



**SCHOOL BOARD MEETING MINUTES**  
**Wednesday 30 March 2022, 6:00pm**

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**1. ADMINISTRATION**

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

**Visitors** - Amanda Prowse, DP

**1.2 Apologies** - Nil

**1.3** The Board introduced themselves to Amanda, and welcomed her to the school and the meeting.

**1.4 Confirmation of previous Minutes** - 23 February 2022

- Reviewed action points

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

**Seconded: Pramod      Motion carried.**

Actions points from 23 February 2022 meeting	Who	When
Katrina and Mamari to agree to Board Code of Conduct	Katrina/Mamari	Done
Information to parents on Hybrid Learning and a few Covid-related next steps	Shirley/Nicola	Done
Put some camp photos on the website	Nicola	Done

**Motion:** Moved by **Dwayne** that Administration matters be accepted.

**Seconded: Pramod      Motion carried.**

**2. MONITORING**

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

- 4.2.1 Additional \$7k in turf costs. Due to what was found underneath when old turf was lifted. Funds will come from the contingency budget. Work should be complete by the end of Term 1.
- 4.3.2 Furniture in Te Pahi will assist with collaborative learning spaces, and will be flexible in its uses. Funds will come from the depreciation budget.
- 5.2 Covid - Claire thanked the senior teaching team for the pivot on home learning. Shirley thanked the families who ran with it so smoothly. Absences have taken their toll on staff, we haven’t had a full week with all staff on board for a month; wellbeing is a focus until the end of term.

**Motion:** It was moved by **Katrina** that the Principal’s Report be accepted.

**Seconded: Claire      Motion carried.**

## 2.2 Curriculum update

- Reading Achievement Report Term 1 2022 - presented by Amanda Prowse
  - Contents of report discussed in detail with regard to patterns, trends, and support being provided for students of need in Reading. Shirley thanked Amanda for her excellent work on the report and the ongoing assessment review in general.

## 2.4 Finance

- Banked Staffing Report - March 2022
  - Figures look excellent.
- Financial Management Report for January 2022 and February 2022
  - Shirley to speak to the accountant about having a 'variance' column inserted into the financial report (budget, actual, variance).
- Camp Cost Analysis
  - Loss of \$598.50 includes everything eg relief teacher.
  - Camp has been booked for 2024.
  - Katrina said the behaviour of the children in response to the teachers was impressive at camp.

**Motion:** It was moved by **Henirette** that all Financial Reporting be accepted  
**Seconded by:** Kylie                      **Motion carried.**

## 2.5 Property

- Major Property Project Monitoring 2021-2022
  - Hall toilets have a 16 week lead time to get the windows.
  - Roll growth classrooms - meeting on Friday.
  - Karamu leak - this is a large leak in the roof; quote is \$16,200 + GST including scaffolding costs; this is not an MoE item so will come from school funds; room was originally built by volunteers in the 1980s; Katrina has a brother who does scaffolding so she will ask him for a price; Dwayne will source a second quote.
  - **Resolution** - The work is required with urgency; agreed to proceed with the lower quote.
  - **Moved by:** Shirley    **Seconded by:** Mamari                      **Motion carried.**
- National Group Terms & Conditions (painters); Draft email to National Group
  - Not even two years since the work was done and the hall paint is bubbling and cracking; Henriette drafted an email to send asking for remedial work to be completed; Shirley advised because we had the whole school painted at once, we don't have a maintenance painting schedule in place and this is a next step.
  - **Agreed** - email to be finalised by Dwayne and sent by Nicola on behalf of the Board.
  - **Agreed** - discuss maintenance schedule at next Board meeting.
- Wormald quote for Karamu Fire alarm
  - Quote approved.
  - **Moved by:** Claire                      **Seconded by:** Mamari                      **Motion carried.**

## 2.7 Board Assurances & Policy Reviews

To review Assurances & Policies, go to [www.schooldocs.co.nz](http://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** - up to date
- **Assurances Term 1** - up to date
- **Board Documentation**
  - Board Work Plan

## 3. STRATEGIC DISCUSSIONS/DECISIONS

### 3.1 Māori Success as Māori Plan 2022

- PLD now scheduled for June 2022.
- Kapa Haka - in discussions for a new teaching team as the 2021 teacher has lost her guitarist.
- Mamari asked about linking this document to Tiriti o Waitangi.

- Shirley also advised we need to get input from whānau.
- Agreed - Shirley and Mamari to meet before the end of Term 1 to discuss; Nicola to set up a meeting.

### 3.2 School COVID Management

- New Guidelines - email from Angela Lowe, NIS
- Email from parent - Ben Burkhart
- New guidelines sent out; biggest change/concern around vaccination mandates being removed; in law there is no basis to turn away a person due to vaccination status; vaccination passes will all expire May/June 2022.
- Decision to follow MoH and MoE guidelines; include information in the newsletter about masks and vaccination levels.

### 3.3 Whanau Hui

- Moved to Term 2 - will form part of meeting between Shirley and Mamari.

## 4. GENERAL

- Nil

## 5. CORRESPONDENCE

Correspondence Item	Directed to	Date
• Email from Abbey Dart, ERO	Board	03/03/2022
• Email from parent (see COVID management)	Board	24/03/2022

## 6. MEETING CLOSURE

### 5.1 Communication to Parents for newsletter 07 April 2022

- Note from the Board to include thanks to parents and staff for all the support during Covid times.

### 5.2 Actions from this Meeting

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

### 5.3 Preparation for next meeting (including Identifying Agenda items for next meeting)

- Painting Maintenance Schedule (Property)

### 5.4 Confirm date for next meeting

- Wednesday 25 May 2022 - decision re google meet to be made closer to the time

**5.5 Complete** School Board 2022 Record of Hours

**Meeting closed: 7:34pm**