



SCHOOL BOARD MEETING MINUTES
Wednesday 21 September 2022

1.0 ADMINISTRATION

1.1 Present - Shirley Porteous, Claire Mortimer, Katrina Bootsma, Stuart Cross, Seth Fischer, Raji Ragini, Dwayne Venn, Cath Kirkpatrick, Nicola Adams (Secretary)

1.2 Apologies - Nil

1.3 Visitors - Nil

1.4 Welcome to New Board - Principal

- Round table introductions were made.
- School vision and strategic goals were shared.
- Discussion around Board delegates; not formally in place for the Presiding Member; if Presiding Member away one of the other Board members agrees to chair the meeting on the night.

Motion - Co-opt Claire Mortimer to continue as Board Chair until the end of 2022 for succession planning. New Presiding Member to be elected at the first meeting of 2023.

Motion Carried.

1.4 Welcome to New Board - Presiding Member

- NZSTA Board Training dates - attendance is highly recommended.
 - Thursday 20 October and Thursday 27 October, 6:00pm - St Andrew's on the Terrace
 - Tuesday 25 October, 6:00pm - Porirua College
 - Monday 31 October, 6:00pm - Zoom Meeting
- Lynnette Dickson (NPS accountant) is running a client training session.
 - Tuesday 25 October, 7:00pm - Hotel Intercontinental
 - Session will cover banked staffing, school finances
 - Shirley will be attending; anyone else who wants to attend should advise Shirley.
- Governance versus Management
 - Board focus - strategic direction; policies by which the school is managed; review success of school compared to plan.
 - Objectives - student focus; Board work on 'what/why'; Principal and staff determines 'how'.
- Board Hat versus Parent Hat - awareness of when other parents discuss concerns encourage them to follow the school process; direct to the classroom teacher, then syndicate leader, then Principal.
- Board Priorities - safety and property investment; balance priorities with finances; curriculum based maths and reading; supporting priority learners (learning support requirements, Māori learners; equity across all groups).
- Code of Conduct - based on NZSTA and adapted for NPS; to be signed at the next meeting.
- Funding - provided by MOE in different ways eg MOE pays teacher salaries based on FTE numbers they supply after projecting student numbers; bulk grant for operations; 5YP for property; funds for learning support; project funding; and locally raised funds (eg fundraising events and school donations).

1.3 Confirmation of previous Minutes - 17 August 2022

Action Points from 17 August 2022 Meeting	Outcome
<ul style="list-style-type: none"> ● In the July report the Accountant has suggested putting another teacher against bulk funding for four pay cycles; Shirley will follow up. 	Done
<ul style="list-style-type: none"> ● Claire will call each candidate personally to advise the outcome of the election. 	Done

<ul style="list-style-type: none"> Board training courses - dates to be checked for 2023 (Shirley). 	Done - liaise with cluster
<ul style="list-style-type: none"> Maybe have a speaker for the first or second meeting 2023; Shirley to check availability. 	Horokiwi Cluster Board Meeting date 28/02/23
<ul style="list-style-type: none"> 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). 	Done
<ul style="list-style-type: none"> Property Updated (already drafted - Nicola to send to Katrina). 	Done
<p>Motion: Moved by Shirley that the Minutes from the last meeting be accepted as a true and accurate record. Seconded: Katrina Motion carried.</p>	

2.0 MONITORING

2.1 Acceptance of Principal's Report - Principals Report

- Good to have appointed for the LSC cluster role commencing in Term 4, and also happy to have our Reading Recovery programme back up and running.
- Extension group in maths has started for those who excel in maths; starting to look at gifted and talented opportunities across the cluster.

ERO School Profile Report 2022

- New style report detailing our plan moving forward including cultural capability.
- Next report to monitor achievements due within three years.

ERO Board Assurance Report 2022

- All assurances compete, we have been audited and signed off.

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

Seconded: Raji

Motion carried.

2.2 Finance

Banked Staffing Report - September 2022

- Aim is to be sitting at -2% or +2% at the end of the year.
- Explanation given around using Bulk Grant for relievers and to fund teachers if required.

Financial Management Report for August 2022

Motion: Moved by Stuart that all Financial Reporting be accepted.

Seconded: Raji

Motion carried.

2.3 Property

Major Property Project Monitoring 2021-2022

- Summary and update; advised that Dwayne and Shirley meet with Ashby's every month.
- A lot of work is done in the holidays - particularly noisy work.
- Health and Safety - very thorough processes in place, especially when work is being done during school hours.
- GTT is owned by the school, not MOE, so the Board is responsible for maintenance and this is generally funded via grant applications.

2.4 Health and Safety

- NZCER student wellbeing survey overview - draft report tabled.
 - Comparative data from a survey done in 2020; however different students, teachers, and school compared to two years ago.
 - Focus for the Board is that they are assured by the Principal that processes are in place to ensure any concerns from the survey are being addressed.

2.5 Board Assurances and Policy Reviews

- Assurances and Reviews - completed for Term 3
- Board Documentation
 - Board Work Plan
 - Hatau Review - has not been done; a workshop on this was cancelled due to Covid.

3.0 STRATEGIC DISCUSSIONS / DECISIONS

3.1 Co-opting any other board members

- Shirley is keen to co-opt a Board member to round out the Board capability and ensure a clear strategy around Māori students. Our role is to ensure Māori students enjoy and achieve education success, and all plans and policies give mana to Te Tiriti o Waitangi.
- Mamari Stephens was our previous Board member who assisted in ensuring we were correctly implementing and being guided by Te Tiriti o Waitangi. This has, and continues to be, a critical role for the board and school to make progress.
- Shirley advised that we are fortunate that a Māori community member has indicated their interest in supporting the Board's work in this specialist area as historically in schools this can be a difficult role to fill.
- The individual has shown she is keen by putting herself forward as a Board candidate, and Shirley has already had an introduction and discussion with her and Mamari, prior to Mamari stepping down, on how the person could assist in this area.
- Some Board members indicated hesitation in co-opting an additional Board member at their first meeting so we agreed:
 - New Board members are to receive the Hatau document to gain better understanding of our responsibilities with regard to Te Tiriti o Waitangi, and culturally responsive practice at NPS.
 - Shirley will speak to the person around how she might be able to help, and sound out whether she would be interested in being co-opted.

Agreed - Defer consideration of co-opting an additional board member until next meeting.

4.0 GENERAL

4.1 Staff leave request - 15 school days, 26/06/23 to 28/07/22 (including Term 2 school holidays)

Motion - Staff leave request as outlined approved as leave without pay.

Motion carried.

5.0 CORRESPONDENCE

Correspondence Item	Date
<ul style="list-style-type: none">● Nil	

6.0 MEETING CLOSURE

6.1 Communication to Parents for the next newsletter (29 September) <ul style="list-style-type: none">● Agreed to commence Board introductions in the school newsletter next year.	Katrina/Nicola
6.2 Action Point Review	
<ul style="list-style-type: none">● If anyone wishes to attend Lynnette's training, please advise Shirley.	All
<ul style="list-style-type: none">● Code of Conduct to be shared (and signed at the next meeting).	Nicola (DONE)
<ul style="list-style-type: none">● Shirley to speak to interested party regarding what is required in the co-opted Board role.	Shirley
<ul style="list-style-type: none">● Te Hatau Māori requirements to be emailed to the Board - https://www.nzstaknowledgehub.org.nz/comm-engagement	Claire (DONE)
<ul style="list-style-type: none">● Update Board photos on the website - new members to call into the school office for a photo to be taken, or submit a photo and personal summary to admin@newlandsprimary.school.nz	Nicola
6.3 Preparation for next meeting (including identifying Agenda items)	Presiding Member

<ul style="list-style-type: none"> ● Wednesday 09 November <ul style="list-style-type: none"> ○ Ask for expressions of interest in becoming Presiding Member from 2023 ○ Confirm meeting dates for 2023 ○ Discuss co-opting of Board member to assist with NPS Māori responsiveness and to help NPS reflect the Māori world view. 	
6.4 Confirm date for next meeting - Wednesday 09 November	Presiding Member
6.5 Complete School Board 2022 Record of Hours <ul style="list-style-type: none"> ● Include hours taken to prepare for the meeting. ● Include time taken to attend Board related meetings. ● Board is paid from a Bulk Grant. 	All

Remaining School Board Meeting Dates 2022 (Weeks 4 and 9 of each term (weeks 4 and 8 in Term 4))

- Wednesday 09 November
- Wednesday 07 December

Meeting Closed: 8:10pm