

**Minutes of the Ngaio School Board of Trustees Meeting**  
**Held on Thursday 25th August 2022**  
**At 6:30pm in the Staffroom**

**Present:**

Raewyn Watson (Principal), Joe Winton, Emma Andrews, Rachael Manttan, Craig Fairhall, Daniel Mumford, Dan Byrne (Staff Rep), Helen Shields (Minutes)

1. **Karakia:** Raewyn
2. **Welcome and apologies:** Raewyn  
**Conflict of Interest:** Noting to note
3. **Action Points:** shared on screen by Raewyn - Discussion
4. **Principal's Report:** Spoken to by Raewyn
  - This report covers July and August because the July meeting was focussed solely on Achievement.
  - NAGs (National Achievement Guidelines) are being replaced by the NELPs (National Education and Learning Priorities). Awaiting further information from the Ministry.
  - Raewyn explained e-asTTle (online learning and assessment tool) and talked about across school marking which encouraged conversations between teachers and also a good depth of assessment. ALiM (Advanced learning in Mathematics) was explained. This maths programme is focussed on small groups of learners who need a little extra boost. The teachers attending the course are sharing their practice with staff.  
[members.https://www.education.govt.nz/school/funding-and-financials/resourcing/school-funding-for-programmes-for-students-pfs/](https://www.education.govt.nz/school/funding-and-financials/resourcing/school-funding-for-programmes-for-students-pfs/)
  - IYT (Incredible Years Teacher) programme - teachers learn about student behaviour and how to operate a positive classroom.
  - Raewyn explained the Navigating Leadership hui that she has been helping to facilitate.
5. **Masterplan**
  - **Resolution:** In two weeks the board will make a decision to approve the 2022 Landscape Masterplan by email. Joe will progress.
6. **Finance**
  - Ben (Accounting for Schools), Clinton and Raewyn have met. The Board can be assured the finances are tracking well.
  - Raewyn will continue to monitor staffing.

## **7. Policy & Delegations:**

- Raewyn explained SchoolDocs and will share email and log-ins with the board.
- All board members should read the policies currently under review.

## **8. Property**

- Astro turf: An onsite review meeting has been held with Tigerturf Auckland. The newly laid astro-turf has deteriorated - a situation unacceptable to the school. A team from Tigerturf Auckland will visit again shortly. The warranty on the turf is 8 years.
- Drains: The new project manager from OCTA (Pip Prouting) is following up on the outstanding drainage work.
- The DQLS (Designing Quality Learning Spaces) project has been further delayed until the second week in September. The delay is around the need for scaffolding and saving funds.
- Spouting quote: discussion

## **9. Health & Safety**

- Incident report - nil
- COVID-19 update - 1 case currently. 1 adult case at after school care.
- Mask wearing - students (year 4-6) and staff continue to be strongly encouraged to wear masks indoors.

## **10. Privacy**

- Ongoing with Covid-19 infections - having respect for people's private information.
- Raewyn will follow up on classroom relievers being reminded about privacy.
- Continue to remind staff to respect family privacy around child behaviour.

## **11. Acknowledgements**

- outgoing board members in the next issue of On Board

## **12. BOT Training/PLD**

- The NZSTA website is a valuable resource.
- Raewyn will follow up on inviting a guest speaker from NZSTA to attend a board meeting.

## **13. Administration**

### **In/out correspondence**

#### **Note email decisions:**

10th August 2022 - to maintain mask wearing for a further week.

21st August 2022 - to strongly recommend mask wearing.

**Confirm new actions:** Key tasks updated

**Code of Conduct:** to be reviewed and signed by all trustees.

**Presiding Member Election:**

- Craig put forward his nomination to be considered for Presiding Member, seconded by Raewyn.
- There being no other nominations it was agreed by everyone that Craig would take on the role of Presiding Member for the remainder of 2022.
- Rachael and Emma - responsibility for policy
- Daniel, Joe and Craig - responsibility for finance
- Joe - responsibility for masterplan and achievement data analysis
- Craig - responsibility for property
- Personnel - as needed

**Meeting closed at 8.47pm**

**Next Meeting: 22nd September, 6:30pm, Staffroom**