

## Minutes of the Ngaio School Board Meeting Held Thursday 19 June at 7pm Staffroom

**Present:** Raewyn Watson (Principal Online), Emma Andrews, Dan Byrne (Staff Rep), Sarah Deans, Dan Mumford, Katy Robertson (Minutes)

### 1. **Opening Karakia** - Emma Andrews

### 2. **Meeting Open** - 7.05pm

**Apologies** - Hannah Ross-McAlpine and Joe Winton

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

### 3. **Action Points:**

**Acceptance of Minutes:** The minutes of the previous meeting 15 May 2025 were accepted as a true and accurate record. Sarah/Dan B

**Key Tasks:** Updated by all

- Raewyn has updated and changed everyone's alarm codes so we now know who is on the school property.

### 4. **Board Items:**

#### - **Election Planning and Skills required.**

The question was asked who on the Board would be standing again. Joe would stand again in a financial role if someone would take up the Presiding Role. Emma will stand again, happy to continue with the policy portfolio and keeping a good connection with the PTA. Sarah will stand again and can continue to support with personnel knowledge. Dan Mumford would stand down as he has more commitments with his job and home life.

The question was asked what did Raewyn want from the Board. Raewyn thought we did have a gap in Property as this has been a busy time across the school. Having another pair of eyes to look over the 5 and 10 year plans would be helpful. This also included looking at caretaking, cleaning and painting maintenance and having a second opinion on quotes. Health and Safety might be another portfolio we would find useful. Also cultural representation on the board to make us more diverse would be ideal. Emma will write something up for the beginning of next term. We need 5 parents to be elected or potentially more. Dan Byrne would carry on if no other staff nominated themselves.

As a handover to the next Board we need to tidy up the folder and let them know what the most important things are currently with the Board.

#### - **Annual Plan 2025**

Raewyn will undertake this over the next few weeks with Sarah Simpson. They will look at Professional Development, Structured Literacy, Reports, whanau group meeting, grants for the playground, graduate profile and digital work in the senior school.

### 5. **Standing Items:**

- **Principals report** - taken as read. Emma liked the 'Did you know' section at the end, it was a nice addition. ERO reflected how great the school is and that the school does a lot that we take for granted. Bank Staffing is high but as Karen Doogan and Alison Craven have started this will

start to chip away at some of it. Fencing proposal has gone back to the Ministry of Education for more consideration as we can't close the area exiting the library because of health and safety.

- **Health and Safety and Privacy** (verbal update) There has been lots of winter flu and hand washing is a must.
- **Finances** - \$70,590 Net Surplus at 31st of May so the school is tracking quite well. Raewyn is having a meeting with Mubina from Education Services to tidy up some things with Teachers Salaries. Raewyn is still looking into trying not to pay Keysa going forward and coming up with a better solution. What do other schools do?
- The graphs for expenditure look good.
- There is a quote for blinds in Room 1 as the winter sun glares into the classroom windows. It is around \$1200 to get these done. The Board agreed to get these actioned.
- **Policy Update** - (verbal update) Actions from the most recent advisory included revising the wording of the Income policy to match revisions made earlier in the year. Note we have now opted to include information now about activity payments.
- **Property Updates** - Bathroom has been finished. The boiler has been decommissioned. It will be taken away during the holidays. Men In White have finished all the painting. Guttering and roofing are all signed off.
- Todd from Easy Swim wants to have a conversation about the pool boiler. It probably only has a few years left in it. What happens when it goes?

We need to look into a grant for facilities. T G McCarthy has good grants. After Playground we should look into this. The pool filter also needs looking at. Three phase power and a greater shed to put the electricity in could cost up to \$50,000. We have looked into applying for an EECA interest-free loan for solar power but it couldn't be paid off in 5 years and didn't add up. The pool is a fantastic resource but expensive. We delayed opening the pool last year and hopefully that will make it last a bit longer.

- Three grants have been submitted for the playground by Kim. How have the PTA been tracking on the fundraising for the playground? Is the sponsorship model still going ahead? It would be great to get an amount from the PTA. Emma to communicate with PTA. We would need to minute an agreement to access the money. Once we spend the money put away for the playground we need to go to the PTA in term 1 with a refreshed list of what we want to fundraise for next. Jen will stand until May.

## 6. Admin:

- **In/Out Correspondence** - None
- **Note Email Decisions** - None
- **Acknowledgements**
- Raewyn really appreciated the flowers and card from the Board.
- The school, staff and PTA for running the Matariki event. Hayden and Sarah did a lot of work on this. It was great to use the Tui area. It was cosy and the children enjoyed the activities. Next time could we organise parents to bring portable lights, projector lights or braziers?
- **Content for School Newsletter** - Election, ERO report quote and thank staff for Matariki.

- **Mid Year Reports** - These will come out via Hero in the new format. Similar to old reports with reading, writing and maths. It will state where children are at. A notification will be emailed out or flagged on app. End of year reports will look different again as we adjust to the new curriculum. We had an email from the MOE about structured literacy to say we had done exceptionally well and the school will be used as a case study. It was noted that the teachers are doing so well teaching this.

**Meeting closed 8.35pm**