



**SCHOOL BOARD MEETING MINUTES**  
**Wednesday 17 August 2022**

**1.0 ADMINISTRATION**

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

**Visitors** - Mary Ely, ERO; Amanda Prowse, DP

**1.2 Apologies** - Henritte Joubert, Mamari Stephens

**1.3 Confirmation of previous Minutes** - 29 June 2022

- Review of action points

**Action Points from 29 June 2022 Meeting**

**Outcome**

● Annual Report to be updated on the website - Nicola	Done
● Accountant to see painting maintenance plan - Shirley	Done
● Board to send letter to Police and WCC regarding parking around school - Nicola to draft	Done - WCC and Police attended school 26/07/22

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

**Seconded:** Katrina

**Motion carried.**

**2.0 MONITORING**

**2.1 Acceptance of Principal's Report**

**Mary Ely, ERO Presented**

- ERO have changed how they do things; used to travel as a team; now each ERO person has a portfolio of schools.
- Retained compliance function and continued focus on the child and learning.
- The focus is also to support schools in what they do and evaluate how well they are doing it.
- Evaluation framework has already been set up and completed for literacy, now using the same process for maths.

**Principal's Report - 17 August 2022**

- Round two of LSC applications received; interviews held 17/08/22; reference checks completed on preferred candidate; hoping to confirm appointment by end of the week.
- School roll - now sitting at 304; slight increase on last year; only two more NE students due to start Term 3.
- Allied Security meeting held; communications and handover from Recon to Allied were not good, and not good from Allied to NPS; Dwayne chasing them for promises made by Recon and now by Allied

**Mathematics Achievement Report - Mid year Y4-6; presented by Amanda Prowse**

- All year levels above national average.
- Year 4 below data bit of an anomaly; teachers assessing groups for support.
- Of the five Maori students below, three are girls which correlates with the gender results.
- Below students require accelerated learning which is challenging; eg students may only have six months to improve by a year.
- This data is based on one test, so is another tool for assessment, among other tools used by teachers.

- Teachers are also working at the top end for students who need extension.

#### **Annual Plan Review Term 2**

- There has been progress made across all areas.

#### **Attendance Monitoring - Term 1 report**

- In general NPS is above national average in regard to attendance.
- We have approximately 36 students on a 'monitoring list'; and have been working on a communications plan that will be introduced this term.
- Absence has a direct impact on learning results; discussion around students travelling overseas and the need for whānau to understand this does impact on their learning, even though we understand the need to connect; work is not provided by teachers as this is a parental choice, and although we could provide workbooks the missing ingredient is the 'teaching'.

**Motion:** Moved by Dwayne that the Principal's Report be accepted.

**Seconded:** Kylie

**Motion carried.**

## **2.2 Finance**

### **Banked Staffing Report - 09 August 2022**

#### **Financial Management Report for June 2022 and July 2022**

- In the July report the Accountant has suggested putting another teacher against bulk funding for four pay cycles; Shirley will follow up.

**Motion** - Approve one more teacher to be moved to Bulk Funding for four pay periods if required.

**Motion carried.**

#### **Final Operating and Balance Sheet Budget 2022**

- Budgeted for a deficit this year, and figures are looking good to be in line with the budget.
- Being up to 5% higher on expenses versus budget is acceptable.
- Security lighting is to become a budget item for next year as it's expensive, but needed.

**Motion:** Moved by Kylie that all Financial Reporting be accepted.

**Seconded:** Claire

**Motion carried.**

## **2.3 Property**

### **Major Property Project Monitoring 2021-2022**

- Not updated since the last meeting as no Property meeting was held.
- Hall toilet/kitchen refurbishment is almost complete and looks great; toilets finished; designer to come this week to sign off.
- Roll growth - new plan for building the four classrooms; SLT met with the design group and made a few changes.
- Meeting with Mark Scrimshaw on Friday.

## **2.4 Health and Safety**

NZCER staff and student wellbeing survey

- Report will be presented to the Board at the next meeting.

## **2.5 Board Assurances and Policy Reviews**

- Assurances - Term 3
  - Appraisal of the Principal - *underway; regular and robust process*
  - Safety Management System - *broad policy; assured that processes are in place*
  - Surrender and Retention of Property and Searches - *more for college than primary; assured that processes are in place*
  - Physical Restraint - *MOE has been alerted to approximately three instances at NPS this year due to serious risk to self and other students; reporting going to an online form; avoid if we can and follow MOE processes*
- Review Schedule - Term 3
  - Student Wellbeing and Safety
  - Staff Wellbeing and Safety
  - *Claire advised she has looked at School Docs and is happy with current wording; everyone else is welcome to do the same and provide their own feedback*
- Board Documentation
  - Board Work Plan

### 3.0 STRATEGIC DISCUSSIONS / DECISIONS

<p><b>3.1 Out of zone enrolments</b></p> <ul style="list-style-type: none"> <li>Last year we had up to 10 places available - wording is '10 places are likely to be available depending on the number of in zone applications'.</li> </ul> <p><b>Motion</b> - Continue with up to 10 out of zone places being available for the coming year.  <b>Motion carried.</b></p>	Principal
<p><b>3.2 Board Elections - update</b></p> <ul style="list-style-type: none"> <li>8 nominations for 5 positions; voting papers have been sent; email sent to whole school with candidate details from the Board Chair; voting closes 07/09/22; NPS advised of new Board 13/09/22; new Board takes over 14/09/22</li> <li>Claire will call each candidate personally to advise outcome of the election</li> </ul>	Presiding member
<p><b>3.3 Co-opt of Presiding member until the end of 2022 - documentation</b></p> <ul style="list-style-type: none"> <li>Discussion around succession plan for new Board Chair.</li> </ul> <p><b>Motion</b> - Co-opt Claire Mortimer to continue as Board Chair until the end of the year due to succession planning. New Board Chair to be elected at the first meeting of 2023.  <b>Motion carried.</b></p>	Principal
<p><b>3.4 Board review of induction ideas for new board</b></p> <ul style="list-style-type: none"> <li>Advised documentation preparation to date.</li> <li>Board training courses - dates to be checked for 2023.</li> <li>Maybe have a speaker for the first or second meeting 2023; Shirley to check availability.</li> <li>21 September meeting - first part of the meeting to include an introduction to the Board and how it works; training on google docs; Hautu review tool to be covered.</li> <li>Email Board papers to personal addresses and advise that future papers will be sent to Board email addresses (Nicola to set up email addresses before 21 September Board meeting).</li> </ul>	Presiding member

### 4.0 GENERAL

<p><b>4.1 NZSTA Wellington-Wairarapa Mini-Conference update</b></p> <ul style="list-style-type: none"> <li>No one attended</li> </ul>
<p><b>4.2 Presiding Chair</b></p> <ul style="list-style-type: none"> <li>Thank you to Mamari, Pramod, and Kylie for their commitment and input into the School Board.</li> <li>Supper was shared and gifts were distributed.</li> <li>Remaining Board members are currently candidates for continuation on the Board.</li> </ul>
<p><b>4.3 Newlands Citizen Qualities</b></p> <ul style="list-style-type: none"> <li>Shirley presented the new designs for the qualities of a Newlands Citizen that will drive our curriculum in the future.</li> </ul>

### 5.0 CORRESPONDENCE

Correspondence Item	Date
<p><b>Letter from MOE re Equity Index</b></p> <ul style="list-style-type: none"> <li>We won't know how this affects NPS until we get the Operations Grant 2023.</li> <li>We are 'orange', EQI number 392.</li> </ul>	01/07/22
<p><b>NZEI re Community Launch Handout</b></p>	12/08/22

### 6.0 MEETING CLOSURE

<p><b>6.1 Communication to Parents for the next newsletter (25 August)</b></p> <ul style="list-style-type: none"> <li>Thank Mamari, Pramod, and Kylie</li> <li>Property Updated (already drafted - Nicola to send to Katrina)</li> </ul>	Katrina/Nicola
<p><b>6.2 Action Point Review</b></p>	

<ul style="list-style-type: none"> <li>In the July report the Accountant has suggested putting another teacher against bulk funding for four pay cycles; Shirley will follow up.</li> </ul>	Shirley
<ul style="list-style-type: none"> <li>Claire will call each candidate personally to advise outcome of the election</li> </ul>	Claire
<ul style="list-style-type: none"> <li>Board training courses - dates to be checked for 2023.</li> </ul>	Shirley
<ul style="list-style-type: none"> <li>Maybe have a speaker for the first or second meeting 2023; Shirley to check availability.</li> </ul>	Shirley
<ul style="list-style-type: none"> <li>Email Board papers to personal addresses and advise that future papers will be sent to Board email addresses (Nicola to set up email addresses before 21 September Board meeting).</li> </ul>	Nicola
<ul style="list-style-type: none"> <li>Property Update (already drafted - Nicola to send to Katrina)</li> </ul>	Nicola
<b>6.3 Preparation for next meeting (including identifying Agenda items)</b> <ul style="list-style-type: none"> <li>Agenda Item for 09 November meeting - ask for expressions of interest in becoming Presiding Member from 2023.</li> </ul>	Presiding Member
<b>6.4 Confirm date for next meeting - Wednesday 21 September</b>	Presiding Member
<b>6.5 Complete School Board 2022 Record of Hours</b>	Nicola

**Remaining School Board Meeting Dates 2022 (Weeks 4 and 9 of each term)**

- Wednesday 21 September
- Wednesday 09 November
- Wednesday 07 December

**Meeting Closed: 8:00pm**