



SCHOOL BOARD MEETING MINUTES
Wednesday 10 November 2021, 6pm

1. ADMINISTRATION

<p>1.1 Present - Shirley Porteous, Claire Mortimer, Kylie O’Dea, Dwayne Venn, Katrina Bootsma, Mamari Stephens, Henriette Joubert, Jo Bell (Secretary) - Visitors - Nicola Adams - Office Manager/Board Secretary 2022, Andre Jaques - School Camp</p>		
<p>1.2 Apologies - Pramod Gupta</p>		
<p>1.3 Confirmation of previous Minutes - 22 September 2021 - Review action points</p> <p>Motion: It was moved by Claire that the Minutes from the last meeting be accepted as a true and accurate record.</p> <p>Seconded: Kylie Motion carried.</p>		
Actions points from 22 September 2021 meeting	Who	When
Add mid-year report on progress with the ERO update for Writing PLD to the next Agenda.	Shirley	Done
Change Special Needs to Learning Support Needs. Change Newlands School to Newlands Primary School in the Term 3 Annual Goal Review report	Shirley	Done
Dwayne to discuss with Shirley - Eat My Lunch programme	Dwayne	Prior to next meeting
Remove the word Draft from the Board Work Plan	Jo	Done
Update the role of Chairperson to Presiding Member. Update the use of Board of Trustees to School Board on Agenda and Minute Templates	Jo	Done
Remove the Example page from the Board Work Plan	Shirley	Done
Board Self Review - Katrina will take over the comms from Claire. Liaise with Nicola and Shirley for this.	Katrina	Prior to next comms
Board Self Review - Provide staff updates after Board Meetings. Put on Staff Meeting Agenda	Kylie	Done
Board Self Review - add planning to the next Board Meeting Agenda for items passed.	Jo/Shirley	Done

Publish Survey results to parents.	Shirley	Done
Fix the Link for NZSTA correspondence item.	Shirley/Jo	Unable to locate email - action closed
Explore discounting of current uniform items in stock.	Shirley	Done

Motion: It was moved by **Katrina** that Administration matters be accepted.
Seconded: Shirley Motion carried.

2. MONITORING

<p>2.1 Acceptance of Principal's Report - Principal's Report</p> <p>Motion: It was moved by Henriette that the Principal's Report be accepted. Seconded: Marmari Motion carried.</p>
<p>2.2 Curriculum update (verbal update)</p> <ul style="list-style-type: none"> - PLD application for 2022 - submitted - Mid Year achievement report - Writing discussed.
<p>2.3 Non curriculum updates</p> <p>Vaccinations Update</p> <ul style="list-style-type: none"> - Flow chart - Application of vaccination rules (various roles) - Evidence requirements for staff - Staff update shared by Shirley
<p>2.4 Finance</p> <ul style="list-style-type: none"> - Banked Staffing Report - October 2021 - Financial Management Report for September 2021 - Draft Budget 2022 It was moved that the Draft Budget for 2022 be accepted Motion: Claire Seconded by: Mamari Motion carried. - Operations Grant Q1 2022 It was moved that all Financial Reporting be accepted. Motion: Henriette Seconded by: Mamari Motion carried.
<p>2.5 Property (verbal update)</p> <ul style="list-style-type: none"> - Major Property Monitoring 2021 - Roll Growth classrooms project has been approved. Comms going in the newsletter tomorrow. - Air testing results and follow up - Decision to remove hard surfaces and clean and lock the room ASAP.
<p>2.6 Staff update - new Deputy Principal Amanda Prowse has been appointed.</p>

2.7 Board Assurances & Policy Reviews

Assurances - Board assurances schedule

Reading Recovery Literacy Support, Appointment procedure, Appraisal of staff PGC, Attestation, Provisionally Certificated Teachers (PCTs), Teacher Registration, Certification and Police Vetting, SUE reports, Emergency Evacuation and kits, Risk Management, length of school year (Term Dates 2022)

Shirley assured the board all of the above is in hand.

Policy Reviews

Māori Educational Success, Harassment

Additions/changes added to the schooldoc site review.

Board Documentation

Board Work Plan

Board Self Review

No actions

3. STRATEGIC DISCUSSIONS/DECISIONS

3.1 Staffing

- Provisional staffing 2022
- Classroom Organisation 2022

Shirley explained the current status of the organisation plan for 2022, staff in each class for 2022 still to be confirmed.

3.2 Camp

- Forest Lake Camp 2022
 - Questions/Answers from the School Board regarding the school camp: Will there be more than 1 school at camp? Yes, they are on the other side of the lake, Some activities may be shared.
 - Vodafone coverage is not great. Landline available.
 - Health questions from Katrina - Katrina to work with Andre on the final draft
 - Is your child confident to swim 50 metres? To be added to the Questionnaire to gauge water confidence.
 - Are there any children with severe allergies? So far one child.
 - Add Bedwetting and sleepwalking to the medical form
 - Police Vetting form - is it up to date? Yes
 - Vaccination evidence required for parents support
- It was moved that the Forest Lake Camp be accepted.

Motion: Dwayne

Seconded by: Henriette

Motion carried.

4. CORRESPONDENCE

Correspondence Item	Directed to	Date
- Email re Board election 2022, possibility of using outside returning officer School board elections manager » MySchoolElection	Shirley	18/10/21

5. MEETING CLOSURE

5.1 Actions from this Meeting

Actions points	Who	When
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Health related questions from Katrina for Andre to include in the questions for the Camp parent pack	Katrina/Andre	Prior to document going to parents
Add section to Minutes template for the items from the Board meeting to be communicated to parents in the school newsletter	Jo	Prior to next meeting
Draft Budget 2022 - Add line to the budget to align with the Cultural Competency PLD in 2022 e.g. for Kapa Haka, Maori signage etc. PLD costs	Shirley	Prior to Draft being finalised
Draft Budget 2022 - Change line item wording from Special Needs to Learning Support	Shirley	Prior to Draft being finalised
Policies - Harassment - Community Conduct Expectations - link to Homepage Complaints & Concerns process	Shirley	Prior to next Review
Policies - Maori Educational Success - update statements: <ul style="list-style-type: none"> - Provides Maori Learners and their Whanau with appropriate information to make informed choices about their education to achieve excellent education outcomes - Works to eliminate racism, discrimination and stigma - ensure Maori learners and Whanau have a strong sense of belonging across all areas of our school by integrating te reo Maori, tikanga Maori etc. 	Shirley	Prior to next Review
Te Whanau o Karamu room to be added to Security watch	Dwayne/Shirley	Prior to next meeting
Add 2022 School Board Meeting dates to the Minutes template	Jo	Prior to next meeting
Correspondence - Process for Board Elections to be done by a Returning Officer - to be arranged	Shirley	Prior to next Board Elections
5.2 Preparation for next meeting (incl. Identifying Agenda items for next meeting) <ul style="list-style-type: none"> - Policy Review - Harassment, Maori Educational Success - Email regarding BOT Hours Spreadsheet is to be completed ASAP to send to the office for payment. - Bring a plate of Kai to share at the next (final) School Board meeting. 		
5.3 Confirm date for next meeting <ul style="list-style-type: none"> - Wednesday 8 December 2021 at 6pm 		
5.4 Complete BOT Hours spreadsheet		

School Board Meeting dates for 2021 (Week 4 and 8 of each term)

- Wednesday 17 February
- Wednesday 24 March
- Wednesday 19 May
- Monday 28 June
- Wednesday 18 August
- Wednesday 22 September
- Wednesday 10 November
- Wednesday 8 December

Meeting closed: 8:00pm