

Minutes of Ngaio School Board
Meeting held Thursday 24th November 2022
Staffroom. 5:15pm

Present:

Craig Fairhall (presiding member), Raewyn Watson (principal), Joe Winton, Emma Andrews, Rachael Manttan (6:05pm), Daniel Mumford, Dan Byrne (staff rep), Helen Shields (minutes)

Visitor: joined the meeting at 6:25pm

1. **Karakia/whakatauki:** Raewyn: Tutawa Mai

2 **Meeting open:** 5:15pm
Welcome and Apologies: Craig
Conflict of Interest declarations: Nothing to declare

3. **Action Points:** Updated by all

Acceptance of Previous Minutes

- The minutes of the previous meeting were accepted as a true and accurate record.
Joe/Craig

4. **Health & Safety and Privacy**

- ENROL privacy document - discussion
- Incident/Risk Report - reviewed by Raewyn.

5. **Board Items**

Bee Healthy at Ngaio

- Information to go into the school newsletter.
- Code of Conduct (updated)
- Signed at tonight's meeting

PTA feedback ideas/suggestions:

- Garden bank - keen to pass maintenance back to the school. Need to find a solution to fund the approximately 16 cubic metres of mulch needed annually.
- Emma will regularly attend PTA meetings.
- Emma has formulated a process form for managing PTA requests.

Request for platform outside Tūī

- The Board acknowledged the importance of ongoing maintenance of the platform.

Resolution: The Board approves the PTA request to build a platform with caveats around the Health & Safety issues in relation to the tree stump and the fence.

Craig/Rachael

6. **Achievement Data**

- Raewyn shared the reports on screen and explained the assessment tools used to reach an accurate, realistic overall conclusion about the child.
- Sarah talked about the vertical professional learning groups which enable collaboration and trust.
- Sarah spoke about the GATE register

- Discussion about the Better Start Literacy Programme - this is a structured literacy instruction programme funded by the Ministry of Education delivered through the University of Canterbury.
- Reading Recovery, Focus Learner, Wellbeing Survey discussion.
- Pulse surveys will be used in 2023

7. Property

Masterplan - update

- Masterplan communication will be sent out in the final *On Board*
- Playbank quote: Raewyn will follow up on a ballpark figure.

Solar Power

- Power bills were provided to Daniel who has forwarded to his contact. A bespoke plan is being developed - waiting to hear.
Potential for saving approximately \$2K per year on our power bills.

Lighting

- A detailed assessment is being prepared to ascertain whether the savings will enable the interest free loan from EECA can be paid back over 20 years.

Maintenance

- 10YPP - Raewyn has been completing a property survey.
- Asphalt outside the junior block has finally been repaired.

8. Finance

- The absence of Noscar income has impacted on the current year to date deficit.
- Income was slightly up on budget.
- Craig and Daniel will advise AFS what additional monthly information would be useful for the Board.

9. Admin

- Correspondence: Resignation letters received from Abby and Faye
- Note email decisions - nothing to note
- Confirm new actions - by all

Resolution: The Board will fund a portion of the Christmas lunch for the staff.

Joe/Rachael - Agreed

10. **In Committee:** 8:30pm - 8:45pm

11. **Next Meeting - TBC**