

**Minutes of the Ngaio School Board Meeting
Held on Thursday 22nd February 2024
At 7:00pm, Staffroom**

Present: Craig Fairhall (Presiding Member), Raewyn Watson (Principal), Dan Byrne (Staff Rep), Emma Andrews, Rachael Manttan, Daniel Mumford, Joe Winton, Helen Shields (Minutes)

1. Karakia/whakataukī: Rachael

2. Meeting Open:

Welcome & Apologies: None

Conflict of Interest: No declarations

3. Action Points: Updated by all

The Minutes of the previous meeting were accepted as a true and correct record.
JW/ EA

- Joe will set up a property meeting with Raewyn and Dan
- Security cameras. Craig has spoken with Lockie and will assist with installation if necessary.
- ERO checklist - Raewyn will work through the checklist with Emma and Rachael. ERO have changed their approach to a long term relationship instead of spending a number of days in a school.
- Pool costing - a financial review will be carried out at the end of the swimming season.

4. Health & Safety, and Privacy

- Junior playground matting - ongoing
- Bridge on junior playground - maintenance required
- A gate will be installed at the top of steps leading down to the carpark. Younger children are now in the upstairs studio.
- Gate issue (arb) to be discussed in the property meeting.

Principal's Report - taken as read.

To note:

- A recent application for PLD funding was unsuccessful so Raewyn has reframed the application for resubmission.
- Kahui Ako - This year Raewyn will take her turn as principal's support person to the three KA leaders.
- Activity Donation - Kindo will be used this year for each event.
- *On Board* will advise the use of Kindo this year.

Finances

- Budget has been shared in the Board folder on the drive. Discussion.
- Other MOE grants - \$35K includes \$12K for RW's wellbeing allowance. Raewyn is investigating courses. She will be attending the Principal's Conference in Christchurch this year.

- **The Board approved the purchase of an iPad as requested by Raewyn. The wellbeing allowance will fund this purchase.**
- Grants will be sought again this year.

Property

- Block B flood - \$29K has been invoiced to the Ministry so far.
- Lockie has replaced 3 braided hoses.
- Fire Service - Helen in communication with Johnsonville Fire Station.
- Insurance for the automatic gates and security cameras - Helen to check
- Tiger Turf - Raewyn will check on completion.
- The Ministry is using a new online property system (Salesforce). Craig has been invited to be a delegated financial authoriser. Joe should also be a delegated financial authoriser - Helen to action.

The Board approved Raewyn as a delegated financial authoriser for Salesforce.

5. Board Items

Policy Update from Emma

Schedule of delegations

Board approved the change of the delegation amount from \$2500 to \$5000.

Managing income and expenditure

The Board noted that SchoolDocs have been advised that *Financial reports* must be given to every board member at least three days prior ..(to a meeting)

Audit

Board noted the existing wording of the policy will be retained.

Term deposit

The Board noted a word change made to SchoolDocs for term deposits.

The principal liaises with the financial representative on the board to manage term deposits.

Fundraising

The Board noted that engagement will occur between the Board and PTA to agree to customisable wording.

Sponsorship

The Board noted wording request made to school docs re schools including additional wording about sponsorship requirements at the school (eg. branding and advertising must not compromise the aesthetic of the school, or sponsor information must not replace the school name or image on items such as team uniforms).

Gift

The Board approved an exception to policy for gifts to staff at Christmas time. Board agreed this policy needs to be shared with staff.

Term 1 Checklist

- Appoint Presiding Member: Joe Winton will be the Presiding Member for 2024.
- Review Code of Conduct: add *In Committee Minutes* item then circulate for review and signing.
- Confirm committees: Policy: Emma and Rachael; Finance: Daniel and Raewyn; Property: Craig, Joe, Daniel & Raewyn.
- Policy
- Finance (NZSTA doc) - Daniel and Raewyn will review

Updated Delegations Schedule

- Emma and Rachael will review and report to the next meeting.

Approve Strategic Plan

- **2024 Strategic Plan - Approved**

Conflicts of Interest

- Rachael will review Conflicts of Interest and report to the March meeting.

Camp

- Going forward camp approval will be requested at the end of the year enabling planning to begin for the following year.
- **The Board approved camp for 2024 - 9-12th April at Forest Lakes.**

6. Admin

Correspondence

Note email decisions:

- **The Board approved the holding over of Raewyn's wellbeing grant of \$6K. Approved on 30th December 2023.**

7. In Committee: 9:00 - 9:05pm

8. Strategy Work

Planning for 2024 - Discussion

Professional Growth Cycle - Raewyn is continuing with the same group as last year.

Sarah and Raewyn are progressing the achievement report and the annual plan.

Draft On Board by 28th to go out on 1st

Closed: 9:05PM

Next Meeting: Thursday 28th March, 7:00pm