

Ngaio Board
Minutes of Meeting held Thursday 27th May 2021
At 6:30pm, Staffroom

Present: Estelle Jaine (Presiding Member), Raewyn Watson (Principal), Clinton Geeves, Sarah Sims, Mark Palmer, Helen Shields (Board Secretary)

Visitors: Peter Tana (Caretaker), Charlene Mitchell (NOSCAR Supervisor)

Meeting opened at 7:10pm. Estelle welcomed everyone and in particular thanked Peter and Charlene for attending.

Apologies: Christian Hawkesby

Conflict of Interest Declaration: None

Karakia: Tūtawa mai

Noscar Update:

- Charlene tabled her report and explained the recent audit of Noscar by the Ministry of Social Development (MSD).
- Some policy procedures will be updated according to changed laws.
- MSD will forward a full report in the next few weeks.
- Fees will rise at the beginning of term 3 - this will help to cover the new minimum wage pay rate for assistants.
- Raewyn will analyse the TAPEC (teacher aide pay equity claim) funding and what this will mean for the Noscar budget.
- During term 2 Desmond is working as an assistant at Noscar. If Charlene is offsite an adult over 21 years of age is required to be in charge.
- On behalf of the Board Raewyn thanked Charlene for her work on the MSD audit.

Charlene left the meeting at 7pm.

Update from Peter Tana (Caretaker)

- The Board is grateful to have Peter's input into the Master Plan meeting tonight.
- Peter explained that the Abbott Street fence is in poor repair with rotten posts and railings.
- Discussion around making the fence safe now - Peter offered to do the repairs and has required skills, he will replace small sections at a time for safety.
- **Action:** Obtain a copy of the title to the school to check boundaries and obtain a drainage map.
- Peter will monitor the hedge between the astroturf and Noscar for wasps. No nests currently.
- The fence bordering the Ottawa Road path is broken and will be replaced using SIP funding. Peter has made it safe for now.
- Peter will follow up with pricing for basketball court lines.
- The Board is appreciative of Peter's offer to work with the Master Plan group and the Action group.

- Raewyn will ask Sam Jenkins to co-ordinate with Roslyn (Enviro Club) around completing RAMS forms for their activities.

Peter left at 7:25pm.

Key Tasks - spreadsheet updated by all

Property

Masterplan report

- The current Master Plan was developed around 2013. Now have Masterplan group and an Action group to implement approved projects
- **Action:** Clinton will obtain 3 quotes from landscape architects/designers to prepare an updated plan with input/direction from the Masterplan group. The budget for plan preparation was set at \$4K.
- **Action:** Consult students and community then discuss ideas with the Master Plan group.
- Discussion around the Action group building a sandpit. Raewyn will consult teachers.
- Netball Goals - Sarah to email PTA re portable netball goals to seek funding.

Annual Plan Update

- Question from Clinton around the activities to engage on cultural awareness. Raewyn will add detail into the plan.
- Maths: Staff maths professional development is in progress. Hayden and Wendy are taking part in ALiM (accelerated Learning in Mathematics).
- RW explained the Team Leader Action Plan and Action Group plans in relation to the Annual Plan.

Finance

- Clinton spoke to the report. \$92K underspent at the end of April.
- No large variances to note.
- **Action:** Helen will check on activity donation code balances for this year.
- **Action:** Develop approach to activity donations for 2022.
- **Action:** Board expenses (code 1130) - Helen to advise on expenditure.
- Audit report has been received today - no issues. The school is reminded to ensure that cyclical maintenance is taken into consideration when setting the budget.
- Discussion around what the activity donation underspend would be used for. Raewyn to consider this with teachers and share ideas with the Board. Discussion around the possibility of hosting another rocket carnival and/or funding a Matariki event.

Policy

- Discussion around SchoolDocs termly review process. RW updated BOT re policy/procedure assurances as advised by Term 2 SchoolDocs reminder.

Principal's Report - taken as read

- Waiting to hear if funding from MOE, to extend maths professional development, is approved.
- Reading Recovery - invite Megan Palmer to present to a Board meeting.
- Junior Playground - matting repair.

Resolution: The Board resolved to accept the \$2K quote from Play Matta to fix the junior playground matting. Agreed

PTA Update

- Bronwyn and Raewyn will attend. Sarah and Estelle find Tuesday meetings very difficult due to regular family commitments those evenings.

- Past Gala Money - is required to be spent by the PTA by December 2021. Suggestions from the Board include a new pool canopy, STEM resources, playground equipment. Discussion re Board/school priorities for this money from PTA. Pool canopy main priority - ask PTA for financial support
- **Action: Obtain quotes for a new pool canopy. Ask Easyswim for advice - Raewyn.**

Health & Safety

COVID-19

- RAMS forms have been updated around mask wearing on public train transport by parents accompanying students on trips.
- Incident Report (if required) - nothing to report.

Privacy

- As mentioned in the Principal's report.
- COVID-19 sign-in sheets were discussed and are to be removed and replaced with a more private sign-in procedure.

Acknowledgements

- Peter and Charlene

Other Business

- NZSTA training seminar on student achievement attended by Estelle and Raewyn.
- Estelle has registered for a Te Tiriti o Waitangi seminar.

Admin

- Approve April Minutes

The Minutes of the meeting held on Thursday 15th April were approved as a true and accurate record. Passed

Note In/out correspondence

Note email decisions

Next Meeting: Thursday 1 July 2021

Meeting closed: 9:35pm