

Minutes of Ngaio School Board
Meeting held Thursday 22nd September 2022
At 6:30pm in the staffroom

Present:

Craig Fairhall (presiding member), Raewyn Watson (principal), Joe Winton, Emma Andrews, Rachael Manttan, Daniel Mumford, Dan Byrne (staff rep), Helen Shields (minutes)

1. **Karakia/whakatauki:** Joe
2. **Meeting Open:** Craig opened the meeting at 6:40pm.
Welcome and apologies: No apologies
Conflict of Interest Declaration: Nothing to declare
3. **Action Points:** Updated by all
 - Joe to schedule a meeting with ECCA regarding lighting.
 - Awaiting communication from Randal (Tiger Turf) regarding the astro turf.
 - Raewyn to send out board assurances.
 - Raewyn showed members the term 2 assurances during her report presentation.
 - Raewyn will share Hautū Tool with board members.
 - Raewyn has drafted an overall school message regarding privacy.
4. **Principal's Report:** taken as read and spoken to by Raewyn
 - The 2023 Staffing Entitlement notice has been received and Raewyn will share the scenarios she is working on.
 - Joe shared Ministry information about population movements in our local area.
 - More information on the Ministry curriculum refresh to follow.
 - Further Maths PLD has been applied for - no outcome yet.
 - Lock down procedure: Discussion.
 - Senior leadership will debrief with a focus on what messages are given to the children during an event such as this.
 - Lock down practice will be scheduled in term 4.
 - Lock down blinds: Blinds still required for Rm 14, Reading Recovery Room, Room 12, Room 8, Library, Room 16 and the Satellite room. Board will consider this purchase that has not been budgeted for.
5. **Masterplan:** Joe
Resolution to accept

Resolution: That the Board accepts the Masterplan dated 22.05.19
Joe/Craig

Prioritisation of activities - Discussion

- Grant application - discussion
- No 5 was decided as the first project with No 2 being the second.

- Raewyn will talk to Hawkins Property Services (our caretakers) about finalising a design and quote for project No 5.
- Call for volunteers to join a planning committee (Joe, Dan, Craig)

6. Finance: Daniel/Joe, taken as read

- Term Deposits: discussion
- Share term deposit timeline with Joe and Daniel.
- Gala and fundraising: discussion
- Change in income from Noscar is causing the projected end of year deficit.
- Raewyn will share equity index information with the Board.

7. Property:

Pool

- Expressions of interest for use of the pool over summer and availability of pool testers will be sought.
- The Board agreed to increase the cost of keys to \$90.

Fencing:

- Raewyn is meeting with the Ministry this week regarding fencing prior to a child starting next year.

Property Plan:

- Schedule an extended meeting to discuss.
- Part of 10YPP will potentially complete what was originally included in the Block B redevelopment.

Solar Power:

- Daniel and Craig will investigate running the pool on solar power.

Block C boiler:

- As a result of the boiler survey this boiler appears to have been installed incorrectly. This is a Ministry responsibility and remediation is scheduled.

8. Policy & Delegations: Raewyn

- Raewyn, Emma and Rachael have met to discuss. Emma summarised the meeting and Raewyn explained Board Assurances.

9. Health & Safety

COVID-19 Update

- Should there be a class outbreak the leadership team will consult and decide the course of action to be taken.

Incident/Risk Report

- One incident explained.

10. Privacy: Raewyn

- One incident to report. Raewyn has spoken to the staff member concerned.

- Behaviour issues can be very public and staff will be reminded to protect privacy as much as possible.

11. Acknowledgments:

- Thank you to the PTA for organising the recent Bookfair.

12. BOT training/PLD: Craig / All

- Upcoming training - 20th October
- Raewyn will contact NZSTA regarding inhouse training. RW to talk to Ben to organise finance training.

13. Correspondence:

Note email decisions: Noting to note

Confirm new actions.

- The Minutes of the previous meeting were accepted as a true and correct record.
Dan/Rachael

14. In Committee: Raewyn

8:55pm - 9:05pm

15. Other Business

- Emma advised that she is a member of the PTA and is willing to liaise between Board and PTA.
- Craig suggested that all the Board attend the next meeting to introduce themselves.

16. Next Meeting: Thursday 27th October, 6:30pm, Staffroom

Meeting closed: 9:05pm