarah Smart

9. Website/Comms - Christian spoke to his report

- The great work done by Raewyn on the new website was acknowledged and the Board is grateful to Diana Price for the work and time she is contributing on layout and adding content.
- The new website will launch at the beginning of term 2.

10. Principal's Report (Feb/March) Taken as read

11. PTA Update

- Raffle to raise funds for reupholstering classroom furniture is underway.
- Sarah Sims will attend the AGM.

12. Health & Safety

COVID-19

- Diana has updated the COVID-19 information on the new website.

School Grounds H & S Assessment

- The caretaker regularly checks the grounds and the pool area.

- A new latch is required on the Colway Street gate - add to caretaker schedule.
- Two downlights on the upper deck - check for brightness - add to caretaker schedule.

Incident Report (if required)

- A child fell from the junior playground resulting in a broken elbow.

13. Privacy

- Procedure to be drafted around the need for staff to delete photos from their personal phones of children they have taken to record school events and activities. Photos added to the Ngaio School Drive should be added in folders, each of which is clearly named and dated.

14. Acknowledgements

- Christian to email book details.

15. Other Business

Out of Zone Ballot

- The Board agreed to offer 10 out of zone places across the school for term 2 and 3.
- To be advertised on the school website, the school Facebook page and in the newsletter.

16. In Committee: 9:30pm - Out of Committee at 9:55pm

17. Admin

Confirm previous minutes

- The minutes of the meeting held on Monday 1st March were confirmed as a true and accurate record. **Christian/Estelle**
- Note in/out correspondence - Noted
- Note email decisions - Noted
- Confirm new actions - to be notified

18. Meeting Review and Close: 9:55pm

19. Next Meeting: Thursday 15 April, 6:30pm