



SCHOOL BOARD MEETING MINUTES
Wednesday 23 February 2022, 6:00pm

1. ADMINISTRATION

<p>1.1 Present - Shirley Porteous, Claire Mortimer, Kylie O’Dea, Dwayne Venn, Pramod Gupta, Henriette Joubert, Nicola Adams (Secretary) Visitors - None</p>		
<p>1.2 Apologies - Katrina Bootsma, Mamari Stephens</p>		
<p>1.3 Election of Presiding Member - Claire Mortimer was elected Presiding Member</p> <p style="text-align: center;">Motion: Moved by Kylie O’Dea that Claire Mortimer be re-elected Presiding Member. Seconded: Pramod Gupter Motion carried.</p>		
<p>1.4 Declaration of Interests - Nil to declare</p>		
<p>1.5 Board Code of Conduct</p> <ul style="list-style-type: none"> • All Board Members present agreed to the Code of Conduct • To be confirmed by Katrina and Mamari at next meeting 		
<p>1.4 Confirmation of previous Minutes - 08 December 2021</p> <ul style="list-style-type: none"> • Review action points <p style="text-align: center;">Motion: Moved by Kylie O’Dea that the Minutes from the last meeting be accepted as a true and accurate record. Seconded: Shirley Porteous Motion carried.</p>		
Actions points from 08 December 2021 meeting	Who	When
Clean out the workroom by Wednesday <ul style="list-style-type: none"> • Claire commented how good the workroom looks and thanked Dwayne 	Shirley	Done
Remove links to Policies as these were reviewed last meeting	Jo	Done
Whānau Hui Term 1 catch up	Shirley and Mamari	Prior to Hui
Te Whānau o Karamu room to be added to Security watch <ul style="list-style-type: none"> • New quote now accepted 	Dwayne/Shirley	Done
Correspondence - Process for Board Elections to be done by a returning officer - to be arranged	Shirley	Prior to next Board Elections

2.7 Board Assurances & Policy Reviews -

To review Assurances & Policies, go to www.schooldocs.co.nz. Search for Newlands Primary School. Login with username: newlandsprimary and the password: harakeke. Select the 'Current Review'.

- **Policy Reviews Term 1**
 - Health and Safety Management - Safety Management System, Risk Management, Health and Safety Induction, Visitors - discussion around need for H&S Committee; our committees are set up as required with the best people in any given situation eg Covid Response team; Property team, Camp team etc; we prefer an agile approach rather than one regular group
 - Emergency, Disaster, and Crisis Management - Emergency Planning and Preparation, School Closure, Emergency Management, Disaster Management, Crisis Management, and COVID-19 information - evacuation point on SchoolDocs has been updated to top field; we had a fire alarm evacuation which resulted in a few minor tweaks; new evacuation bags and items given to classrooms; emergency communications by way of SchoolLinks (email and text), and FB
- **Assurances Term 1**
 - Risk Management (every term) (done); Planning and Reporting (working on, due to MOE 01/03/2022); Equal Employment Opportunities (following our policy); Reporting and Recording Accidents (clear system; breaking out incident reports for staff), Medicines (using our policy), Managing Minor/Moderate Injury (done), Illness (done, especially due to Covid); Police Vetting for Non-Teachers (plan on re-vetting all at once at set times of year)
- **Board Documentation**
 - Board Work Plan - Shirley assured the Board NPS has great transition processes in place; curriculum information still to be added

3. STRATEGIC DISCUSSIONS/DECISIONS

3.1 Confirmed Annual Plan 2022

- Shirley spoke to the report; Board happy with strategic plan as is
- Discussion around our 2021 Community Survey; Shirley advised we will be focusing on the Communications to Parents section including reviewing with an in person focus group hopefully later this year (Covid-dependent); introduced new focus for students - Together we are: Kind, Respectful, Engaged and working on Te Reo wording
- Discussion around school reports; this could be affected by the work being done by DP as part of the Assessment Review; will also be addressed with work around Communications to Parents from the 2021 survey; parents are always welcome to speak to Shirley direct with any concerns

3.2 COVID Response Plan - Draft

- Some discussion around communications to parents; agreed to put some information out to parents on hybrid learning

3.2 Whanau Hui Term 1 - new date or virtual tbc

- Stay on agenda for next meeting (30/03/2022)

3.4 Provisional Staffing 2022

- Expect to return to same levels as 2021 staffing once applications for PCT staffing received

4. GENERAL

- Claire asked everyone to send contact details to Nicola
- Claire asked if there were any issues over the weekend with vandalism - Shirley advised both Bellevue and Pukehuia Park were affected, but not NPS

5. CORRESPONDENCE

Correspondence Item	Directed to	Date
<ul style="list-style-type: none"> Medical centre email re temporary relocation 	Principal	20 Jan 2022
<ul style="list-style-type: none"> Emma Blake Maternity leave letter - Ruby Braam taking over acting position 	Principal	04 Jan 2022
<ul style="list-style-type: none"> Air Testing Report - numbers lower; corner mould has not increased; smells better; nothing of note 	Dwayne	

6. MEETING CLOSURE

5.1 Communication to Parents for the next newsletter <ul style="list-style-type: none"> Board thank you to staff, parents, and volunteers at Camp 2022 		
5.2 Actions from this Meeting		
Actions points	Who	When
Katrina and Mamari to agreed to Board Code of Conduct at next meeting	Katrina / Mamari	30/03/2022
Information to parents on Hybrid Learning and a few Covid-related next steps	Shirley / Nicola	24/02/2022
Put some camp photos on website	Nicola	30/03/2022
5.3 Preparation for next meeting (including Identifying Agenda items for next meeting) <ul style="list-style-type: none"> Nil 		
5.4 Confirm date for next meeting <ul style="list-style-type: none"> Wednesday 30 March 2022 - decision re google meet to be made closer to the time 		
5.5 Complete School Board 2022 Record of Hours		

Meeting closed: 7:30pm