

Ngaio School Board
Minutes of Meeting held Thursday 18th November 2021
6:30pm, online

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

Meeting opened at 6.47pm

Karakia:

Apologies: Mark Palmer

Conflicts of Interest: Nothing to declare

Action Points: updated by all

Principal's Report: taken as read

- Activities are still able to happen under Alert Level 2. Athletics was a great event however it was not the same without parent spectators - we will be pleased to welcome them back on site.
- Staffing -

applied for the training component for Reading Recovery and were successful.

Annabel Donnelly will undertake the training next year. Megan Palmer will return to the classroom part time to release Annabel for her Reading Recovery work.

Tui team - Chantal will be able to offer extra support in the classes.

Farewell arrangements for Peter Tana are underway.

Raewyn is working with the cleaning contractor to develop a contract for a new caretaker. Once received Raewyn will forward figures to Clinton for the 2022 budget preparation.

Hire a Hubby is doing some odd jobs for us. This includes the lawn mowing and weedeating.

Desmond is doing extra hours at the moment.

- Vaccination Mandate (update in committee)
- Student wellbeing survey - for the strategy meeting agenda
- The website data is appreciated - it would be beneficial to look at this in conjunction with the community survey data. **Action:** Raewyn and Christian to discuss this offline.

BOT Self Assessment:

- Estelle shared her summary document on screen and will share it with members.

Annual Plan Update: (final review)

Raewyn and Estelle have met to review the whole working document.

- Bounce Back - using this programme to support a wellbeing programme that better suits Ngaio School.
- Estelle asked members to review the annual plan individually before the strategy meeting.
- Community space: discussion. A new 5YPP (5 year property plan) is coming up - this could be an opportunity to look at spaces creatively. It was agreed that this discussion should be ongoing.
- Christian suggested the strategy meeting should begin with discussion on the updated annual plan and the student achievement data.

Finance:

- The October report has been received today. No areas of concern.
- No holiday programme for NOSCAR in October.
- Budget for 2022 preparation has begun.

Policy:

- Need to reflect COVID vaccination status in fixed term contracts - ensure employees know of the mandate.

PTA Update: Mark emailed summary which was taken as read

- The netball hoops have not arrived yet - OCTA are keeping Raewyn updated.

Property: Mark emailed summary which was taken as read**Health & Safety**

COVID-19 - nothing to note.

- If and when the school is to be shut down due to the rise in Alert Level Raewyn will be directed by the Ministry. Discussion around what happens if the school is shut down.
- Raewyn will share the plans as they stand and will draft communication.

Incident Report (if required)

Into Committee**Privacy:**

Vaccinations

- care around employee privacy.

Acknowledgements:

- Helen Shields - Board Secretary for her dedicated work supporting the BOT team

Administration:

Approve 23rd September and 21st October Minutes

- Held over - approve via email.

Note In and Out Correspondence

- Parent letters that have been replied to by email.
- Incoming communication from the Associate Minister for Education aimed at Auckland Schools about re-settling children post lock down.
- Feedback letters received regarding composite classes.

- Reiterated that all correspondence addressed to the BOT and received by the Board Presiding Member is shared with all trustees

Note email decisions

- Nothing to note.

Meeting review and close:

- NZEI teacher only days - 8 days up till July 2022. Four days left to be used.
- Two days to use with the Kahui Ako - March and June 2022.
- Third day added onto Queen's Birthday weekend. Fourth day could be a TO at the beginning of the year and take a day off at year end.
- End of year lunch - Raewyn to put a proposal to the Board for the staff Christmas lunch.
- HS to review the running costs of the pool. Keep the water temperature at 28 degrees over summer.
- Check how many keys were not sold last year.

Meeting closed at 9:00pm