

Minutes of the Ngaio School Board Meeting
Held Thursday 27 March at 7:00pm
Staffroom

Present: Raewyn Watson (Principal), Joe Winton (Presiding Member), Emma Andrews, Dan Byrne (Staff Representative), Daniel Mumford, Sarah Deans, Hannah Ross-McAlpine, Katy Robertson (Minutes)

1. Opening Karakia - Dan Bryne

2. Meeting Open - 7:05pm

Welcome & Apologies - none of note

Conflict of Interest declarations - none declared

3. Action Points:

Acceptance of Minutes: The Minutes of 19 December were accepted as a true and accurate record with the exception of an expansion of discussion about the End of Achievement Data that Sarah Simpson reported on. Katy to write up and get Joe to approve. Joe/Raewyn

Key Tasks: updated by all

- Joe closed the Fatality Prevention workshop action as he had followed up.
- Emma closed the policy actions as they are complete.
- Communication for the newsletter about what is happening with the playground. We have quotes and sponsorship opportunities.
- Add an event calendar for the year to Board Agenda
- Joe has organised forward agendas.

4. Board Items:

Summary of 2024 Annual Plan: Raewyn shared the Analysis of Variance. The reporting shows that 91% of goals were achieved or underway. She explained that for the goals that were partially completed the commentary is key about what has been achieved. Two of the actions we didn't get on to and one had a postponement. Highlights were in Our Learners with the Rocket Creatives project work and the class cultural units.

In the Our Staff section, Louisa Marks is leading Maths and planning for the first 2025 Teachers Only Day is underway. We will be learning about moving into the new maths curriculum. Culture and History is with Hayden Trass and he has done a great job and a huge amount of work on this. Matariki was a highlight - the breakfast was amazing with support from the whanau group.

In the Our Community section it was noted that Hero is being uploaded next week and we will have to see what reports look like on the Hero App. The Rocket Carnival is one of the regular events in the community calendar now. The 2025 event was a bit disappointing because of the rain. Next year we need to make some changes to make it different and still inviting to the community.

In the Our Environment section, it was great to achieve the classroom platform out the back of Tui.

The reporting summary was discussed and going forward this will be adjusted to better reflect the achievements. There was discussion about whether we were too ambitious with our goals and maybe need to pull back in 2025 to make things more achievable.

- **ERO Summary:** It was great to get such high praise from Mary and Michelle. Michelle commented that she would be very happy to have her own children attend the school. Everything was very positive but may look different in reporting as they are required to include growth areas. It was fed back that the children got a good education, that they are happy in school and that the teachers are excellent and aware of requirements. Big praise for staff, team leaders understand all the children and their learning abilities.

They discussed that our strategic plan needed to include our focus learners in it. Not all of our goals link back to student achievement and it needs to be measured and targeted. We have this information and implement this separately, but they suggested it needs to be documented in our plan. Raewyn has done a report on Achievement Focus Groups for 2025. When we do the next strategic plan we need to link this back to student achievement, especially target students. The Act has changed so we need to be clear on these and sit down with a list of requirements and cross reference. We don't have a Mission Statement statement so they couldn't tick that box, but a lot of schools don't. Soar to New Heights is our vision.

All schools are having to develop an attendance plan. Raewyn is working on this and has put relevant information in the Newsletter. We got to 80% attendance this term so that was a good result.

One of their recommendations was to continue to grow our middle leaders and enhance their leadership skills. It was suggested that they have less admin in their meetings and detailed minutes about learning.

The children who took them on the tour told them all about the school mural and they were very impressed.

ERO had a staff meeting with all the teachers and it was a very positive and beneficial meeting. It was without Raewyn and Sarah present so Dan Bryne said it could have been an opportunity to give feedback on management and that all the teachers were very proud of them and their school.

Raewyn had all documents on hand and was very prepared. Joe said she had done a lot of work and had achieved a great result for the school. We will see them in another 3 years.

5. **Standing Items:**

- **Principal Report** - taken as read. BSLA for years 4-6 is not going ahead, we are applying for PLD to get something more appropriate to our school. ERO endorsed this decision. We are using No Problem for our maths resource to support our mathematics programmes, not replace them. ERO were also happy with this direction. The Teachers Only Day will be about maths, framing up what is being taught well and what they need help with. We will provide the staff with lunch.
- **Health & Safety, and Privacy** - Camp information read by Board and signed off. Joe is happy that the risk plans meet the needs of camp.
- Ngaio School EOTC forms are excellent and up to date. It was noted that no ratio is now needed but we will use our own ratio recommendations. We will consider the children in that group and who may need more support and the ratio will be discussed and considered. Teachers need to be confident. Raewyn has recently updated the master so it may be extra work for teachers but the purpose is to make teachers think about the risks and manage them appropriately. A huge amount of work goes into these trips. It is essential to have a bad weather back up plan. This is discussed 24 hours prior and often there are experts at events who will decide or guide you about what is safe.

The MoE recently carried out a property check and some actions were suggested. Caretaker is to remove barbed wire from the Swimming Pool. Raewyn looked into the Asbestos Risk Management and Katy to complete Evacuation Schemes and Procedures with Fire and Emergency.

- **Finances** - 40 percent of Family donations had been paid and Joe had not had any emails from parents about the increase. We will send a reminder out to pay halfway through term 2. When the finances come in in March Dan and Sarah D are happy to look at them with Raewyn. We do have money in reserves for our deficit budget and we will have to adjust to being a smaller school with less funding. Unfortunately overheads still remain much the same.

This year we have signed off the budget to a sub committee but next year it needs to be a full board decision. Unfortunately we may need to look at reducing spending on the Library and Pool as these are both discretionary spending. We were unsuccessful in gaining a grant for library funding for term 2 which would have helped fund our librarians. Raewyn has done a good job on the budget but still some unknowns about the amount of donations and grants we will receive. We will monitor closely throughout the year. Education Services have been good at tracking the budget. We do have funding for teachers for a roll of 340 so that will save us money in the Bulk Grant for personnel related costs like relievers. Raewyn talked briefly about Banking Staffing and how this can be used to help with personnel costs. The aim is to get to a 0 staffing balance which Raewyn achieved last year. The biggest cost in the budget is Teacher's Aides.

Some of the playground upgrade costs might have to come out of reserves if we don't get enough from sponsorship. Grants and fundraising.

- **Policy Update** - (verbal update) ERO checked on lots of policies and were impressed. Thank you Emma for your hard work on these.
- **Property Update** - Fences - refer to In Committee Minutes.
Playground - Grants need to be done. Kim had volunteered to do this and backed this up at the PTA meeting. These will need to be passed to Joe. Lockie the caretaker needed to get a quote and send it to the board for final approval.

6. Admin:

- **In/Out Correspondence** - Election and emails to teachers have been completed. Advertise for skilled members to be up for election to the Board in term 2. We will also need to do a staff election and see what staff would like to be nominated.
- **Acknowledgements** - Email a letter to PTA and School to thank them for such a successful Rocket Carnival.
- **Content for School Newsletter** - Report on ERO and education outside the classroom. A property update about the playground. Percentage of payments for Family Donations and Swimming fees. Let the caregivers know that they are welcome to attend BOT meetings, especially if they would like to sit on the Board. Could we highlight a member of the board in each newsletter to let the community know who they are and what skills they bring to the school?.

Meeting closed 9.30pm