

## **Minutes of the Ngaio School Board Meeting Held Thursday 4th of September 2025 at 7pm Staffroom**

**Present:** Raewyn Watson (Principal), Hannah Ross-McAlpine, Emma Andrews, Joe Winton (Presiding Chair), Sarah Deans, Dan Mumford, Dan Byrne (staff rep), Katy Robertson (minutes)

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

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

**Apologies** - None

**Welcome** - None

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

### **3. Action Points**

**Acceptance of Minutes:** The minutes of the previous meeting on the 19 June 2025 were accepted as a true and accurate record. Raewyn/Dan B

**Key Tasks** : Updated by all

- Regardless of who might be on the next Board we need to prepare to hand over.
  - Emma handover Policy and School Docs
  - Dan M hand over finance templates. Raewyn to tidy up the drive and previous folders.
  - Joe and Raewyn create a document with notes and links, e.g., what needs to be covered at each meeting or why decisions are made, e.g., solar panels, swimming pool research and why we made decisions. Everyone could populate the document.
  - Raewyn will check with Konrad, change ownership of documents for Board handover? Joe would be in favour of keeping their emails until the end of the year.
  - We should get onto the new strategic plan for the next 3 years so the new Board is not overwhelmed.
  - NZSBA has some good things to share around governance. Joe did the NZSTA courses which were useful especially the complaints process. The videos are a good reference.
- 17 September will be officially when the new board takes over. The board agreed a meeting the first week back in Term 3 would be good so documents need to be done by then.
- The Board agreed to go for a meal to celebrate in the second week of the holidays.

## **4. Board Items**

### **Graduation Profile**

The Key is Belonging and Relationship to place. The graphic is enough on its own to understand and is simple and easy to print off. The graphics were all off the mural. Raewyn is working with some focus groups with children to get their feedback. The I statements are great and it was suggested to head with something like 'By the time I graduate....' instead of 'Complex'. Raewyn showed the staff and they were really enthusiastic. This will be completed early next term and put on the website.

## **5. Standing Items**

**Principals Report** - taken as read. The Ministry of Education allocated Professional development teacher only day went well. Teachers unpacked the maths curriculum. The Readathon is going well. We will also be running another fundraiser with the PTA called The Colour Run. Raewyn has worked on how behaviours are tagged on Hero so they're not repeated and for consistency. This means we can analyse behaviour by tags such as types, days of the week or time of day when the behaviour is happening. We have some students who have learning support behaviour so we have separated them out into another tag so as not to skew data. We need this log for evidence which can help with getting support from MOE. Start date for Term 1 2026 will be Tuesday 3rd of February and coincides with Raroa starting. The Board all approved this start date.

**Health & Safety, and Privacy** - (verbal update) Corrine Morris twisted her ankle in Room 4 and an ambulance had to be called. She is on ACC until the end of the term. Kenny Sos fell over into a table in Room 5 and split his forehead open. His parents were called and took him to the GP to get stitches. Ronan Issac got a green stick fracture to his wrist after his parents were called to take him to get it checked.

**Finances** - Half year budget - A lot of schools are having issues with their budgets. All our rolls are dropping. Mubina went through and made some predictions and helped to update the budget which now has a \$46,000 deficit. We need to watch what happens over the next few months. Mubina was happy with our reserves calculations. Raewyn will keep asking questions and keeping an eye on it. Hopefully we won't have to spend any money on vandalism. Water and gas have gone up so we have spent more than budgeted.

**Policy Update** - (verbal update) Emma went through all the policy actions and they were met. Increase in dogs in the school at pick up and drop off times. We need a reminder about dogs in the newsletter. If a Teacher has a dog in the classroom we need to inform parents. Children may be allergic and some children don't like dogs. Are teachers being distracted by dogs? There is an official notice for Poppy and this needs to go out again to parents. The dogs are on leads at school. The school needs to have a rule or policy around dogs. The school has the right to say to the staff that it isn't appropriate. Needs a review cycle or a clause. Emma and Raewyn to look at this policy. Needs more conversation and communication.

**Property**- Fences are still waiting. Raewyn thinks it might be getting near to a decision. The roof on the clinic will finally be finished after a leak was detected. The area under Raewyn's office will be a storage area for play. Can't be cardboard as it would be a fire risk.

Matting - \$20,000 in from grants with more being applied for. Discussion about funding and timing.

- We need to make a deposit and start the ball rolling so we don't lose the grants.
- Do we email the community about fundraising? Could there be businesses that want to donate? Could we do a plaque? Sarah was happy to draft some comms.
- Raewyn, Sarah, Kim and Jen will sit down and work out next steps.
- Colour Run is planned - run by an organisation and they take 10% and 60% goes to students.

The pool won't be open in term 4. The cost of gas is huge and there are not many volunteers. Too big a cost. This was approved by the Board.

## 6. Admin

**In/Out Correspondence** - Crofton Downs Recapitation. We are all fighting for every student and it could take more of our students. We are opposed. The less students Raroa has the less they can offer. We do need more time to consider it. Joe understands they are exploring ways to increase their roll, but it will affect Ngaio because of the overlap of our zone. In our feedback we can talk about the time factor. The cluster needs to think about Raroa. The risk is the pathway to Raroa will be eroded as they lose students and can't offer as much. Seems very rushed to get ready for next year. There needs to be broader consultation with the community. Response by 17th of September. Can Dan M write a draft of a letter.

Letter received from NZPF to all boards thanking all board members.

**Note Email Decisions** - Engage Evaluate Associates for Recruitment.  
-Conflict of Interest for Sarah Deans

**Acknowledgements** - Bookfair helpers. Board members who are not continuing on. Do a round up piece of new board members and those leaving.

**Content for School Newsletter** - none

**Meeting closed at 9.20pm**