

Minutes
Ngaio School Board Meeting
Held Thursday 31st March 2022
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 Musson, Helen Shields (Minutes)

1. **Karakia:** Raewyn. Welcome from Estelle
 2. **Apologies:** Joe Winton. Mark joined the meeting at 6:45pm
- Conflict of Interest declarations: Nothing to declare
- Code of Conduct Agreement: The agreement has been updated to include:
Act and govern in a way that is consistent with and promotes the ROCKET values of Ngaio School: Resilience, Open-mindedness, Curiosity, Kindness, Empathy & Trustworthiness.

All members attending the meeting agree to sign the agreement and Helen Musson and Joe Winton will be added as signatories.

3. **Action Points** - shared on screen and updated by all.

Resolution: That the MoU between the Board and the PTA be accepted.

Estelle/Helen

Passed

- The next step is to meet with the PTA to agree on fundraising priorities.
 - Master Plan - Mark Newdick is ready to present to the sub committee and will present to the next board meeting.
4. **Principal's Report** - Spoken to by Raewyn.
 - In 2023 NAGS will be replaced with NELPS (Statement of National Education and Learning Priorities).
 - PD is expected on NELPs later this year and will be an important part of the handover to the new board later this year.
 - Observation Survey training has taken place so teachers can do their own observation surveys however moderation is still involved and one teacher will create the report.
 - Reports: The main issue with the report is around progress and how to show it. Changes will be explored with the intention of getting ideas from parents about what they want to know. Any changes however may not be in place before the mid year report timeframe.
 - The Annual Plan Literacy team will report back to the Board.
 - Having Difficult Conversations PD was led by Mark Sweeney. Very good feedback has been received from teachers.

5. Annual Plan Review

- Raewyn has created an Annual Plan working document which will be shared with members for comment.

7. Finance: spoken to by Clinton

- The school will receive \$30K more for TAs than what was budgeted for and there is potential to receive more funding due to support being required for specific cases.
- Raewyn and Charlene have worked together on the Noscar budget.
- May need to review the property maintenance budget.
- Family and activity donation requests have gone out.
- Pool maintenance: Raewyn, Mark and Todd have met to discuss the long term maintenance of the swimming pool. We need to have a plan for putting money aside to deal with repairs.

\$6,000 was received from the sale of pool keys last year. \$7,000 is budgeted this year.

- It was agreed that the budget would be reviewed with Accounting For Schools half way through the year.
- There was some discussion about the library budget and how important this resource is to the school, especially with a focus on the importance of literacy.
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Resolution: That the 2022 Budget be approved.

Estelle/Christian

Passed

8. Policy & Delegations

- Complaints policy review - Sarah has reviewed and she and Raewyn will review further offline.

Action: to maintain a complaints register.

- Policy will be highlighted in each fortnightly school newsletter.
- School Docs review links will go into the weekly staff update.
- Members are asked to read the due diligence section in School Docs.
- Health and Safety is targeted for where the need is - currently COVID-19 but this item will be a standing item on meeting agendas.
- Action: For next meeting - discuss Board lead on Health and Safety

9. Election 2022 Planning

- Christian and Helen S will discuss the Returning Officer role.

10. Property - Mark spoke to his report

- Term 1 grounds check

- The school is enjoying having Hawkins Property Services undertaking daily caretaking duties. Connor will be introduced to the community through the newsletter.
- Cyclical maintenance needs to be updated. Mark is working on this.
- OCTA have advised that the library heat pumps have arrived in the country.

11. Health & safety

- COVID-19 H&S/Policy assessment
 - Estelle has shared the minutes of the meeting held to discuss COVID19 Health and Safety.

- Year 6 Camp (RAMs)
 - Raewyn will share the Forest Lakes safety issues document. The camp activity RAMS have been updated for 2022.
 - Discussion around the term “household contact” when staying in a cabin at camp.
 - Forest Lakes have given us good flexibility around our potential need to cancel camp due to COVID-19.

- Incident/Risk report - Nothing to report
 - Going forward an overview of the whole school COVID-19 situation will be shared with parents. Parents will be invited to seek more detailed information if they require it.

12. Privacy

- Staff are regularly reminded about privacy around COVID-19 and behaviour.

13. Acknowledgements

- Ngaio School now has an AED - donated by Embracing Hearts, a charity working to supply AEDs in the community. The School has donated the lockbox so the AED can be accessed by the community 24/7.
- The Board acknowledges Heart Kids, Embracing Hearts, the Mettrick Family and Wellington Free Ambulance.
- The Board acknowledges Charlene who has resigned as a teacher aide.
- Thank you to Sarah Sims who has resigned from the Board. Sarah will leave at the end of term 1.

14. BOT Training/PLD

- **Student Achievement 15/12/21**
 - An online session attended by Estelle.

- **Te Tiriti o Waitangi 23/03/22 (giving effect to Te Tiriti)**
 - An online session attended by Estelle and Raewyn which they both felt was highly valuable.
 - Suggestion that all board members take a turn to open the meeting with a karakia/whakatauki.

- **Te Tiriti o Waitangi governance 2**
 - Scheduled for May.

15. Admin

- Approve Minutes of the last meeting.
 - The Minutes of the Meeting held on 24th February 2022 were approved as a true and correct record. Estelle/Dan
Passed

- Note In/our correspondence
 - Letter from Associate Minister of Education in relation to the Highest Needs Review
- Note email decisions:
 - Annual Plan accepted 2/3/22; Co-options accepted 4/3/22

16. In Committee: 8:43pm - 9:25pm

17. Meeting Review and Close: Meeting closed at 9:30pm.

Next Meeting Thursday 26th May 2022, 6:30pm