

Board Minutes
Meeting held via Google Meet
Thursday 23rd September 2021 at 6:30pm

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

Karakia and Welcome from Estelle

No apologies and no conflicts of interest declarations

Action Points: updated by all

Principal's Report: taken as read

- The reduced roll for 2022 will have an impact on staffing. The preliminary staffing entitlement will be available on Saturday evening.

Writing Data Update:

- Unsure of the impact of the latest COVID-19 lockdown. The school holidays will also have an impact.
- The teachers know how to deal with the complexity around all students and are paying special attention to those students achieving at a lower level. All are being monitored and supported.
- Raewyn advised that the 40% not meeting the standard at mid year are receiving more support and the areas teachers are focussing on are showing results. It is very likely that many will make the standard by year end. She also noted that if a student was on the cusp, the teacher erred on the side of caution.
- Dan said results are looking positive with another term to go.
- Christian extended his thanks for an excellent report which gives confidence in the attention being given and deliberate actions being taken.
- Prioritise in budget and staffing.

Annual Plan - Raewyn/Estelle

Focus on 'Our Learners'

- The Board acknowledges staff are working on the details and getting the work done.
- 'Our Learners' section has been updated to show what has been completed and what is underway.
- Teachers are talking professionally and having good conversations around their practice.
- Work on the new entrant programme is continuing.
- Looking at the Reading Recovery programme and the possibility of training a teacher for next year.
- It was agreed that a high priority for term 4 is consultation with Māori families .
- Raewyn asked members to use the comments facility to ask her any further questions.
- New comments will be in 'blue'.

Finance - Clinton spoke to his report

Activity Fee excess/process decisions

- All staffing budget areas are currently well under.
- Noscar will drive the result for the end of the year.
- The process for Noscar budgeting will be tightened for 2022.
- Maths PD is being paid for from the budget.

Clinton left the meeting at 7:16pm

- Check interest amounts as seen on the graphs - Helen

Policy - Sarah

- Unable to meet with School Docs due to COVID-19.
- The Term3 review is on consultation (concerns and complaints).
- The Term 4 review is on religious instruction and harassment.
- The Board can choose to go out to staff and board and parents or a combination.
- It was thought consultation would benefit community and staff relationships. Sarah will review and advise Estelle.

PTA

- Sarah and Raewyn attended this week's PTA meeting.
- The Treasurer appreciates the effect the roll level has on school funding.
- Wine fundraiser and Christmas raffle will be held in Term 4.
- Sarah will confirm with the PTA that, as a matter of process, the Board gives them permission to operate the wine fundraiser again this year.

Masterplan Update - Clinton

- Clinton to update via email.

Property - Mark

- Mark's emailed report was taken as read.

Pool Decisions

- Decisions are needed around the boiler, marquee storage shed and pool cover - a new cover is the priority.
- It was suggested that the PTA be asked to donate annually for the upkeep of the pool. To keep the pool open a commitment is needed from the community. The pool cover quote received in May was \$2750.
- Discussion around using 2020 underspend to purchase a new cover so that the pool can be used by the children during term 4 and to that end the following resolution was passed.

Resolution: The Board resolved to use funds from the 2020 underspend to purchase a new pool cover. Mark/Sarah. Passed.

- Spreadsheet on pool costs over a year to be prepared by Helen
- Dan and Raewyn will discuss the term 4 activities to be paid for from the 2020 underspend.
- DQLS - window meeting has been held. Heating meeting was held today - quotes to follow for library heating and heat pump for room 15.
- Room 4 electrical cupboard - waiting for an answer.
- H & S plan has been developed for this weekend. Raewyn will share with board members.

Health & Safety - All

COVID-19

- Alert level 2 - nothing to note

Incident report

- Year 4 boy - head injury from a fall on 22 September. Ambulance called. Parents called. Triaged over the phone by Wellington Free Ambulance.

- Parents transported the child to their medical centre for further assessment.

AED

- suggested that someone should approach the PTA for funds to purchase the AED case. The cost is \$1,058 installed.

Privacy - Raewyn

- Nothing to report

Acknowledgements - Estelle to draft

- Todd Morton - commitment to the continued running of the school pool.
- Jen Thornburrow - retaining wall planting project.

Administration

- **RESOLUTION:** The Minutes of the meeting held on Monday 23rd August were accepted as a true and accurate record of the meeting.
Estelle/Christian Agreed

Correspondence - noted

- MOE letter re Treaty settlement. This is a generic letter to all schools affected by this settlement and has no impact on the school. The Government pays a rental to Ngāti Toa for its ability to maintain a school on the site. There is no impact on the school's finances.
- Email decisions - noted

Meeting close - 9:00pm.