

Ngaio Board of Trustees
Minutes of Meeting held Thursday 15th April 2021
At 6:30pm, Staffroom

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

Visitors:

Dan Byrne, Maree Bain and Catherine Taylor joined the meeting as observers at 7:45pm.
Maree and Catherine left the meeting at 8:35pm.

1. **Karakia:** I Tipu Mai Te Mauri.

2. **Estelle opened the meeting at 6:30pm** and acknowledged that this meeting would be Sarah Smart's last meeting before leaving Ngaio School to take up a position with the Ministry of Education. There were no apologies.

Conflict of Interest Declarations

- Sarah Smart's children are employed at Nascar.

3. **Into Committee:** 6:45pm - 7:43pm (public excluded)

4. **Action Points:** Updated by all. School signage discussed.

5. **Annual Plan Update:**

- Raewyn and Estelle met and went through the working actions under the Annual Plan.
- Priorities have been noted.
 - listening posts - stocktake required
 - Bike Track to be considered alongside an updated Masterplan
- The Annual Plan working document is to be updated by RW prior to each board meeting.
- Raewyn highlighted the Kahui Ako goals.
- Plan an event for the Board and staff for term 2. Estelle to progress.
- The Annual Plan will be reviewed during the first board meeting of each term.

6. **Finance** - Clinton

- Financial report to the end of March is showing good progress.
- Refund of \$12K from the Ministry for payment of Nascar Assistants during the level 4 lockdown will go back into 2020 accounts.
- Calendar Art rebate will also go back to 2020 - this payment was received by the school in February this year.
- New Nascar fees will come into effect in term 3. Very limited feedback received on the fee increase - only positives around the service NOSCARS provides. Clinton to check with Charlene re staff hours being worked.
- Staff development budget covers Chris Rowan's (Impact Education Ltd) work.
- Raewyn to check Learning Resources - Professional Release and advise Board.
- Waiting on confirmed Operations Entitlement.
- Update on activity donation refund. Letter and Google Form to go out.
- Clinton will invite Charlene to the next board meeting. Clinton, Raewyn and Charlene to meet prior.

7. **Property: Mark spoke to his report**

- Decision to be made on the astro turf markings - netball, junior and senior hockey (coordinators to be consulted).
- Installation of new turf could take up to 3 weeks. This will be advised in *On Board*.
- Decision to be made on the type of goal system to use - suggest talk to Ann Hay - action for Raewyn. Discussion around the possibility of using any unclaimed activity donations to fund portable goals.
- Stairs (path to bottom courts) - waiting on timeline from the contractor.
- Graffiti - parent has volunteered to source funding for 18 cameras - including installation. These will be monitored.
- The fencing of the Ottawa Road path and along the southern side of Tui was discussed. The cost is approximately \$30K. This could be covered by SIPS. Discussed Health & Safety benefits in relation to cost.

Resolution:

The Board approves expenditure of SIPS funding for Ottawa Road and Tui block fencing to the value of approximately \$30K. The Board also resolved to move ahead with the DQLS project.

- Discussion around community space - noted in the annual plan. Sub committee to investigate - Clinton, Christian, Mark. Raewyn will ask the staff for any expressions of interest to be involved.

Masterplan - discussion.

- Objective is to produce an updated Masterplan document to guide projects around the school grounds over the long term - to ensure they are coordinated and will benefit the school long term.
- Small enviro projects are expected to happen alongside consideration of the Masterplan. However it was agreed that any larger projects should be approved by the Board to ensure they fit with other projects going on around the school and also comply with health and safety regulations.
- CG, EJ, MP will respond to email around the forward progress of the Masterplan group.
- Bike Track - Clinton to progress alongside the Masterplan discussions with a view to potential construction in spring/summer if it is supported by the school community.
- Field - maintenance scheduled for the school holidays.

8. **Website/Comms:**

- Christian provided an update. First day of term 2 is the target for the launch.
- Discussion around useful and effective communication. For term 2 it was agreed that a dual method of communication would be maintained - emails and website notices. Advise in the newsletter.
- Automatic website link on etap emails - check if this is possible - Helen

9. **Principal's Report - taken as read**

- Raewyn explained banked staffing.
- The NZEI Teacher Only Day in term 4 will be on 19th November.

10. **PTA Update**

- Raewyn and Estelle attended the AGM and both presented reports.
- The BOT agreed to investigate pool canopy as a potential PTA funding project.
- The PTA Constitution was requested so it can be included in SchoolDocs.

11. **Health and Safety**

COVID - nothing to report

Severe allergy communication - as above.

Incident report - fire alarm activation. No associated H&S issues.

12. Privacy

- Raewyn is progressing.

13. Acknowledgements:

- Andrew Sos and Greg Price for their assistance around school security - acknowledge in *On Board*.
- Presentation to Sarah Smart on her departure from the Board. Acknowledgement of her contribution as Staff representative.

14. MindPlus decision: Discussion

Resolution:

The Board is unable to offer MindPlus a classroom for their programme.

15. Admin

- Email decision - RAMS were approved - going forward the RAMS will be emailed to all Board members.
- Minutes of the previous meeting were approved as a true and correct record. EJ/ CG
- Request to change the next meeting date to Wednesday 19 May.
- Trustees need to be mindful of timing as meetings are too long.

Resolution:

The Board appointed Helen Shields to the role of Returning Officer for the staff by election.

Meeting closed at 10:18pm