

**Ngaio School Board**  
**Minutes of the Meeting held Thursday October 21st**  
**6.30pm, Staffroom**

**Present:**

Estelle Jaine (Presiding Member), Raewyn Watson (Principal), Mark Palmer, Sarah Sims, Clinton Geeves, Christian Hawkesby, Dan Byrne (Staff Rep)

**1. Karakia**

Tūtawa mai

**2. Meeting Opening**

Apologies – Helen Shields

Conflicts of Interest – Mark on staffing plans for 2022, with Megan Palmer a member of staff.

**3. Action Points**

Updated as per spreadsheet

**4. Principal's Report**

Principal's Report taken as read.

Staff matters covered during In Committee discussion.

**5. GATE update**

Karen Lathan's report was tabled. Recommendations were agreed.

It was a goal of management to embed the framework and processes outlined before Karen Lathan's departure from the school.

**6. Annual Plan Update**

Estelle presented a summary of progress on the "Our Community" element of our Strategic Priorities.

**Action:** Estelle to arrange a survey to the Community with similar questions to last year, with the addition of questions to gain feedback on school communications including the website (DONE).

**7. Finance**

The Finance report was tabled.

The accounts are currently around \$50k ahead of budget, but this is expected to come into line with budget by the end of the year.

Donations activity underspend from 2020:

The Board agreed that this could be used to fund the pool being open in term 4 with EasySwim support and associated cost. An updated sound system for the school activities and a Fun Day with Kelly Sports were other uses of the funds, if there were still funds available after the cost of opening the pool through this period.

Activity spending for 2021 would be monitored closely with AFS.

## **8. Policy**

Sarah presented on the latest School Docs review.

Māori Educational Success and Whānau engagement to be reviewed.

**Action:** Raewyn to review for Principal's input.

**Action:** Raewyn to highlight updated Harassment Policy from School Docs to staff.

## **9. PTA Update**

The success of the planting of the bank by the retaining wall was noted. Acknowledgements had been provided.

Mark volunteered to attend the next PTA meeting.

Members provided comments on a draft Memorandum of Understanding (MoU) to be discussed with the PTA. Estelle and Clinton would attend that discussion with two members of the PTA.

**Action:** Clinton to arrange discussion of MoU.

## **10. Masterplan Update**

Clinton provided an update on the Masterplan.

Key parts of the process included feedback collated from students and the community, sessions with kids and staff, and reference meetings with the PTA and Board.

**Action:** Dan to coordinate feedback and meeting sessions with the students.

## **11. Property**

Mark provided an email update.

The Board reconfirmed its decision to move NOSCART out of McLeod in 2022 and into Rooms 13 and 14, making way for an open assembly/performance/community space in McLeod. This will be implemented as part of the classroom allocation for 2022.

Todd from EasySwim was arranging a canopy for the pool.

**Action:** Dan to clarify whether the pool canopy was going up over term 4.

## **12. Health & Safety**

There had been two other property incidents in the evenings/weekends: tampering with the forklift which was onsite during the astroturf installation; and an attempted rubbish bin fire.

Raewyn confirmed that a member of the parent community was still able to provide security cameras for the school, and this would be arranged.

It was noted that the Abbott Street fence was not rotten, as had been captured in the previous minutes. However, a "Please do not climb" sign was still required and signs have been ordered.

The Board discussed the need to prepare a contingency plan for the future if there is an announcement that the school will close for Covid-19 health restrictions at midday, and there is an opportunity to distribute ipads and other materials before this time.

## **13. Privacy**

Raewyn highlighted some advice provided by the Privacy Commission about photos taken by staff on their personal devices of children for school events.

Where practical these would be transferred to school devices and deleted from personal devices.

#### **14. Acknowledgements**

The Board would write to Peter the caretaker to thank him for his contribution to the school.

#### **15. Admin**

Next meetings: It was agreed to keep the 18 November meeting in place (Mark would be an apology) and use this for Annual Planning for 2022. An additional meeting on 9 December would be added, to cover other issues including student achievement data for 2021.

Action: Raewyn to arrange a time in term 4 for Staff/Board engagement.

Meeting closed at 9.35pm.