

**SCHOOL BOARD MEETING MINUTES**  
**Wednesday 22 February 2023**

**1.0 ADMINISTRATION**

<b>1.1 Attended</b> - Shirley Porteous, Katrina Bootsma, Stuart Cross, Seth Fischer, Raji Ragini, Dwayne Venn, Ruby Braam, Nicola Adams (Secretary)	
<b>1.2 Apologies</b> - Roz Whitley	
<b>1.3 Visitors</b> -	
<b>1.4 Presiding Member 2023</b> <ul style="list-style-type: none"> <li>• Two nominations - Katrina Bootsma and Seth Fischer</li> <li>• Vote was held</li> <li>• Congratulations to Katrina Bootsma as new Board Presiding Member</li> </ul>	
<b>1.5 Confirmation of previous Minutes</b> - 07 December 2022 (action points for review below)	
<b>Action Points from 07 December 2022 Meeting</b>	<b>Outcome</b>
<ul style="list-style-type: none"> <li>• Thanks to Fiona from the Board - Cath/Ruby</li> </ul>	DONE
<ul style="list-style-type: none"> <li>• Check with Karori West regarding radiant heating - Shirley</li> </ul>	DONE
<ul style="list-style-type: none"> <li>• Set up meeting to brainstorm Strategic Plan / Annual Goals 2023-2025 - Shirley <ul style="list-style-type: none"> <li>○ Review 2023 goals</li> <li>○ Work on strategic plan - unpacking of vision</li> </ul> </li> </ul>	Ongoing
<b>Motion:</b> Moved by Stu that the Minutes from the last meeting be accepted as a true and accurate record <b>Seconded:</b> Raji <b>Motion carried</b>	
<b>1.6 Declaration of Interests</b> <ul style="list-style-type: none"> <li>• Nothing to declare</li> </ul>	Presiding Member

**2.0 MONITORING**

<b>2.1 Acceptance of Principal's Report</b> - Principals Report <ul style="list-style-type: none"> <li>• Taken as read</li> <li>• 3.3 ORS Teacher - 0.4 funding; 0.6 advertised as difficult to get 0.4 teacher</li> <li>• 4.3.1 Mud Kitchen - Stu offered to install the mud kitchen; Shirley to advise Fiona Schwarz</li> <li>• 6.1 Roll Growth - current 272; budget 300 due by 01/07/2023</li> <li>• 7.1 PSG = project steering group (property meetings with Dwayne); PLD = professional learning and development (staff training)</li> </ul> <b>Motion:</b> Moved by Seth that Principal's Report be accepted <b>Seconded:</b> Stu <b>Motion carried</b>	Principal
<b>2.2 Personnel</b>	Presiding Member

<ul style="list-style-type: none"> <li>● Only recruiting for the ORS position</li> <li>● Need at least one more TA; currently checking local interest</li> <li>● All our new teachers have settled in well</li> </ul>	Principal
<p><b>2.3 Finance</b></p> <p><b>Banked Staffing Report - 07 February 2023</b></p> <ul style="list-style-type: none"> <li>● In credit \$4,303</li> <li>● We have until the end of March to spend credit on staffing to avoid getting cash back instead of being able to utilise the staffing</li> <li>● As at 21 February 2023 we were \$6,500 in credit</li> </ul> <p><b>Financial Management Report for - November 2022 and December 2022</b></p> <ul style="list-style-type: none"> <li>● Looking good; no concerns</li> <li>● Dwayne asked what the \$162k for MOE was; Shirley advised \$80k turf, remainder will be project funding, will be checked with Rachel</li> </ul> <p><b>Motion:</b> Moved by Shirley that all Financial Reporting be accepted</p> <p><b>Seconded:</b> Ruby</p> <p><b>Motion carried</b></p>	Presiding Member
<p><b>2.4 Property - Property Monitoring 2023</b></p> <ul style="list-style-type: none"> <li>● Information on old doc has been transferred to new doc to make things clearer</li> <li>● 7 projects on the go <ul style="list-style-type: none"> <li>○ Project 1 - almost complete; drain covers fixed</li> <li>○ Project 2 - finishing off smaller jobs</li> <li>○ Project 3 - Dwayne advised the refurbishment is looking really nice</li> <li>○ Project 4 - turf; work has commenced; update meeting scheduled for Monday</li> <li>○ Project 5 - includes purpose built mobility toilet, and more staff toilets</li> <li>○ Project 6 - staffroom will not be available from Term 3; Shirley advised she will be seeking funds to also upgrade the kitchen</li> <li>○ Project 7 - decisions are being made; radiant heat could need a work around to keep the lower half of the rooms warm; breakout rooms may need a work around to keep them from getting too hot at head height; using heat pumps had power bill ramifications with heating that block alone estimated at \$1,000 per month; Karori Normal gave a great feedback on radiant heating at their school</li> </ul> </li> </ul>	Dwayne / Principal
<p><b>2.5 Health and Safety</b></p> <ul style="list-style-type: none"> <li>● No updates</li> </ul>	Dwayne
<p><b>2.6 Board Assurances and Policy Reviews - <a href="#">School Docs Link</a> (complete for Term 1)</b></p> <ul style="list-style-type: none"> <li>● Board Assurances Term 1 2023 <ul style="list-style-type: none"> <li>○ School Planning and Reporting - progressing; due to MOE 01/03/2023</li> <li>○ Equal Employment Opportunities - every effort is made for diversity being balanced with applicants and best person for the position</li> <li>○ Healthcare - thorough first aid procedures in place</li> <li>○ Safety for Students on Work Experience - <i>not applicable</i></li> <li>○ Boarding House Policies - <i>not applicable</i></li> </ul> </li> <li>● Policy Reviews Term 1 2023 <ul style="list-style-type: none"> <li>○ Katrina advised the process for feedback on School Docs was more streamlined than last year</li> <li>○ Student Attendance</li> <li>○ Enrolment - update policy to remove Megan and insert Office Manager</li> <li>○ Privacy (Board) - Fiona Schwarz is our Safety Officer for 2023</li> <li>○ Official Information Requests (Board) - check whether Board Meeting Agendas need to be published on the website</li> <li>○ Uniform / Dress Code - some discussion around the new uniform and trouser fabric; Board advised school is aware; Stu queried whether we cover gender and religious diversity and Shirley advised we do</li> <li>○ Boarding House Policies - <i>not applicable</i></li> </ul> </li> </ul> <p><b>Board Documentation</b></p> <ul style="list-style-type: none"> <li>● Board Work Plan - to be updated for 2023 <ul style="list-style-type: none"> <li>○ Shirley and Katrina to meet and review</li> </ul> </li> </ul>	Principal

### 3.0 STRATEGIC DISCUSSIONS / DECISIONS

<p><b>3.1 DRAFT Strategic Plan</b></p> <ul style="list-style-type: none"> <li>● Planning for three years; very difficult to plan for the third year as that will be determined by what is achieved in the first two years</li> <li>● Discussion around a new top playground not being on the plan; if we want to proceed with that it will have to be funded by the school via fundraising and grants; at the moment there are no plans for a playground until the building is complete</li> <li>● Goal 1 - Te tiriti o Waitangi and Successful Newlands Citizens <ul style="list-style-type: none"> <li>○ Shirley will take the lead when Sally Frisby leaves, however there could be interest from another teacher</li> </ul> </li> <li>● Goal 2 - Maths and Local Curriculum <ul style="list-style-type: none"> <li>○ As part of the major review of teaching and learning of Mathematics Prime and Mathletics will also be reviewed</li> </ul> </li> <li>● Goal 3 - Sharing Learning (Educa) and Growing Learning</li> </ul>	Principal
<p><b>3.2 Community Consultation Plan 2023 - strategy, goals and priorities</b></p> <ul style="list-style-type: none"> <li>● BoT Community Consultation Plan 2021 - not fully enacted due to COVID <ul style="list-style-type: none"> <li>○ Require community meeting with a facilitator for a couple of hours while child care is provided; or an event like Matariki where we have different stations</li> <li>○ This discussion will be included as part of the extraordinary meeting</li> <li>○ Wait until we get guidance from MOE before progressing; this should be around May</li> </ul> </li> </ul>	Principal

### 4.0 GENERAL

<p><b>4.1 Union Meeting - email from NZEI re Paid Union Meetings, decision re closing the school for teachers to attend</b></p> <ul style="list-style-type: none"> <li>● Shirley asked for Board support to close the school early so all teaching staff could attend the paid union meeting together; this is less disruptive than having three afternoons of learning affected; also meetings are scheduled to run in our EOTC week which could result in some of those plans needing to be reviewed</li> <li>● Teachers collective turned down the first offer and are now on round 2</li> <li>● The Board agreed for school to be closed at 1:00pm on Wednesday 01 March, with some urgency on advising the school community</li> </ul>	Presiding Member
<p><b>4.2 Board to put on a morning tea for staff; Board members supply a plate of food that they drop off before 10:30am; Nicola to email Katrina with date options, then Katrina to organise with Board</b></p>	Presiding Member
<p><b>4.3 Joint Board Meeting scheduled for Tuesday 28 February, 6:00pm to 7:00pm, at Newlands College staffroom</b></p>	Principal

### 5.0 CORRESPONDENCE

Correspondence Item	Date
<ul style="list-style-type: none"> <li>● Resignation Letter - Sally Frisby (Chamley)</li> </ul>	20/02/2023

### 6.0 MEETING CLOSURE

<p><b>6.1 Communication to Parents for - next newsletter 02 March</b></p> <ul style="list-style-type: none"> <li>● Once individual introductions are complete, we will publish a full list of Board members</li> <li>● Include information on Educa and how much students are enjoying seeing comments from whānau on their learning stories</li> </ul>	Nicola
<p><b>6.2 Action Point Review</b></p> <ul style="list-style-type: none"> <li>● Shirley to advise Fiona that Stu has offered to assist with installation of the mud kitchen</li> <li>● Review uniform policy to update names to positions</li> <li>● Check whether Agenda needs to go on the website</li> <li>● Set up meeting to discuss Board Work Plan updates</li> <li>● Discuss with Roz Te Tiriti o Waitangi review areas for Board Work Plan</li> </ul>	Shirley Shirley/Nicola Nicola Katrina/Shirley Shirley/Roz

<ul style="list-style-type: none"> <li>Nicola to email Katrina with date options for staff morning tea</li> <li>Organise staff morning tea with Board</li> <li>Send invitation to all Board members for Joint Board Meeting</li> </ul>	Nicola Katrina Nicola
<b>6.3 Preparation for next meeting (including identifying Agenda items)</b> <ul style="list-style-type: none"> <li>Board Roles</li> </ul>	Presiding Member
<b>6.4 Confirm date for next meeting (Wednesday 29 March)</b>	Presiding Member
<b>6.5 Complete</b> School Board 2023 Record of Hours	Nicola / All

**School Board Meeting Dates 2023 (Weeks 4 and 9 of each term - *Week 8 Term 4*)**

- 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**