

Minutes of Ngaio School Board Meeting
Held Thursday 7th September 2023
At 7:00pm, Staffroom

Present: Craig Fairhall, Sarah Simpson (Acting Principal), Emma Andrews, Rachael Manttan, Joe Winton, Daniel Mumford, Michelle Pontifex (Acting DP/Staff Rep), Helen Shields (Minutes)

1. **Karakia/whakataukī:** Craig

2. **Meeting Open:** Craig

- Welcome & Apologies: No apologies
- Conflict of Interest Declarations: No declarations

3. **Guests:** n/a

4. **Action Points**

Acceptance of Minutes of previous meeting

- The Minutes of the previous meeting of the Ngaio School Board were accepted as a true and correct record. Rachael/Craig - Approved

- Action Points: Updated by all
 - Term 3 edition of *Onboard* will go out in week 9.
 - Discussion around the remediation of the astro turf. Sarah shared the list of fixes to be carried out.
 - Craig will email code of conduct to the Board

5. **Health & Safety, and Privacy**

- Incident/Risk Report - 2 x minor injuries logged in eTap.

6. **Board Items**

Principal's Report - taken as read

- Dashboard Reporting - discussion around how progress should be reported against the annual plan. Craig will draft a one page report and circulate to members for comment.

Community Surveys

- **Health Consultation.** Every 2 years the school is required to consult with the community on the health programme. The board approved the draft and agreed this could be sent out.

- **Communication Consultation.** Sarah spoke to the background of the internal communication review that has been carried out. The Board agreed to send this consultation out early in Term 4.

- **Parents/Community Consultation.** Forty responses have been received to date with a good spread across the school. Themes are beginning to emerge which will inform the focus report. Joe will share the link of individual responses and a sub committee will group the responses.
Week 10 - open afternoon - board to attend to meet with parents.

- **Wellbeing Survey.** Ākonga are surveyed every year. The results are very pleasing.
- Sarah is applying for PLD from the Ministry around student agency.

Ngaio Gala

- Discussion around resurrecting the Gala - a simplified version - perhaps a twilight market. Sarah and Craig will speak with Jen.

Staff Christmas Party

- The board agreed to support it with some funding.

Board Christmas

- The last meeting for 2023 will be on Thursday 30th November

Hautū

- The next two modules were worked through.

Teacher Only Day - Term 4.

- The date of our term 4 teacher only day is set for Friday 20th October instead of between the period 13 - 24 November. The alternative date was approved by Senior Adviser, Jay Barr.

7. **Property**

- Lighting - EECA Grant - paperwork has been completed.
- Devices - Consultation to be deferred until 2024.
The minimum level of funding needs to be decided and Joe will prepare paperwork to seek funding for part of this cost from two funders for part of this cost.
The school will also fundraise by way of a math-a-thon.
\$10K - 20K per year will need to be spent to keep the supply of devices up to a suitable standard.
- Artificial Turf replacement - Sarah updated. Work will take place in late November.
- Security camera - quote received. Policies will be reviewed to inform understanding around what if any regulations exist.

8. **Policy**

- Updates September 2023. Review has been completed.

9. **Finances**

- Update from Daniel
- Accounts tracking well - ahead of target.

10. **Admin**

- Correspondence
Email from neighbour re Holly tree on boundary. Sarah will reply, advising our caretaker will investigate.
- Note email decisions - none to note.

11. **In Committee 8:20pm** **Out of Committee 8:32pm**

12. **Next Meeting:** Thursday 26th October, 7:00pm, Staffroom

13. Further Business: Michelle and Sarah thanked the board for allowing them to act as Deputy Principal and Principal respectively, during term 3 whilst Raewyn has been on sabbatical.

Meeting closed: 9:00pm