

Ngaio Board
Minutes of Meeting held Wednesday 30th June 2021
At 6:30pm, Staffroom

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

Visitors: No Visitors

Meeting Opened at 7:10pm

Karakia: Tūtawa mai

Apologies: Sarah Sims

Conflict of Interest Declarations: Nothing to declare

Action Points: Updated by all.

Principal's Report: Taken as read and spoken to by Raewyn

Website Update

- Favourable comments have been received. Raewyn will analyse usage.

Points to note:

- Julie Rogers (Rm 8) leaves New Zealand during the school holidays. Caroline will work in room 8 for weeks 1 - 3.
- Three way conferences take place for room 8 this week.
- The school will host a teacher refresher trainee and a student teacher later in the year.
- Maths PLD funding has been approved.

In Committee: 6:55pm

Out of committee: 7:11pm

- Whanau Hui - the small number who attended are keen to continue meeting to focus on their aspirations and expectations for their children. Raewyn will investigate year 5 and 6 student voice.

Action: Develop a plan to deliver on the Ka Hikitia principles (The Māori Education Strategy- Accelerating Success) for consultation with the newly established whanau group.

- Next achievement data meeting will be held on 29th July with a focus on maths. Reports will be available on 26th July - any questions should be directed to Raewyn. Leaders all invited to attend, no expectation from the Board for in depth presentations from leaders - RW reports they want to present formally.
- How is the maths focus tracking in relation to the Annual Plan - is anything needed from the Board?

Property: Mark. Report taken as read

- RW will discuss Ottawa Road fence repair with Peter tomorrow.

Annual Plan Update:

- After School Community Event - to be considered for term 3.
- Matariki communication will include House information.
- Board acknowledged there is much to achieve in the Annual Plan, also acknowledging the importance of pacing ourselves heading into the second half of the year.
- Suggestion to focus on a particular Annual Plan item at each meeting.

- Question around PLD maths - is the work done so far flowing into the classroom yet?
Raewyn advised that some of the work is. There will be a presentation at the curriculum meeting.

Finance: Clinton Geeves

- The school is in a good position.
- AFS (Ben) will be invited to meet with Clinton and Raewyn to review the budget.
- Clinton confirmed the NOSCART rental entry is shown in the accounts monthly.
- Helen to review upholstery cost entries.

Policy: Sarah Sims

- SchoolDocs policy update due next term.

Community Space Update: Christian

- Christian and Bronwyn have met to document the size of each building space and what it is used for.
- Out of 23 spaces 6 or 7 are not being used as classrooms but are used by TAs or for art, music etc.
- A sub committee of Christian, Clinton, Michelle and Bronwyn will look at how these spaces might be reimagined and report back to the Board.

PTA Update: Raewyn

- PTA indicated they would prefer not to use the 2018 Gala funds to fund a new pool canopy however will agree to fundraise for it.
- Mark confirmed 5YA funding cannot be used to purchase the pool canopy.
- Estelle will write to the PTA to explain that a new pool canopy is a priority for the Board as discussed at last meeting and ask for clarification around their decision.
- Raewyn has received one quote - Clinton will explore further quotes for comparison.

Health & Safety:

- **COVID-19** - up to level 2 and return to level 1 successfully.
- **Matariki event** - Estelle has seen the RAMS from school staff.
- **Incident Report (if required):** nothing to note

Privacy: Nothing to note.

- Confidentially for those families who were affected by the increase to alert level 2 was maintained.

Acknowledgements: Support Staff

- Gifts given from Board to Support Staff for Support Staff week.

Admin:

- **Minutes of the May meeting were approved as a true and accurate record. EJ/CG**
- **Note in/out correspondence**
- **Note email decisions - Matariki event health and safety**
- **Confirm new actions**

Meeting Review and Close:

- RAMS for Enviro Club - include in actions.
- Activity Donation document: add ideas for how to spend.
- Track expenditure for 2020 Underspend - (is coded separately).
- On behalf of the Board Clinton will acknowledge Charlene for passing NOSCART accreditation.

Meeting closed at 8:50pm

