

Minutes of the Ngaio School Board Meeting
Held Thursday 26th May 2022
Staffroom, 6:30pm

Present: Estelle Jaine (Presiding Member), Raewyn Watson (Principal), Clinton Geeves, Mark Palmer, Helen Musson, Joe Winton, Dan Byrne (Staff Rep), Helen Shields (Minutes)

1. **Whakatauki** - Helen Musson
2. **Meeting Open:** Welcome. Meeting opened at: 7:37pm
Visitor: Craig Fairhall (observing)
Apologies: Christian Hawkesby
Conflict of Interest declarations: Nothing to declare
3. **Action Points:** updated by all.
4. **Principal's Report:** taken as read. Additional points:
 - The school-wide spell-a-thon is starting next week and will operate in collaboration with the PTA as a fundraiser. Still to decide what the funds will be spent on.
 - Friday 3rd June is a teacher only day. Staff will be working on wellbeing (looking at the Bounce Back programme), phonological awareness and working in their annual plan teams.
 - Staffing - for budget transparency some data is being re-coded.
 - Relief teacher funding, due to teachers being absent on Covid-related sick leave, is being applied for. This additional funding has been extended into term 2. The school is liable for the first 4 days of leave.
 - Banking staffing is currently \$12,900. In term 3 an additional staff member will be employed for the new entrant class which will be full by the end of the year.
 - Cyber Safety Evening - Parents will be encouraged again to attend these two free sessions on the 7th and 8th of June.
5. **Annual Plan Review**
 - Estelle and Raewyn reviewed the working document this week and concluded no items needed to be brought back to the Board.
 - Joe will liaise with Raewyn and Sarah around academic reporting to the BOT and is available to advise around community reporting if required. Discussion around the mid-year reports.
 - Community Goal. Hayden and RW are currently working on planning the Matariki celebration. Discussion around the following ideas for Matariki:
 - braziers and toasting marshmallows
 - liaising with the Wellington Astronomy Club
 - hiring the portable Carter Observatory
 - extra lighting
 - liaise with Ngāti Toa

- Projects for PTA support.

Discussion around the following:

The Clinic, Matariki, maths resources, phonics resources, master plan, new parent breakfast, the cost of operating the swimming pool and teachers being encouraged to attend PTA meetings to ensure ideas for fundraising are raised.

The PTA AGM is next Tuesday 31st May.

- The Board agreed to advise the community that Ngāti Toa now owns the land the school stands on.
- Estelle will make an initial contact with Ngāti Toa around linking into the New Zealand histories curriculum and making a connection between the school and the iwi.

6. Masterplan - Spoken to by Clinton
Draft plan/consultation discussion

- The Board approves the Masterplan.
- The WCC will be asked if it fits the criteria for their funding of the bike track.
- Discussion around how we then consult with the community - what communication avenues would be best?

Matariki evening - Board stall and display on screens

Special edition of *On Board* - link the Masterplan document

Ask Mark Newdick to attend for question time.

Suggestion to consult with Ngāti Toa around land improvement.

7. Finance: spoken to by Clinton

- No concerns.
- Plan to invite AFS in for a mid year review.

8. Policy & Delegations: Complaints policy update

- Helen M will schedule a hand over from Sarah Sims.
- Ending Employment Policy has been introduced into School Docs. To note.
- Reporting Accidents and Behaviour Management policies are open for review until 8 July. Email Helen M with Ideas/thoughts.
- Current policies for review to be advertised in the newsletter.

9. Election 2022 Planning. Christian's comprehensive report was taken as read.

RESOLUTION: That the Board employs Canterbury Education Services (CES) to run the 2022 Board Election. Moved by Estelle. Seconded by Helen M. Passed

10. Property - Mark

- Waiting on OCTA to sign a contractor for the DQLS project. The DQLS project has been reduced in size and at this time will only include the replacement of carpet and windows. The next round of 5YA funding will provide funds for work in the wider project to be completed.

- Ralph Johns has again approached the school seeking funding to remove Sycamore trees on the school's property bordering his property. He will provide the Board with a quote. Clinton will discuss the draft Masterplan with Ralph.
- Lighting:
Re: proposal from Direct Energy Solutions in association with the Energy Efficiency and Conservation Authority (ECCA) as tabled in the Principal's Report. The Board encourages Raewyn to spend more time investigating this project.
- Astroturf - The contractor advises rain will spread and settle the sand further however this could take the remainder of the year. There are some issues that need to be addressed now - the uneven surface is not suitable for hockey and the basketball hoops need to be fixed in place. Raewyn/Mark to action.

11. Health & Safety

COVID-19 update

- As of today, five positive cases and approximately 20 household contacts. No clusters identified.
- Incident/Risk report
Two cases requiring further treatment.

12. Privacy

- Staff are regularly reminded to maintain family privacy.
- Children's behaviour - sensitivities to be aware of.

13. Acknowledgements

- Anne Faulkner - will be invited back for a farewell morning tea.
- Thank you cards to Lionel Nunns for his support of the recent cross country event at school.
- Thanks to the Tūi team for their stellar camp organisation.

14. BOT Training/PLD

- Part 2 of Te Tiriti o Waitangi governing training is scheduled for Monday 13 June online.

15. Admin

Note in/out correspondence

- resignation letter received from Charlene Mitchell - Supervisor of Noscar
- Letter received from the Manager Treaty Settlements, Ministry of Education
- Note email decisions (March Minutes) - approved by email.

16. Into Committee: 8:15pm

Out of committee: 8:50pm

17. Meeting Review & Close: Meeting closed 8:50pm

Next Meeting: 21st June at 6:30pm