



**SCHOOL BOARD MEETING MINUTES**  
**Wednesday 25 May 2022, 6:00pm**

---

**1. ADMINISTRATION**

**1.1 Present** - Shirley Porteous, Claire Mortimer, Katrina Bootsma, Pramod Gupta, Henriette Joubert, Mamari Stephens, Dwayne Venn, Nicola Adams (Secretary)

**Visitors** - Amanda Prowse

**1.2 Apologies** - Kylie O’Dea

**1.4 Confirmation of previous Minutes** - 30 March 2022

- Reviewed action points

Actions points from 30 March 2022 meeting	Who	When
● Ask accountant for variance column	Shirley	TBC
● Complete email to National Group and send on behalf of the Board	Dwayne/Nicola	Done
● Shirley and Mamari to meet before end of Term 1; Nicola to organise	Shirley/Mamari/ Nicola	Done
● Dwayne to get second quote for Karamu roof	Dwayne	Done
● Paragraph for newsletter 31 March 2022 re covid to be checked by Katrina	Shirley/Katrina/ Nicola	Done
● Paragraph for newsletter 07 April 2022	Katrina	Done

**Motion:** Moved by **Katrina** that the Minutes from the last meeting be accepted as a true and accurate record.

**Seconded:** Mamari      **Motion carried.**

**2. MONITORING**

**2.1 Acceptance of Principal's Report** - Principal’s Report

- Board asked for an update on Ruby and sent their best regards to her.
- Number of resignations discussed, but all for reasons outside the control of NPS (travel, opportunities, physical constraints).
- Excellent quality applicants for the TA roles; Teacher role has a good number of applicants, but many from overseas - closes Friday 27 May; LSC role not many applications - closes Monday 30 May.
- Teacher wellbeing survey due to be completed this year.

- sKids struggling to get permanent staff; Shirley met with the Auckland Manager and the new Area Manager.
- PGC (professional growth cycle) - appraisal approach with local principals based on working together; Shirley is developing a model with Angela Lowe from NIS with a view to sharing with other colleagues. Education Council meeting with Shirley and Angela to discuss future opportunities based on their trial.

**Motion:** It was moved by **Mamari** that the Principal's Report be accepted.

**Seconded: Claire**                      **Motion carried.**

## 2.2 Curriculum Update

- Maths achievement report 2022
- We compare well to national expectations at both upper and lower levels.
- Amanda has developed a new priority learners assessment and planning model to ensure needs are identified for all students.
- A lot of work has already been done on implementing plans to support the lower end; now working on 'stretching' learners at the upper end. Amanda has joined the Gifted and Talented group in the cluster; LSCs are leading this work.
- Discussion around how diverse needs are being catered to whether in single year or combined year groups.

## 2.3 Attendance

- Term 3 2021 Comparison Report
- NPS is doing well compared to the Education Area and all schools.

## 2.4 Strategic Plan

- Annual Plan Review
- Joint School Board meeting - date to be confirmed; looking at Term 4 as an introduction for new Board members.

## 2.5 Finance

- Banked Staffing Report - May 2022
  - Applications have been made to get 3 days back from everyone who has had Covid leave; this will come in as cash to go into the relievers budget, but will not reflect in Banked Staffing.
  - Shirley will appoint another teacher in Term 3 to open a new entrant class.
- MoE Confirmed Staffing Entitlement as at 29 March 2022
- Financial Management Report for March 2022 and April 2022
  - Cleaning Materials - Increase due to hand sanitiser and Covid-related expenses; purchasing in advance.
  - Curriculum Resources - Shirley to speak to the accountant as expenses are recorded in one place, and revenue in another (eg camp).
  - MOE Projects - covers 5YA, turf, toilets etc - waiting for invoices.

**Motion:** It was moved by **Claire** that all Financial Reporting be accepted

**Seconded by: Shirley**                      **Motion carried.**

## 2.6 Property

- Major Property Project Monitoring 2021-2022
  - Turf - a few fixes to be done.
  - Weather tightness architect - Seddons.
  - SLT visited Te Aro School to look at their four classroom block; our project is gaining momentum and should be complete by the end of 2023.
  - DS O'Leary scheduled to do LSC offices/modifications; refurbishment of the senior block; roof on middle and senior block. Learning Support modifications will be progressed with urgency.
  - Hall toilets - windows have arrived; work to commence in two weeks.
- Update on National Group remedial painting work on the school hall
  - Completed.
- Painting Maintenance Schedule
  - National Group will work out an ongoing schedule for us.
  - Sparkman will do a quote for fixing up and washing buildings for preparation.

- **Resolution** - Board to provisionally agree to works being completed at approximately \$10,000 for clean and touch up maintenance, and development of a 10 year maintenance plan.
  - **Moved - Henritte, Seconded - Shirley, Motion carried.**
- Licence to occupy
  - Document sent to MOE since they are using an MOE building.
- sKids Contract
  - Presented FYI.

### 2.7 Board Assurances and Policy Reviews

- Assurances - Term 2
  - Digital Technology and Cybersafety, Cyberbullying - **assured**; Computer Security and Cybersecurity - **assured**; Student Attendance - **assured**; Health Education - **parent evening for consultation to be arranged**; Abuse Recognition and Reporting - **assured**; Emergency Evacuation/Emergency Kit - **assured**; SUE report - **assured**
- Policy Reviews - Term 2
  - Healthcare; Behaviour Management
    - Presented - Board to make changes via School Docs if required.
- **Board Documentation**
  - Board Work Plan
    - Staff Wellbeing date to be updated for Minutes

## 3. STRATEGIC DISCUSSIONS/DECISIONS

### 3.1 Board Funded unit for recruitment

- Shirley asked to offer a Board funded fixed-term management unit; \$4,000 per year, so \$2,000 to the end of the year.
  - **Board voted - all in favour.**

### 3.2 Matariki Evening

- Matariki Celebration Wednesday 22 June, 4:45pm to 6:15pm.
- Draft plan

### 3.3 Fundraising and Grants

- Trust Community Foundation grant email from Shirley
- Fun and Fundraising team back up and running for Term 2.
- Board discussed the idea of crowd funding and decided it was not appropriate for school.
- Steve Preston has been appointed volunteer Grants Officer.

## 4. GENERAL

- **NZSTA Board Member Conference**
  - 07 October to 09 October 2022 in Christchurch

## 5. CORRESPONDENCE

### Correspondence Item

- Email from NZSTA (via Claire) re Governance Essentials Webinar - Dwayne attended

## 6. MEETING CLOSURE

<b>5.1 Communication to Parents for newsletter Thursday 02 June 2022 - Katrina/Shirley/Nicola</b> <ul style="list-style-type: none"><li>• Matariki; Property Update</li></ul>		
<b>5.2 Actions from this Meeting</b>		
<b>Actions points</b>	<b>Who</b>	<b>When</b>
<ul style="list-style-type: none"><li>• Ask accountant for variance column</li></ul>	Shirley	
<ul style="list-style-type: none"><li>• Joint School Board Cluster meeting to be scheduled for Term 4</li></ul>	Shirley	
<ul style="list-style-type: none"><li>• Ask Rachel to check School Docs wording for 'return of medications'</li></ul>	Nicola	
<ul style="list-style-type: none"><li>• Move Staff Wellbeing survey on Board Work Plan</li></ul>	Shirley	
<ul style="list-style-type: none"><li>• Shirley and Mamari to meet regarding Matariki evening; Nicola to organise</li></ul>	Shirley, Mamari, Nicola	
<b>5.3 Preparation for next meeting (including Identifying Agenda items for next meeting)</b> <ul style="list-style-type: none"><li>• Board Elections - to be held between 05 and 23 September</li></ul>		
<b>5.4 Confirm date for next meeting</b> <ul style="list-style-type: none"><li>• Wednesday 29 June 2022</li></ul>		
<b>5.5 Complete School Board 2022 Record of Hours</b> <ul style="list-style-type: none"><li>• Updated by Nicola</li></ul>		

**Meeting closed: 8:00pm**