

**Minutes of Ngaio Board Meeting
Held Thursday 24 February 2022
At 6:30pm
Online**

In attendance:

Estelle Jaine (presiding member), Raewyn Watson (Principal), Christian Hawkesby, Clinton Geeves, Mark Palmer, Sarah Sims, Dan Byrne (Staff Rep), Helen Shields (admin)

Visitors: Helen Musson, Joe Winton

Camp:

- Chantal presented and answered questions around the COVID planning document for the upcoming camp at Forest Lakes.
- Vet checking/vaccine checking additional parents as a precaution in case some are unable to attend.
- It was agreed to draft a 'decision tree' to assist with formulating a threshold plan for postponing the camp until September.
- The Board approved the COVID risk mitigation.
- The Board thanked Chantal for her careful preparation. She left the meeting at 7:07pm
- The RAMS will be emailed to members for review before final sign off.

1. Karakia - read by Raewyn

2. Meeting Open: 6:30pm

- Welcome and Apologies - No apologies
- Conflict of Interest declarations - Nothing to declare
- Review of Presiding Member - Estelle advised that in an election year members do not need to elect the presiding member therefore Board agreed that Estelle will continue in the position until the election in September. NZSTA do however suggest reviewing the presiding member and any member is able to lead this review via a questionnaire available from NZSTA.
- Clinton will lead this review.

- Code of Conduct agreement - has been emailed to members.

3. Annual Plan: Finalise sign off.

- Any comments or questions will be sent directly to Raewyn and Estelle will perform a final review.
- Charter: 2022 is the last year of the current charter.
- Focus Groups - have been shared with the Board. Suggestion to invite Jo Purcell to meet with the board to discuss the SeNCo role at Ngaio School. The Board approved the Focus Student Document.

4. Principal's Report - spoken to by Raewyn

- 2021 Annual Plan AoV for approval. No new information presented at this meeting.
- The Board approved the AoV for sign off.

- Madeleine Taylor (People Skills Consulting) is undertaking research and to that end is working with some Ngaio School (mostly new entrant) parents. More information will be shared in the newsletter.
- Caretaker: Hawkins Property Services are working in schools in the local area and can work flexibly to meet our school's caretaking needs. The business owner is currently preparing a proposal.
- Ballot - Advertising of a termly ballot will continue.
- School roll - the falling school roll has a flow on effect for the budget. Raewyn will arrange a discussion around this with the Ministry as they have access to information to assist with roll predictions. Roll prediction information will be critical for the new Board.
- Raewyn will contact ERO to find out when the next review is due. She will also share information around what an ERO visit looks like now.

5. **PTA MoU**

- This is with the PTA for review. Clinton agreed to attend the next PTA meeting scheduled for 8 March 2022.

6. **COVID-19 Update**

- The Health & Safety COVID committee comprises Raewyn, Estelle and Richard Jaine.
- The Principal online drop-in sessions with the Ministry provide useful information and the opportunity to ask questions.
- Hybrid learning is planned for.
- Guidance is still being developed by the Ministry around how RATs for teachers are to be used.
- Widespread support from parents around communication has been appreciated.
- Raewyn explained the procedures around privacy for families who are COVID positive
- Schools may need to help whānau identify close contacts.

7. **Finance: Approve draft annual report for auditing** - spoken to by Clinton.

- Extra tracking of professional release will be put in place.
- Discussion around the activity and family donation request in addition to a review of Nascar fees.
- Clinton is reviewing communication to parents.
- Note the minimum wage is rising again in April.
- Discussion around cyclical maintenance. Some maintenance work will be required in 2023.
- Raewyn, Clinton and Estelle will finalise the budget.

8. **Policy and Delegations:** Spoken to by Sarah

- Review of policies - staff will be encouraged to review. Policies to be a regular feature in the newsletter.
- Health curriculum review is due in term 2.
- Complaints and concerns - Raewyn to check

9. **Election 2022 Planning**

- Board elections have been pushed out by MoE to September this year and will be online for the first time.

10. Property: Mark spoke to his report.

- Pool boiler - Mark will follow up with Easyswim
- Discussion around reviewing the pool costs including revisiting the pump issue.
- Raewyn and Mark will meet with Todd to draft a costing matrix.
- 5YA funding is due July 2023. Find out if this can be used for the pool?
- Communication to go out re Easyswim using the pool on Saturday mornings.
- Cyclical maintenance - Mark will organise a QS review of the plan as it will have an affect on the budget.
- Rm 4 has been removed from the DQLS project.

11. Health and Safety

- Camp (Chantal McKee) - as above
- Trip hazard in asphalt adjacent to flagpole - added to caretaker's task list.
- Security Cameras: Clinton will follow up.
- New signs will be installed by the caretaking contractor.

12. Privacy

- Discussion around COVID issues.

13. Acknowledgements

- Staff - Raewyn is appreciative of how hard the teachers are working.
- Positive feedback has been received from the community regarding the Office staff - the Board thanks them for their mahi

14. Admin

- Note correspondence - MoE bulletins
- No email decisions to note.
- Confirm new actions: Key Tasks - to be updated.

Into Committee: 9:24pm

Out of Committee: 9:30pm

15. Meeting review and close - thank you to Joe and Helen for attending tonight's meeting.

Meeting declared closed at 9:35pm