



**SCHOOL BOARD MEETING MINUTES**  
**Wednesday 09 November 2022**

**1.0 ADMINISTRATION**

|   |  |
|---|--|
| <b>1.1 Present</b> - Shirley Porteous, Claire Mortimer, Katrina Bootsma, Stuart Cross, Seth Fischer, Dwayne Venn, Cath Kirkpatrick, Nicola Adams (Secretary)  |  |
| <b>1.2 Apologies</b> - Raji Ragini  |  |
| <b>1.3 Visitors</b> - Nil   |  |
| <b>1.4 Confirmation of previous Minutes</b> - 21 September 2022 <ul style="list-style-type: none"> <li>Typo noted on 4.1 - 2022, should be 2023</li> </ul>  |  |
| <b>Action Points from 21 September 2022 Meeting</b>   | <b>Outcome</b>   |
| <ul style="list-style-type: none"> <li>If anyone wishes to attend Lynnette's training, please advise Shirley</li> </ul>   | All (Done)   |
| <ul style="list-style-type: none"> <li>Code of Conduct to be shared (and reviewed at the next meeting)</li> </ul>   | Nicola (Done)  |
| <ul style="list-style-type: none"> <li>Shirley to speak to interested party regarding what is required in the co-opted Board role</li> </ul>  | Shirley (Done)   |
| <ul style="list-style-type: none"> <li>Te Hatau Māori requirements to be emailed to the Board<br/> <a href="https://www.nzstaknowledgehub.org.nz/comm-engagement">https://www.nzstaknowledgehub.org.nz/comm-engagement</a></li> </ul>   | Claire (Done)  |
| <ul style="list-style-type: none"> <li>Update Board photos on website - new members to call into the school office for a photo to be taken, or submit a photo and personal summary to <a href="mailto:admin@newlandsprimary.school.nz">admin@newlandsprimary.school.nz</a></li> </ul> | Nicola<br>Stu (Done)<br>Seth - not supplied<br>Raji - not supplied |
| <b>Motion:</b> Moved by Seth that the Minutes from the last meeting be accepted as a true and accurate record<br><b>Seconded:</b> Katrina<br><b>Motion carried</b>  |  |
| <b>1.5 Declaration of Interests</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>   | Presiding Member   |

**2.0 MONITORING**

|   |
|---|
| <p><b>2.1 Acceptance of Principal's Report</b> - Principals Report</p> <ul style="list-style-type: none"> <li>Claire expressed thanks to those staff members who have resigned for their service at NPS - [REDACTED].</li> <li>Shirley advised two new staff have been appointed; two waiting on acceptance; possibility of another resignation to come due to moving out of the area</li> <li>Stu commented on the good Fundraising results</li> <li>Shirley gave a general comment on the MOE engagement funding for sensory resourcing as part of the cluster - \$5,000 allocated to NPS</li> </ul> <p><b>Annual Goal Review - Term 3 update</b></p> <ul style="list-style-type: none"> <li>SLT uses this document as a guide to planning for 2023; teachers who have an area of responsibility update it to keep them on track</li> </ul> |
|---|

- Claire mentioned her conversation with Mary Jones (Principal Appraiser) who commented to Claire that Shirley does a great job on the goals set; Shirley commented it was a team effort
- Stu asked how Wonder Workshops fit into 'progressing integrated curriculum'; Shirley advised they tie into the strategic goals of 'provide engaging curriculum' and 'ākongā engaged in active learning'; may not be 'progressing' but are 'part of'

**Staffing Entitlement**

- 2023 Provisional Roll and Resourcing Entitlement
  - NPS had dropped to a U4 school (299 students and below), when we had previously been a U5 school (300 students and above); we have now returned to our U5 status; any change in this status affects, among other things, the Principal's salary
  - We also received increased staffing and an increase in the number of units from 16 to 18; units are allocated to teachers who hold an area of responsibility or leadership within the school; some are allocated fixed-term (for one year), and some are allocated as permanent units (usually tied to leadership roles eg DP, AP, SL)
  - Shirley gave a brief explanation of the staffing entitlement, as well as ORS funding, and BTs
- New Equity Funding
  - Funding for 2023 confirmed as \$4,530

**ESOL Verification Report**

- We receive ESOL funding and from time to time a Verifier visits the school to ensure funds are being used correctly; this report is a positive reflection of the work our team does in this regard

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

**Seconded:** Stu

**Motion carried**

**2.2 Finance**

**Banked Staffing Report - 01 November 2022**

- Tracking slightly negative again; previously we were paying 16.3 teachers, but this term we have added another LSC and an extra classroom teacher, additionally a fixed-term teacher left and was paid out; happy that we are on track for the year; aim is to sit around 18

**Financial Management Report for September 2022**

- Everything is tracking well
- Claire commented that parent donations were better than expected after the increase last year; agreed to put a reminder about donations in an upcoming school newsletter to see if we can get more funds in before the year ends

**Draft Budget 2023 - tabled**

- Stu gave a summary of the draft budget; deficit budget - loss of \$44,000; based on 300 students; we have reasonable working capital reserves if required (approximately \$400k - noted that some of this is property)
- Budget was worked out starting with fixed costs, and working up from there; budget increases approved for security, and classroom resource budget increased to \$200 per year

**Motion:** Moved by Seth that all Financial Reporting be accepted

**Seconded:** Dwayne

**Motion carried**

**2.3 Property**

**Major Property Project Monitoring 2021-2022**

- Shirley explained that this document stays on the agenda, but is really a working document for herself and Dwayne; Board members aren't expected to read it every time
- New hall doors are complete; ramp and ISC office renovation now underway
- Meeting scheduled for 10/11/22 to confirm plans for the four senior classroom renovation

**Painting Maintenance summer holidays - National group**

- \$5,000 allocated for annual upkeep

**Painting plan - next steps**

- Need to start a cycle of upkeep based on the age of the buildings, and prepare a document that can keep track of due dates; Shirley to contact Bruce at Men in White to assist with setting up a schedule and present at the next Board meeting



Resolution: [REDACTED]

Moved - Claire

Seconded - Stu

Motion Carried

## 2.4 Health and Safety

### Asbestos Survey

- Dwayne had a four hour walk around the school with Acute Consultants
- Mostly we are fine; some of the older buildings still have asbestos; advised no dangerous areas and we can manage the issues with continued soft washing
- Only major concern is around the boiler; MOE is trying to remove them from all schools; funding should come to deal with that

## 2.5 Board Assurances and Policy Reviews - School Docs Link

### Assurances - Term 4

- Emergency Evacuation / Emergency Kit - completed
- SUE Reports - process checked and approved at Board Meeting 29/06/22
- Provisionally Certified Teachers - currently 3 with mentoring programmes underway
- Teacher Registration, Certification, and Police Vetting - checked first of every month
- Appointment Procedure - Appointment Checklist for every new staff member
- Length of School Year - 2023 Year completed
  - Discussion around Teacher Only Days; part of the previous collective was 8 TODs over 3 years without affecting the half day count; this has now expired
  - The latest offer does not include any TODs, so NPS has only scheduled 1 cluster TOD for 2023
  - Schools have 'call back days' where professional development is completed during school holidays; some of our junior teachers will not have experienced this before, but we may need to use some during 2023; teachers will be given plenty of notice of call back dates
- Reading Recovery / Literacy Support - Report to the Board last meeting of the year, application for Reading Recovery staffing for 2023 sent

### Policy Review Schedule - Term 4

- Safety On and Off School Grounds
- Health, Safety, and Welfare Policy
  - **IT policy** around students not accessing objectionable material - at the classroom level teachers have full access to every child's screen; Sarah Spencer (teacher responsible for IT) has an alert system; we also have a filter alert system via N4L
  - **Hazard Register** - this is in place for Health and Safety and is shared with Shirley, Dwayne, and Hans (Caretaker); Shirley and Hans meet weekly to discuss all issues and ensure plans are in place to fix any H&S concerns
  - **Incident Register** - this is in place for both students and staff; Shirley and Nicola discuss any H&S issues that arise from injuries
  - **Staff Wellbeing** - managed by both Principal and Syndicate Leaders knowing their people; managed by self awareness; open door policy; wellbeing is taken care of by morning teas and various other things based on what is needed at the time

### School Docs - actions to be minuted at Board meeting

- COVID-19 policy has been updated
- Term 2 scheduled review updates have now been rolled out

### Board Documentation

- Board Work Plan
- Schedule of Delegations - **agreed and signed at meeting**

## 3.0 STRATEGIC DISCUSSIONS / DECISIONS

### 3.1 Co-opting of Ros Whitley

- To round out the Board capability and ensure a clear strategy around Māori students; ensuring Māori students enjoy and achieve education success, and all plans and policies give mana to Te Tiriti o Waitangi
- The Education and Training Act 2022: Te Tiriti o Waitangi
  - General discussion around Ros being co-opted to be a specialist on the Board and hold a specific role in assisting the Principal and school with our culturally responsive practice

**Resolution:** That we ask Ros Whitley to join the School Board as a co-opted member

**Moved** - Claire  
**Seconded** - Cath  
**Motion Carried**

**3.2 Attendance at - Giving Effect to Te Tiriti o Waitangi: Part 1 Tikanga - Newlands Cluster; email from NZSTA**

- Training Tuesday 29 November; Newlands College; 6:00pm to 8:00pm
- Stu, Seth, Cath, Dwayne wish to attend

**4.0 GENERAL**

**4.1 Presiding Member 2023**

- Expressions of interest
  - ██████████ expressed interest in becoming Presiding Member
  - Agreed that the Board would Appoint Presiding Member, and a Deputy; these roles to be voted and confirmed at February 2023 meeting; need to look into process for voting
  - Shirley advised we need an acting Chair over summer; Dwayne works well in this role as he is still heavily involved with property issues throughout the holiday period; this role to be voted/confirmed at the next meeting

**4.2 Code of Conduct**

- Reviewed and Confirmed - dates updated

**4.3 Meeting dates for 2023 (Weeks 4 and 9; Week 8 in Term 4)**

- Wednesday 22 February
- Wednesday 29 March
- Wednesday 17 May
- Wednesday 21 June
- Wednesday 09 August
- Wednesday 13 September
- Wednesday 01 November
- Wednesday 29 November

**5.0 CORRESPONDENCE**

| Correspondence Item  | Date   |
|--|--|
| <ul style="list-style-type: none"> <li>● Resignation letter from ██████████</li> <li>● Resignation letter from ██████████</li> <li>● Letter to Chair and Principal from NZEI re Teaching Staff Union Meeting -- organisation so teachers can attend               <ul style="list-style-type: none"> <li>○ Advised we will offer whānau the opportunity to pick up children at 1:30pm to enable staff to attend the meeting together; senior staff and non union members will remain on site to run activities with students who cannot be collected early; whānau will be advised via newsletter and separate email</li> </ul> </li> <li>● Letter from MOE re New Equity Funding</li> </ul> | 10/10/2022<br>26/10/2022<br>23/05/2022<br><br><br><br><br><br><br><br><br><br><br>01/09/2022 |

**6.0 MEETING CLOSURE**

|   |                        |
|---|------------------------|
| <p><b>6.1 Communication to Parents for the next newsletter (17 November)</b></p> <ul style="list-style-type: none"> <li>● ESOL Update regarding verification process (from the Board)</li> <li>● Ros co-opted to the Board (from the Board)</li> <li>● School donation 2022 reminder (part of Principal's message)</li> </ul> | Katrina/Nicola         |
| <p><b>6.2 Action Point Review</b></p>   |                        |
| <ul style="list-style-type: none"> <li>● Fix typo in Minutes dated 21 September 2022</li> </ul>   | Nicola                 |
| <ul style="list-style-type: none"> <li>● Update Board photos on 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</li> </ul>  | Nicola<br>Seth<br>Raji |

|   |                           |
|---|---------------------------|
| <ul style="list-style-type: none"> <li>Shirley to contact Bruce at Men in White to assist with setting up a schedule and present at the next Board meeting.</li> </ul>  | Shirley                   |
| <ul style="list-style-type: none"> <li>[REDACTED]</li> </ul>  | Shirley/Dwayne/<br>Nicola |
| <ul style="list-style-type: none"> <li>Part 1 Tikanga training; sign up Stu, Seth, Cath, Dwayne; check with Ros and Raji whether they would like to attend</li> </ul>   | Shirley/Nicola            |
| <ul style="list-style-type: none"> <li>Investigate voting process for Presiding Member and Deputy</li> </ul>  | Shirley/Nicola            |
| <ul style="list-style-type: none"> <li>Arrange catering for final Board Meeting</li> </ul>  | Shirley/Nicola            |
| <ul style="list-style-type: none"> <li>Ensure all Board members have access to the Record of Hours document</li> </ul>  | Nicola                    |
| <b>6.3 Preparation for next meeting (including identifying Agenda items)</b> <ul style="list-style-type: none"> <li>Wednesday 07 December - Agenda Items <ul style="list-style-type: none"> <li>Interim Presiding Member over summer</li> </ul> </li> </ul> | Presiding Member          |
| <b>6.4 Confirm date for next meeting - Wednesday 07 December</b>  | Presiding Member          |
| <b>6.5 Complete School Board 2022 Record of Hours</b> <ul style="list-style-type: none"> <li>Some Board Members don't have access; Nicola to fix</li> </ul>   | Nicola / All              |

#### Remaining School Board Meeting Dates 2022

- Wednesday 07 December - Agenda Items
  - Interim Presiding Member over summer

#### Meeting dates for 2023 (Weeks 4 and 9; Week 8 in Term 4)

- Wednesday 22 February
  - Vote for new Presiding Member and Deputy
- Wednesday 29 March
- Wednesday 17 May
- Wednesday 21 June
- Wednesday 09 August
- Wednesday 13 September
- Wednesday 01 November
- Wednesday 29 November

**Meeting Closed: 8:10pm**