



Hi everyone

Welcome to the first Board News of 2016.

For those of you who are new to Ngaio, the Board of Trustees governs the school. We meet in the staff room about once every 6 weeks, and you are welcome to attend any of our meetings. The Board is made up of 5 parent representative Trustees, one teacher representative Trustee (Wendy Roach) and the Principal. Helen Shields from the Office comes as a secretary. We publish a newsletter about once a term to keep you informed of the work we are doing on your behalf.

This newsletter focuses on:

- Donation request
- Property update
- Health and Safety changes
- Upcoming Board elections

Donation request

You should have now received this year's donation request from the school. The school receives some operational grants from the Ministry, but the family donations are a key part of our annual operating budget. Over 20% of our income comes from these donations and fundraising activities. Our total budgeted income for the 2015 year was \$800,108, and last year we received \$85,872.50 from donation requests. This was broken down as follows:

- 74% of families with 1 child paid the donation request;
- 75% of families with 2 children paid the donation request; and
- the prize goes to families with three or more children of which 92% paid.

We hope that this year all families contribute to this donation request. A 33% tax credit is able to be claimed on this donation, so if you pay the donation before 31 March you will be able to claim the tax credit promptly.

On the fundraising side, thanks to the PTA and everyone for all the effort going into the Gala this weekend. We're sure it will be an amazing day.

Property update

As you know, we are getting more new classrooms! The first step is demolition of the classrooms in the lower block. You will have seen that the demolition didn't occur over the summer holidays as hoped. The Ministry's tender and contracting process took longer than expected. However, a company called Ground Force has now been appointed to perform the demolition and works are starting today (7 March). It is hoped that demolition will be complete by the start of term 2.

Everyone involved has put a lot of effort into planning the demolition to cause as little inconvenience as possible to students, staff, school operations and neighbours. To help everything run smoothly please:

- Encourage your children to walk or scooter to school as much as possible from today until the end of term 1. Traffic congestion and parking on Abbott Street and Colway St is bad at the best of times, but the addition of contractor vehicles and trucks removing demolished materials will add extra pressures.
- The school will use its regular communication channels to advise of any significant works.
- Health and safety is a key focus throughout. As always, please email info@ngaio.school.nz if you see anything around the school or site which is a concern.

Architects (Design Group Stapleton Elliott) have now been appointed to design the new classrooms. We worked with these architects on the construction of rooms 5-12 and are hoping that many aspects of that design can be incorporated into the lower block. The new block will of course be different (e.g. fewer classrooms, toilets included etc). At the moment, the Ministry has only confirmed funding for an additional 5 new classrooms. However, the school believes that additional classrooms are needed and we are advocating for at least 6 classrooms.

Once designs are complete, there will be consents to obtain, a process to engage a building contractor etc. At this point, the school is hopeful that construction will commence in about October and be completed by the end of February 2017.

In addition to this main project, there are some smaller projects being progressed over the next few months too. For example, matting outside rooms 14 and 15, building a play bank and improving access to McLeod.

Health and Safety

Ngaio school works hard to provide a happy and safe environment for all of our students, staff and all others involved with the school. It's clear to us that to manage health and safety risks the school needs to engage with all involved.

We've been considering our engagement processes, partly in preparation for the commencement of the Health and Safety at Work Act which comes into force early April. The school has for some time had a health and safety committee, and we have decided to re-scope that committee to also include a parent representative. Please email me (lucy@elwoodlaw.co.nz) if you would be interested in working on this committee, particularly if you have experience working with health and safety documentation (e.g. hazard registers etc).

Trustee elections

The term of the current Board (apart from the Principal) ends this June. In May you will have a chance to nominate yourself for appointment as a Trustee for the next 3 year term (June 2016 to June 2019). We will need new Trustees, especially since a few of our Trustees will not be standing for re-election. Our next Board meetings are scheduled for the evenings of 31 March and 12 May. I encourage anyone considering standing for election to either come to one of those meetings or get in touch. I'd be very happy to talk through what's involved.



Lucy Elwood, Chairperson
 Email: lucy@elwoodlaw.co.nz Phone: 021 252 5879

on behalf of all of your Ngaio school Trustees - Matt Allen, Julie Cederman, Scott Cursons, Lucy Elwood, Liz Millar, Wendy Roach and Robert Stewart