

SCHOOL BOARD MEETING MINUTES
Wednesday 05 April (moved from 29 March) 2023

1.0 ADMINISTRATION

1.1 Attended - Shirley Porteous, Katrina Bootsma, Stuart Cross, Seth Fischer, Raji Ragini, Dwayne Venn, Roz Whitley, Ruby Braam, Nicola Adams (Secretary)	
1.2 Apologies - Nil	
1.3 Visitors - Amanda Prowse (for Section 2.1)	
1.4 Confirmation of previous Minutes - 22 February 2023 (action points for review below)	
Action Points from 22 February 2023 Meeting	Outcome
<ul style="list-style-type: none"> ● Review uniform policy to update names to positions (Shirley/Nicola) 	DONE
<ul style="list-style-type: none"> ● Check whether Agenda needs to go on the website (Nicola) <ul style="list-style-type: none"> ○ It doesn't - copies need to be available, and there are always extra copies brought to the meeting in case visitors attend 	DONE
<ul style="list-style-type: none"> ● Set up meeting to discuss Board Work Plan updates (Katrina/Shirley) 	DONE
<ul style="list-style-type: none"> ● Discuss with Roz Te Tiriti o Waitangi review areas for Board Work Plan (Shirley/Roz) - clarify wording 	Discussions started
<ul style="list-style-type: none"> ● Nicola to email Katrina with date options for staff morning tea 	DONE
<ul style="list-style-type: none"> ● Organise staff morning tea with Board (Katrina) 	DONE
<ul style="list-style-type: none"> ● Send invitation to all Board members for Joint Board Meeting (Nicola) 	DONE
<p>Motion: Moved by Raji that the Minutes from the last meeting be accepted as a true and accurate record Seconded: Seth Motion carried</p>	
1.5 Declaration of Interests <ul style="list-style-type: none"> ● Nothing to declare 	Presiding Member
1.6 For Board Review: <ul style="list-style-type: none"> ● Code of Conduct - signed ● Conflict of Interest - signed ● Schedule of Delegations - not signed <ul style="list-style-type: none"> ○ Discussion around delegations re Principal's appointment of permanent staff - update in both Board and Principal delegations to make 'in excess' clearer ● Delegations (purchase levels) - signed <ul style="list-style-type: none"> ○ Discussion around spending level; agreed to keep at \$5,000 as comparable with other primary schools ● Board Training and development - opportunities ahead including NZSTA conference 	Presiding Member

<ul style="list-style-type: none"> ○ NZSTA Conference in Rotorua 21-23 July; Katrina thinking of going, Dwayne also interested ○ NZSTA also has online modules; 1 hour each; sign up independently ○ Everyone enjoyed the joint Board meeting; following on from this Katrina will now be having regular catch ups with the NIS Presiding Member Rachel Ikurere ● Board Communications <ul style="list-style-type: none"> ○ Thanks for contributing to the staff morning tea which was greatly appreciated and enjoyed by all staff ○ Katrina asked who is getting the NZSTA emails; some are, some aren't; she will continue to forward them to the Board as she receives them ○ WhatsApp to be used for low key communications eg running late; email to be used for key issues (eg strike) with a WhatsApp post to advise everyone to check their email ○ Everyone agreed that Shirley has full Board support to close the school where necessary for strike action; Shirley said she will continue to request sign off to ensure we follow correct process ○ Board Roles - Katrina advised Stu is working in the finance space with monthly meetings to discuss the accounts; she thanked Dwayne for continuing his property oversight role; Roz is working on Māori success and achievement, as well as guidance around Te Tiriti; she asked Raji and Seth to consider whether they are interested in looking at policy on behalf of the Board - both expressed interest 	
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2.0 MONITORING

<p>2.1 Acceptance of Principal's Report - Principals Report</p> <ul style="list-style-type: none"> ● Taken as read ● Katrina thanked all staff for the success of EOTC week for students ● Shirley advised it has been a busy term; feeling more 'normal' like school in the pre-Covid days ● ORS (ongoing resource support - follows a child through their whole school life); Shirley explained how ORS funding works, and the impact this has on staffing ● Shirley is confident we will reach 300 students by 01 July 2023 ● Achievement Report - Mathematics (Amanda Prowse joined the meeting to present) <ul style="list-style-type: none"> ○ Taken as read ○ The Board asked a range of questions noting that overall the results are positive; Amanda advised that focus remains on supporting students who are underachieving, particularly Māori and Pacific students ○ Shirley advised exciting PD is happening this year to continue growing achievement in mathematics ● Principal Performance Agreement 2023 ● Principal Professional Growth (PGC) Cycle <ul style="list-style-type: none"> ○ Has been outsourced for many years; now favouring Teachers Council Principal PGC model (including professional learning groups) ie working with other principals and reporting back to the Presiding Member (Katrina); Presiding Member will update the Board on progress ○ Last year Shirley trialled this model with her as mentor for Angela Lowe (NIS Principal); this year Shirley will trial being mentored ○ Goal setting with Angela has been completed; PLG Group - Wahine Toa members - meet once a term <p>Resolution: The Board is happy for the Principal and Presiding Member to progress with the Principal PGC model.</p> <p>Moved: Ruby</p> <p>Seconded: Roz</p> <p>Motion carried</p> <ul style="list-style-type: none"> ● NZEI teacher and principal collectives update - verbal update <ul style="list-style-type: none"> ○ Nothing has been brought back to the table by NZEI ○ Current ballot for Principals about disengagement with MOE ○ Current ballot on preferred action for teachers 	Principal
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<p>Motion: Moved by Roz that Principal's Report be accepted Seconded: Seth Motion carried</p>	
<p>2.2 Personnel</p> <ul style="list-style-type: none"> ● Roll growth teacher appointment and implications for Term 3/4 <ul style="list-style-type: none"> ○ Opening New Entrant class (Horopito) in Term 2; Emma Johnson has been appointed fixed-term full-time teacher for this role ○ Next class to open will be Puriri with Fiona Schwarz; probably in Term 3 ○ Kanuka available should we need another classroom beyond this; this has not been budgeted for, but could re-evaluate in the mid-year budget review 	<p>Presiding Member Principal</p>
<p>2.3 Finance</p> <ul style="list-style-type: none"> ● Banked Staffing Report - 21 March 2023 (pay period 26) <ul style="list-style-type: none"> ○ Looking good; have taken on new teacher, but Sally Frisby is leaving end of May ○ As at yesterday we were in credit \$16,000 - most of that will be paid out in cash now ● Financial Management Report for January 2023 and February 2023 <ul style="list-style-type: none"> ○ Shirley and Stu discussed with Rachel - notable mentions are: <ul style="list-style-type: none"> ■ Cleaning materials at 48% YTD - some is buying early in bulk; some is price increases ■ Photocopy budget at 122.5% YTD ■ Repairs and maintenance is at 50.3% YTD ■ Cleaner cost is lower than expected, but that's due to the top block not being cleaned during Term 1, this will now increase ○ Donations are at 35% paid YTD, 3% part-paid; last year 47% was paid for the whole year; the Board are interested in seeing trends for payment over the last 3-4 years; Stu to arrange with Rachel ○ Stu did fraud checks with Rachel and is happy with current processes <p>Resolution: To apply for a grant from the Trust Community Foundation for refurbishment of the hall including flooring, windows, painting, and chairs (does not include heating) Moved: Stu Seconded: Raji Motion carried</p>	<p>Stu/Shirley</p>
<p>2.4 Property</p> <ul style="list-style-type: none"> ● Property Monitoring 2023 <ul style="list-style-type: none"> ○ Project 3 (senior class part refurb) - complete; only a few small things remaining; looks good - happy with sound quality, lights, and ventilation ○ Project 4 (turf) - returning Thursday; Shirley extremely grateful to Dwayne for his work on this ○ Project 6 (admin block weather tightness) - another report to be drafted; hoping Term 3; MOE funding should not be affected by recent floods ● 10 year Painting Plan <ul style="list-style-type: none"> ○ Plan in place; we budget for ongoing painting maintenance ○ Plan commences in 2024 for exterior painting ○ We aren't committed to do the work - this is just a recommendation and we can pick and choose which jobs we want to complete ○ The Board approved the Painting Plan as presented 	<p>Dwayne / Principal</p>
<p>2.5 Health and Safety</p> <ul style="list-style-type: none"> ● Nothing to report 	<p>Principal</p>
<p>2.6 Board Assurances and Policy Reviews - School Docs Link</p> <ul style="list-style-type: none"> ● School Docs requested Physical Restraint policies (Minimising Physical Restraint, Reducing Student Distress, Acceptable Physical Contact) be shared with the Board, and that we minute we will comply with the requirements set out in the Education and Training Act <ul style="list-style-type: none"> ○ All teaching staff need to do a module by early-May; starting work on this will be included in the Staff Only Day 	<p>Presiding Member Presiding Member</p>

<ul style="list-style-type: none"> ○ Shirley assured the Board we have this under control and that we will comply with requirements ● Completed for Term 1 2023 ● Board Documentation <ul style="list-style-type: none"> ○ Board Work Plan - further updated <ul style="list-style-type: none"> ■ Minor tweaks have been done; more work to do (Shirley/Roz) 	Principal
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3.0 STRATEGIC DISCUSSIONS / DECISIONS

<p>3.1 Māori Success as Māori Plan 2023</p> <ul style="list-style-type: none"> ● Based on all the requirements we have as a kura ● Kaupapa māori acknowledges things we do takes time; ensuring we have the right conversations at the right time with iwi, whānau; connecting with the right people to ensure we see through the correct lens as genuine and authentic 'recognising the past to move forward' ● Telling Your Story project - connecting with whānau; local story; to discuss with Lena (DP NIS) in her role as a marae leader and see who she recommends we speak to ● With Sally Frisby leaving we are yet to decide who will take over leadership with our culturally responsive practices mahi, in the first instance it will be Shirley 	Shirley/Roz
<p>3.2 Out of Zone enrolments 2024</p> <ul style="list-style-type: none"> ● Numbers need to be decided in advance as applications for Term 4 2023 close Friday 30 June ● We currently accept up to 10 out of zone students per term <ul style="list-style-type: none"> ○ We receiving funding for out of zone students, but not as much as we do for in zone students; the lower amount is because they are not funded for 'property' <p>Resolution: We will continue to accept up to 10 out of zone students per term Moved: Katrina Seconded: Seth Motion carried</p>	Presiding Member
<p>3.3 Draft Planning and Reporting - confirm next steps</p> <ul style="list-style-type: none"> ● Planning meeting to be arranged, separate to Board meeting ● Thursday 04 May; 6:00pm to 8:00pm; meeting invitation to be sent ● Information for Whānau and Communities <ul style="list-style-type: none"> ○ NPS has been working on these things with hui's etc; now to build on what we have already done ● Toolkit for Boards and Principals 	Presiding Member Principal

4.0 GENERAL

<p>4.1 sKids - discuss current inclusion of students up to Year 8</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Moved: Katrina Seconded: Seth Motion carried</p>	Principal
<p>4.1 Change Meeting Date - Wednesday 06 September (proposed change from 13 September)</p> <ul style="list-style-type: none"> ● Agreed - Nicola to send out meeting update 	
<p>4.2 Karakia - we started and ended the meeting with a karakia and we will now continue this practice at every meeting</p>	

5.0 CORRESPONDENCE

Correspondence Item	Date
<ul style="list-style-type: none">Email from NZSTA re Call for Remits to the NZSTA AGM (Katrina)	15/03/23
<ul style="list-style-type: none">Email from Electoral Commission re using school as voting site<ul style="list-style-type: none">Yes to allowing them to use the site for voting	21/03/23

6.0 MEETING CLOSURE

6.1 Communication to Parents for - Newsletter Thursday 27 April (first newsletter Term 2) <ul style="list-style-type: none">Planning and reporting - to come from Katrina	Katrina/Nicola
6.2 Action Point Review <ul style="list-style-type: none">Update the Board Work PlanDraft donation letter for next meetingGet trends for donation payments over last 3-4 yearsSend out meeting invitation for 04 May 2023 planning meetingLetter to be sent to sKidsUpdate meeting invite from 13 September to 06 SeptemberUpdate Agenda to include karakia beginning and end	Presiding Member Shirley / Katrina Stu Stu Nicola Shirley Nicola Nicola
6.3 Preparation for next meeting (including identifying Agenda items) <ul style="list-style-type: none">Sign update Delegations documentDiscuss donation letter written by Stu	Presiding Member
6.4 Confirm date for next meeting (Wednesday 17 May)	Presiding Member
6.5 Complete 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 17 May
- Wednesday 21 June
- Wednesday 09 August
- Wednesday 06 September (changed from 13 September)
- Wednesday 01 November
- Wednesday 29 November

Meeting Closed: 8:20pm

(at 8:00pm the Board agreed to carry on)