

**Minutes of the Ngaio School Board Meeting**  
**Held Wednesday 19 February at 7:00pm**  
**Staffroom**

**Present:** Raewyn Watson (Principal), Joe Winton (Presiding Member), Emma Andrews, Dan Byrne, Daniel Mumford (online), Sarah Deans, Sarah Simpson (Deputy Principal), Katy Robertson (Minutes)

**1. Opening Karakia** - Joe

**2. Meeting Open** - 7:05pm

**Welcome & Apologies:** Welcome to Katy Robertson

**Conflict of Interest Declarations:** Nothing to declare

**3. Action Points:**

**Acceptance of Minutes:** The Minutes of 12 December 2024 were accepted as a true and accurate record. Joe/Sarah

**Key Tasks:** updated by all

- Emma to work out wording for the policy for donations and we communicate it to the community.
- Joe to investigate the Fatality Prevention Workshop and whether it will be available online.
- Raewyn to follow up OIA teaching of Te Reo.
- Dan and Raewyn to present EOTC Risk Management Term 2 week 3 meeting.
- Joe to look into upgrading the security system and Katy to look into what this means on insurance policy.
- Raewyn to get Bruce back to reevaluate painting that needs to be done.

**4. Board Item:**

- Appointment of Presiding Member. Emma nominated Joe and this was seconded by Raewyn. Joe is taking this appointment until September.
  
- End of Year Achievement Data. Sarah Simpson attended the meeting to give the Board the highlights of the data. The school is proud of our consistent results as expectations have changed. We feel we know our learners and we are then targeting them. Phonics check ins are not compulsory but we are going to continue to do this as we believe it will become mandatory. The writing data is exceptional especially as it is quite a complex process. Michelle has picked up the literacy lead role. The Year 6 maths data was exciting to see as they excel as learning is consolidated. We can keep teaching them harder maths but research tells us to go out not up. The PLD from Cognition Education changed the way we teach at Ngaio School. We still have structured maths but with many components like problem solving and how students can work it out together. We are feeling confident with the new curriculum and we feel we have done the things the ministry want. New teachers are being well supported as the planning is collaborative. Focus learners are identified at the end of the year and in Year 1 and are tracked by their syndicate leaders. Sarah is confident they are targeting these learners and told us a real success story about an ESL student who has worked really hard to achieve. Some children are taking a little bit longer but have complex learning needs. Jo Purcell brings in funding and learning support for these children and for their Teacher Aides. Raewyn thanked Joe for working on the data and Sarah for a great report.
  
- Budget 2025.  
Painting is budgeted for and we need to use it.

Subscriptions and cloud costs are quite large. We are trying to look at these and evaluate them. Check in with Konrad about what is being deleted on the cloud. What are our retention rules? Could Hannah help with this?

We have made the decision to not have Seesaw to save money.

We have been tightening up on stationery cupboard usage and have created a sheet for staff to order stationery.

All staff reimbursements will be through Education Services so we have a good tracking and coding into our accounts system.

Raewyn is having a meeting with Kindo and Hero as Kindo is putting up its fee to 3.95% (from 2.95%).

It was also discussed that we need to look into the archives around our storage fees. It was noted that our donations were down especially for swimming lessons.

A grant for Professional Development is being looked into.

It was resolved by the Board of Trustees of Ngaio School on 19 September 2025 that a request be made to Pub Charity Ltd for the amount of \$20,017 to enable the purchase and fitting of a new security alarm system.

It was resolved by the Board of Trustees of Ngaio School on 19 September 2025 that a request be made to One Foundation for the amount of \$8,925.84 to fund salaries for our librarians covering Term 2 2025 (28 April - 27 June)

In term 2 Nascar will move to room 16 and 17 which will free up the Hall. We need to action how we can advertise the hall to hire out on weekends. Put into the school newsletter. We will need to check the Health and Safety rules around this. Sarah D to investigate this. A lockbox might be a good idea to give people the key on the weekend. We would need to notify security and cleaners. Do we continue to call it McCloud Hall?

Sarah D suggested we communicate the move of Nascar to the new rooms and that there is a new leader. Discussion on their contract, communication to school and parent feedback about the service. We could put an up date in the school newsletter every fortnight. We should try to maximise use of NOSCARTO increase the amount paid to the school. We should advertise more and consider other options for promotion.

#### - Property Updates.

Alarms - There are two quotes, one from our security company with a keypad and one from our fire provider which is more advanced with an accompanying app. A discussion was had around what was budgeted for and what might be covered off with a grant. It was resolved by the Board of Trustees that a request be made to Pub Charity Ltd for the amount of \$20,017 to enable the purchase and fitting of a new security alarm system.

Fences - see Raewyns report

Playground - A discussion led by Sarah was had about different suppliers and quotes. The board passed and approved that the Wet Pour was the best option with the best quote and a 5 year warranty. The PTA has some money to put towards this. We need to find out amounts. There is a grant going by mid March so we need to action this quickly. Becky and Kim to get onto this. Raewyn to update quote and engage caretaker.

## 5. Standing Items

- Principals Report - taken as read
- Health and Safety, and Privacy - Some staff and all the Teacher Aide's had some Restraint Training as physical restraint laws have changed and we have two nominated children in the school.

- Finances - Donations were discussed. In light of the budget The Board agreed to increase the single child donation to \$350 for 2025. The Board agreed to increase the more than one child donation to \$600. Parents can donate more for the playground. Parents can pay in installments. We would prefer the donation go into our bank account as we will lose money on Kindo payments. Joe will go out to the community next week. Donations policy needs updating by Raewyn and Emma.

## **6. Admin**

- In/out correspondence - Joe has engaged the auditor. We have ERO coming on the 17th of March. We received an email from Schooled offering election services. Action: Katy to circulate to the Board for an email decision.
- Acknowledgements - Ratification of Katy to The Board.
- Content for School Newsletter - Achievement results, budget and annual plan has been discussed, let the community know. An introduction of members of the board. We need to communicate that Craig has stepped down. An update about the playground.

## **7. General**

- It was decided that dogs on leads would be allowed at the PTA Inspire fundraiser.
- Sarah will attend the Whakatau to represent The Board.
- It was suggested that there be a roster for board members to come along to things like PTA meetings, Whakatau, Phonics Meetings etc.

Meeting closed 9.41pm