

Minutes of the Meeting
Ngaio School Board
Held Thursday 23 February 2023
7:00pm, Staffroom

Present:

Raewyn Watson, Craig Fairhall, Joe Winton, Daniel Mumford, Rachael Manttan, Dan Byrne, Helen Shields
(Minutes)

Visitor: Sarah Simpson (Deputy Principal)

1. Karakia/whakataukī: Raewyn

2. Meeting Open: 7:03pm

- Welcome to everyone
- Conflict of Interest Declarations: family donation discussion
- Apologies: Emma Andrews

3. Action Points

Acceptance of Previous Minutes

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

Action Points -

- Masterplan - The PTA will be asked for some volunteers to work with a small group of board members.
- Raewyn to talk to Pip about the astro turf.
- Solar power - discussion
- Check with Aquaheat - re block C boiler - Helen

4. Health & Safety, and Privacy

- Incident/Risk Report - nothing to report
- Issues around playground maintenance - both are getting quite tired. Suggestion to discuss upkeep of playgrounds with the PTA. The uneven matting, especially in junior school, is a concern.
- Privacy - staff are reminded on an ongoing basis

5. Board Items

Term 1 Tasklist (NZSTA).

- Craig will email the checklist for review by members.

Finalise 2023 Budget

- By Email

Strategic plan, annual implementation plan and analysis of variance

- To be submitted to the Ministry by the end of March.
- The role of the presiding member needs to be considered.
- Craig has shared a monthly work plan matrix called "Board Work Plan" 2023. To be uploaded to the website.
- Parent Donations - Joe advised that Ngaio School requests a lower amount than most of the other local schools.

Resolution

The donation is raised from \$280 per child to \$300 per child and from \$450 per two or more children to \$490. Joe/Craig Agreed

- Joe will draft communication to parents explaining the importance of the family donation and how the funds are used.

Annual Plan and Comms to School

- Raewyn has been updating the Annual Implementation Plan which requires Board approval. All to review and email Raewyn confirming approval by Friday 3rd March.

Strategic Plan

- Raewyn updating Strategic Plan (2022 Charter is first Strategic Plan under new reporting requirements). All to review and email Raewyn confirming approval by Friday 3rd March.

PTA - Next Meeting - Tuesday 7 March

- Update PTA on school financial position and suggest ways they can assist this year.

Bee Healthy:

- Daniel has acknowledged the mobile dental clinic information provided by Bee Healthy.

Kowhai Transition

- Raewyn advised the Link programme is now called the Kowhai Transition Programme. The new entrant booklet has been revised and will be included with the enrolment documents.

6. **Principal's Report** - taken as read and spoken to by Raewyn

- Student behaviour update
- Digital - Tessa Gatenby will report to the March meeting.
- Creatives Project: Explained by Sarah. (Parent) Christen Stewart will have 4 planning sessions with each class. This project will follow the new curriculum model of *understand and then do*. Christen will pull the mural design together, the students will critique and then it will be painted.
- Discussion around Better Start Literacy Programme (BSLA) which is aimed at the junior school. The teachers involved gain a University micro credential after completing the programme.
- Drainage - new contractor has been approached by OCTA.
- Rooms 1,2,3 are complete.
- Fencing should begin shortly.
- Guttering - remaining funds from Block B will be used then the next 5YA funding will be used.
- Room 15 - rot remediation - planning is underway. Should be started in October.

7. **Property**

Covered above

8. **Finance**

- Budget - all to review - comments to Raewyn by 26 February. Approve by email.
- Hawkins Property Services (Caretaker). Contract review time - figures are being updated for the budget.

9. **Policy**

- Rachael updated the school docs review process.
- To Note: The Ngaio School Physical Restraint Policy has been updated and there are further updates to come.
- The policy review link will be included in every newsletter.

10. Admin

In/out correspondence

- Letter from a parent to the presiding member re: "Māori at Ngaio"
- Note email decisions: increase in school donations
- Confirm new actions: update and reshare the task list

11. In Committee: (9:08 pm - 9:23pm)

12. Next Meeting

Wednesday 22nd March, 7:00pm, Staffroom