



**SCHOOL BOARD MEETING MINUTES**  
**Wednesday 29 June 2022, 6:00pm**

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**1. ADMINISTRATION**

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

**Visitors** - Seth Fischer (parent interested in joining School Board)

**1.2 Apologies** - Nil

**1.3 Confirmation of previous Minutes** - 25 May 2022

- Reviewed action points

Actions points from 25 May 2022 meeting	Outcome
● Ask accountant for variance column - Shirley	Rachel working with Mamari on requirements
● Joint School Board Cluster meeting to be scheduled for Term 4 - Shirley	To be confirmed with cluster
● Ask Rachel to check School Docs wording for 'return of medications' - Nicola	Updated on School Docs 15/06/22
● Move Staff Wellbeing survey on Board Work Plan - Shirley	Done
● Shirley, Mamari to meet regarding Matariki evening; Nicola to organise	Done

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

**Seconded:** Pramod      **Motion carried.**

**2. MONITORING**

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

- 1.3 Athletics training given due to updates.
- 3.1 Excellent news that Ruby has recovered well and is returning to school in Term 3 with a 'return to work' plan; Ruby advised Claire she was grateful for all the support from Shirley and the NPS team.
- 4.1.1 \$28,000 grant; quote accepted for heat pumps; administration block pumps can't be installed until weather tightness work has been completed; company will hold and store pumps for us; thanks to Steve Preston for the work done on the grant.

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

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

## 2.2 Finance

- Banked Staffing Report - 14 June 2022
  - \$24,000 down due to absences mainly related to Covid; over \$10,000 received from MOE in cash to offset these costs.
- Financial Management Report for May 2022
  - Tracking well.
  - Curriculum Budget - will be increased mid-year.
- Annual Report 2021
  - An error has been found with Pramod and Katrina noted as elected rather than co-opted; website copy will be updated.
  - Ended up not in deficit as expected due to more income than anticipated, particularly ESOL funding.
- Final Management Letter from Deloitte
  - No current report in EdPay to check and approve Masterfile changes - Board assured processes are in place.
  - 10 Year Property Plan - being worked on.
  - No sign off on Timesheets - Board assured electronic systems are adequate.

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

**Seconded by: Dwayne                      Motion carried.**

## 2.3 Property

- Major Property Project Monitoring 2021-2022
  - Hall toilets - on track; some extra funds through 'repairs and maintenance' budget to be used to upgrade the kitchen.
  - Learning Support modifications commencing during holidays; funding provided based on two LSC staff, currently down to one, will re-advertise.
  - Turf - minor finishing off yet to be completed.
  - Renovation of senior classrooms - not enough funds to do everything; flagged that the Board would need to approve an additional \$10,000 to pay for an additional door.
  - **Resolution - Board agrees to commit \$10,000 from reserves to cover the shortfall to purchase an additional door.**
    - **All in favour**
- Suggested NPS Maintenance Plan 2022 to 2028
  - Exterior; washing and paint maintenance; 5-6 weeks maintenance plan.
- National Group - Hall Interior Repaint
  - Henriette to make changes to some of the terms.
  - Shirley noted that if we are painting the hall, it would make sense to also upgrade the flooring and windows at the same time; she suggested we put in a grant application to the Community Trust in January 2023
  - **Resolution - Board accepts the quote (hoping they will hold it for us until January 2023).**
    - **Moved - Claire; Seconded - Kylie**

## 2.4 Health and Safety

- Parking
  - Discussed issues around safety of parking around school; Board to send letter to Police and WCC; Nicola to draft letter.
- Managing student behaviour
  - NPS has an increasing number of students with social/emotional/behavioural challenges where safety has become a priority for them and others; many agencies are involved in supporting the school and individual students ; FYI for the Board due to the ongoing workload and support required for staff and impact on staff wellbeing.

### 2.5 Board Assurances and Policy Reviews

- Assurances - Term 2
  - **Health Education** - parent evening for consultation to be arranged; confirmed this will be held on Wednesday 17 August, 5:00pm, before Board meeting
  - **Ending Employment** - new to SchoolDocs; Board Secretary requested by SchoolDocs to note the new policy at a Board meeting
- **Board Documentation**
  - Board Work Plan

## 3. STRATEGIC DISCUSSIONS/DECISIONS

### 3.1 Board Elections

- Agreed to employ a firm to act as Returning Officer - funding is provided by MOE.
- Discussed and agreed dates for elections.

### 3.2 Feedback from Matariki whānau hui

- One of our school parents spoke to Mamari and Shirley regarding a discussion around the safety of teachers introducing the new NZ history curriculum - 'preserving the energy of the teachers so they can walk safely in two worlds'.
- A number of parents thanked us for the things we have been doing especially in regard to communication.
- Good feedback and discussion on reporting.
- Summary notes from discussions now being used to craft next steps.
- Overall a very rewarding evening of kōrero.

## 4. CORRESPONDENCE

### Correspondence Item

- Email from MOE re Assessing your school's learning environment
- Email from Claire re School Board elections

## 5. MEETING CLOSURE

### 5.1 Communication to Parents for newsletter Thursday 07 June 2022 - Katrina/Shirley/Nicola

- Matariki thank you; Election Update

### 5.2 Actions from this Meeting

Actions points	Who	When
● Annual Report to be updated on the website.	Nicola	
● Accountant to see painting maintenance plan.	Shirley	
● Change terms on Hall Interior Repaint quote.	Henriette	
● Board to send letter to Police and WCC regarding parking around school. Nicola to draft a letter.	Nicola/Claire	
● Meeting and discussion to be held regarding NZ History Curriculum.	Shirley	

### 5.3 Preparation for next meeting (including identifying agenda items for next meeting)

- Board Election timeline

- Mid-year Board self review - keep/stop/start
- What does a new Board need to get started?

**5.4 General**

- Special mention regarding the wonderful Kapa Haka performance at Johnsonville Mall.

**5.5 Confirm date for next meeting**

- Wednesday 17 August 2022

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

- Updated by Nicola

**Meeting closed: 7:45pm**