

Ngaio School
Minutes of Board Meeting
Held Tuesday 21 June 2022
At 6:45pm, Staffroom

Present:

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

1. **Karakia/whakataukī:** Joe. Matariki poem shared by Estelle.
2. **Meeting Open:** Welcome and Apologies - no apologies
Conflict of Interest - nothing to declare
Clinton chaired the meeting at Estelle's request.
3. **Action Points:** Updated by all
4. **Principal's Report:** Taken as read:
 - Health and Safety - Covid-19 is increasing within the school and students are reminded to use sanitiser and stay home if they are sick. The number of Covid-19 cases across year groups are being advised in the daily notices.
 - Covid-19 update newsletter will go out this week.
 - Still chasing the astro turf remediation.
 - Last week was Support Staff Week. All support staff were acknowledged at morning tea and will be acknowledged by the Board in the next edition of *On Board*.
 - Charlene's poroporoaki was discussed. A Board member is encouraged to speak.
5. **Masterplan:** Community consultation results: Clinton
 - Clinton spoke to the feedback that has been received so far. The important message to convey to the community is that it is a long term plan.
 - The importance of working with the PTA on the Masterplan was highlighted - Clinton will meet with the PTA to discuss.
 - Christian noted the importance of the Masterplan document as the cornerstone for the development of the school grounds going forward.
 - Due to bike track funding being available now it is likely this project will be a priority as long as feedback from the community is positive. Communication will be sent directly to the whanau group.
 - Clinton will seek quotes for the track and guidance on the ongoing costs of bikes.
6. **Finance:** Clinton
 - Showing a good surplus. Clinton and Raewyn will schedule a mid year budget review with AFS.

7. **Policy & Delegations:** Helen Musson
 - No changes to the current policies being reviewed.
 - Parents are able to comment on the current policy update - the schedule can be found on the website weekly notices.
 - Raewyn is reviewing the Board assurances.

8. **Election 2022 Planning:** Christian
 - Update from Office Manager

9. **NOSCAR Planning:** Raewyn (In Committee) 7:30pm - 8:10pm

10. **Property:** Mark - Update.
 - The fencing project has been down-sized to create a bigger contingency sum for the block B project. The money could go back into the fencing project if not used.
 - Also still chasing the QS regarding the revised Cyclical Maintenance Plan.
 - DQLS project: Peryer Construction are installing the new windows.
 - \$16K contingency is not enough. This is the remainder after spending on other projects.
 - Lighting review - Raewyn to action.

11. **Achievement Data Planning:** Board reporting review update: Joe/Raewyn
 - Joe, Raewyn and Sarah to discuss next week.
 - The Maths PD facilitator will attend the July Board meeting to explain the assessment of maths.
 - The achievement report will go out to the community following the July Board meeting.

12. **Health & Safety:** Covid-19 Update and Incident/Risk report
 - Nothing to report
 - Hedge in front of Abbott Street fence. Raewyn to progress this.
 - The Health and Safety plan for Matariki was passed by all.

13. **Privacy:** Raewyn
 - Ongoing reminders to keep covid information private.

14. **Acknowledgements:** Estelle
 - Matariki celebration organisation - all those involved.
 - Support staff through *On Board*.

15. **Board Training/PLD:** Te Tiriti O Waitangi Part 2 - Noted.
 - Discussion around schools reaching out to hapu and iwi for support and building relationships. NZ Histories will be a good avenue for this.

- Policy reviews - how does it give effect to Te Tiriti O Waitangi - shared with the Board for interest.
- Te Reo sharing at each board meeting. Discussion
- Hautū Tool - Māori cultural responsiveness self review tool. Noted.
- Whakatau to welcome the new Board. Noted
- Wellington/Wairarapa Regional Executive event (20 June) - Estelle was invited to be on the panel of board chairs however was unable to attend.

16. Admin: In/out correspondence
 Note email decisions
 Confirm new actions

- Communication received from a parent who is a member of the New Zealand Symphony Orchestra and a subsequent meeting with Raewyn and Sarah. Ngaio School has been invited to participate in a pilot programme which fits well for the term four topic.
- New EzLunch menu for term three - passed.
- Ngāti Toa draft letter - discussion. Estelle will progress.
- **Resolution:** To accept authorisation for MOE accessing information for carbon neutral programme. Passed
- The Minutes of the last meeting held 26 May 2022 were accepted as a true and accurate record. Clinton/Estelle. Passed

17. In Committee: 8:47pm - 8:55pm

Meeting closed a 9:00pm