

**Ngaio School Board Minutes**  
**Meeting held Thursday 25th May 2023**  
**At 7:00pm, Staffroom**

**Present:** Raewyn Watson, Craig Fairhall, Joe Winton , Emma Andrews, Rachael Manttan, Daniel Mumford, Sarah Simpson

**1. Karakia/whakatauki**

- Joe Winton

**2. Meeting Open: 7:00pm**

- Welcome and Apologies: apology for Dan who is on leave for the remainder of the year
- No conflicts of interest

**3. Action Points**

Acceptance of Minutes

- The Minutes of the previous meeting were accepted as a true and accurate record.  
Joe/Rachael - passed
- Camp RAMS - approved

**Board tasks**

- Joe is investigating BYOD. The PTA is interested in Tessa attending a meeting to present her digital device paper. Joe & Craig will meet with Tessa to discuss.
- ERO checklist - for discussion
- Sarah Campbell, NZSTA. Meeting discussion topic pending.
- Curriculum refresh - mathematics. Megan and Jack will present to the next board meeting.
- Bike Track: discussion
- Pool costing matrix - pending
- Solar power - on pause

**4. Health & Safety and Privacy**

**Incident/Risk Report**- nothing to report

- wire fencing being checked
- regular playground checks are carried out
- Covid - school community will be asked to advise if covid is present in their household - whilst this is not a requirement, knowing would assist with management. Covid information in the newsletter will be refreshed.
- Measles - information received from Te Whata Ora will go out in the next newsletter. If there was a case in the school, staff who have not been vaccinated would be asked to go home.

**5. Board Items**

Term 2 Task List (NZSTA)

- Emma , Rachael and Raewyn will meet to draft a review plan. A summary document will be presented to the Board.

Strategic Measurement BSSA

- The Springboard Trust continues to work closely with schools and their latest offer is to work on strategic measurement. This is a six month online programme which Raewyn, Sarah and Craig will undertake.

Strike Action Update

- Industrial action has been paused due to new negotiations.

## Strategic Planning and Community Engagement

- Discussion covering Matariki, information evenings, website, mural unveiling, election day, whakatau, new parent seminars, new parent breakfasts. Sarah/Raewyn will share an event spreadsheet with the Board.
- The Ministry is due to provide updated information on strategic planning.

## Kāhui Ako

- A self review tool is under development and Raewyn will provide an update at the next meeting. Achievement challenges will be kept. KA board presiding member meetings will begin again soon.

## Comms out

- On Board - website
- Members to provide updated Bio information for inclusion on the website.
- The community has been informed that Dan is on leave for the remainder of 2023.
- Board meeting dates week 3 & 8.

**Resolution:** Beginning in Term 3 Board meetings will be held in week 3 and week 8.

Craig/Joe Passed

## 6. **Principal's Report** Taken as read

- The School is taking part in NMSSA (National Monitoring Study of Student Achievement) this year - participation attracts a \$1400 donation and provides valuable information about our students.
- Raewyn shared about PB4L (Positive Behaviour For Learning).
- Physical restraint module - all staff to complete. Mandated by Ministry to be completed by February 2024
- New fencing - vandals have damaged one panel on the southern side of Tūī. Discussion around needing security cameras. It was agreed to get advice and quotes from three providers.
- Did we learn anything from the camp - Raewyn will ask Chantal to share the information from the PMI.

## 7. **Property**

- Bike track

**Resolution:** That the staff are canvassed around their capacity to engage with the bike track project. Craig/Rachael Passed

- Fencing - The project has been difficult and the situation has not been resolved. OCTA have advised the school to hold any further payments.

- Astroturf

The contractor has accepted that the installation is not up to their high standards. In Spring they will replace all the blue surface. A decision is pending on the replacement of the green surface as well. OCTA has been very supportive of the school.

- 10Y Property Plan

A sub committee will be formed to begin this work.

- New Playground - Priority needs to be improving the existing junior playground. A group, including members of the PTA, will be formed to discuss ideas.

- Lighting Upgrade - Update provided on the proposed LED lighting upgrade for the school. The proposal appears likely to increase energy efficiency and reduce power consumption and costs. Noted that the assessment was completed over a year ago, so we will seek an updated assessment before considering next steps.

**8. Finance Report**

- Year to date at a surplus
- Family Donation reminders will be sent in early term 3.

**9. Policy**

- The Hautū Assessment Tool is a Māori Cultural Responsiveness Self Review tool which has been developed for Boards of Trustees (Boards) of English medium school settings. Hautū uses cultural responsiveness as an approach to tailor actions to the needs of your school and community.
- Board next steps: to grow an understanding of where the school is at; use resources from Hautū to find strengths within our community; set-up a subcommittee to work on actions.

**Resolution:** The Board will unpack the four sections of Hautū during Board meetings.

Jo/Rachel Passed

- Raewyn will meet with Emma and Rachel to discuss policy updates via school docs.

**10. Admin**

- In/out correspondence: noted
- Note email decisions: noted

**11. In Committee**

**12. Next Meeting:** Thursday 22nd June 7:00pm, Staffroom