

Ngaio School
Minutes of Board of Trustees Meeting
Held Thursday 16th April 2020
7:00pm
Via Google Meet

Present: Estelle Jaine (Chair), Raewyn Watson (Principal), Christian Hawkesby, Clinton Geeves, Mark Palmer, Sarah Sims, Sarah Smart (Staff Rep), Helen Shields (Secretary)

1. Karakia:

Tuia ki runga,
Tuia ki raro
Tuia ki roto,
Tuia ki waho
Ka rongo te ao, Ka rongo te pō
Haumi e, Hui e
Taiki e.

2. Welcome and Apologies:

- Estelle welcomed everyone to this extraordinary meeting of the Board via Google meet.

3. Conflicts of Interest declarations:

- Nothing new to note.

4. Principal's Report / Achievement Data:

- Previous to the meeting Raewyn invited emailed questions in order to have some lead time to address the answers.
- Raewyn spoke to her Principal's report, 2020 data reports and to the "Overall School Data 2019 Report to Board of Trustees".
- A comprehensive list of questions around the 2019 data and 2020 data reports was discussed. Comprehensive answers were provided by Raewyn and these were thoroughly discussed by the Board.
 - **Conflict of Interest declared by Sarah Sims:** Sarah has a child in the year 4 cohort. Sarah highlighted the number of different teachers her child has had since beginning school.
 - The number of teachers, and the fact that this would have had some impact, was acknowledged by Raewyn.
 - Raewyn is confident the year 4 cohort teaching team is strong this year and there is a strong awareness of the needs of this year group.
 - More moderation and investigation will take place.
 - All areas of concern in last year's report and in the 2020 reports are being addressed and senior leaders are honing in on what is needed to get better results.
 - Raewyn was appreciative of the questions and acknowledged that having them makes for robust analysis. She has emailed the answers to Board members.
 - Raewyn asked that Board members file the report that has been emailed this evening due to some changes, replaced graphs, more detail.
 - It was noted that amongst other interventions, speech language assistance is now being sought as required and is therefore starting earlier now. It is believed this will have a positive impact on learning for some children.
- Clinton suggested that in trying to understand all the different assessment tools, i.e. what are the issues that trustees need to be concerned about; what should we be looking at; what are the key issues, it would be useful to have a one page summary of the tools and what they tell us.

- Do we need to think about how achievement data is reported to the Board - perhaps a dashboard report, a summary using a traffic light system? A summary of what the focus is would streamline reporting and focus discussion at each Board meeting. Need to decide what is practical though - combine with the meeting planner for action focus which matches with the strategic plan. Further discussion required.
- It was agreed that, as a stepping stone for moving forward, Raewyn and Estelle would meet with Jacqui Clayton to discuss reporting.

5. COVID-19 update

- The recent announcement from the Prime Minister has caused some confusion around what level 3 means for re-opening the school but it seems the emphasis is on continuing to work from home if you can. The school will be open for children who can't learn at home.
- Today's update from the Ministry was short as there is still much detail to be settled on. An announcement will be made by the Prime Minister on Monday 20th April but at this point it is likely the school can be accessed by our cleaning company, Crest Commercial Cleaning, next Thursday and Friday to undertake the end of term clean. Monday 27th April is Anzac Day (observed), Tuesday will be a teacher only day and children who need to can return to site on Wednesday 29th April.
- Raewyn will contact Peter (caretaker) regarding outdoor work and check in with Desmond (cleaner).
- Communication to the community - Raewyn and Estelle will draft an initial advice to parents. More substantive information will be provided as detail is settled.
- The Staff have been meeting via Google meet and have talked through several scenarios. The Board acknowledged the need to look after teachers and minimise stress as much as possible. Estelle will draft a letter of thanks to all staff.
- Asked about her stress levels and how she was coping, Raewyn said she was OK but tired.
- On behalf of the staff Sarah Smart acknowledged the phenomenal amount of work Raewyn has put in, and her leadership, particularly as the goal posts keep shifting.
- The Ministry of Education has provided no further information about ongoing cleaning protocols.
- Support staff - teachers will consider teacher aide roles next week. Raewyn to check in with teacher aides.
- NOSCART - mindful that expenses are being incurred as the assistants are being paid through (except for the school holidays when they would not be working). The Board agreed to consider NOSCART staffing in due course.
- Relievers have been paid an emergency payment which has been automatically calculated by Education Payroll.
- Christian suggested it was important to keep good connections with other principals and Board Chairs in our cluster to maintain a line of sight about their processes. Raewyn agreed saying the sharing of ideas and support received has been incredible. The Board Chair cluster meeting was due the day of lockdown.

6. PTA Update - AGM was held online at the beginning of April.

- During the meeting on 4th March the clothing swap sale fundraiser was discussed.
- Having class monitors for sports equipment was discussed.
- PTA is interested to fund play equipment for use during lunch breaks and are keen to see older children playing on the field.
- PTA are able to assist with the clean out of the sports shed.
- Discussion around the proposed bike track - still a high level of interest in this initiative.
- Friendship seat has been finished - Jessie cut the ribbon to open it.
- Landscaping around the old arb area - discussion.
- Wine Fundraiser - \$3.5K raised. PTA keen to repeat.

- Board approved raffle - will do that at a later date.
- School Values discussion - Raewyn thanked the PTA for their feedback.
- The President's Report noted that focussing on a large fundraising project e.g. a hall, would improve community involvement going forward.

7. **Property:** Mark spoke to his Property Report

- TigerTurf Ltd have been asked to reconsider the quote they provided for the Astroturf replacement to make sure the work proposed is the same as Mexted's quote.
- Retaining wall - ENGEO (geotechnical engineers) have mapped the retaining wall and delivered information to the design team. Will go out to tender once design is finalised. OCTA suggested the cost could be \$75K based on a previous quote received by the school.
- The steps between Rooms 15 and 16 could be widened whilst the retaining wall work is carried out.
- McLeod Hall work - tender information currently on the GETS (government tender) website.
- Broken concrete drain - will be paid for by the prefab removal contractor.
- LED lights - waiting to hear about the funding application.
- Temperature Solutions met with Raewyn and Mark about installing an HVAC (heating, ventilation and air conditioning) system. A system taking in multiple areas was not suitable but they are coming back with other recommendations, however it was agreed a heat pump from the office will be installed in room 15. Recommendation for the library heating was received.
- Field - weedkill, fertilise and decompact. When we move into alert level 3 this work can go ahead.
- The Regional Manager of Crest Commercial Cleaning has advised they are keen for us to take over the contract for our caretaker, Peter. Exploring this at the moment with a view to Peter setting up his own business. Accounting For Schools has offered to assist with the business set up.

8. **Finance:** Finalised budget for 2020

- Budgeting for a \$29K deficit.
- Expense for Programmed (painting) has been taken out. Previously Programmed has undertaken an annual building wash down. Peter can do this work now and replace any rotten boards as they appear.
- Operational funding is slightly down. Carefully monitor any deficits going forward. The March report has just been received - Clinton will analyse and circulate his commentary.
- Raewyn will check with Accounting for Schools that the report format will change from monthly budget reporting.
- Family Donations are likely to be down but it was decided not to send a reminder until we are at alert level 2.
- Clinton made comments about the budget and will share this with the board.

9. **Policies**

- Health consultation - to be rolled over
- The Health & Safety Policy should be reviewed before school opens again.

10. **Health & Safety**

- Undertake a careful review of the site before school reopens post alert level 4.
- Shade Sail - check condition. The sail was ripped and was due for removal for assessment at the end of term 1.

11. **Meeting Review**

- Pool has been emptied, locked and chained.
- Robovac - PTA are still considering this purchase.
- No information yet on whether the dates for term 3 and 4 will be changed.

12. Admin

Minutes of 26th February Meeting

- Matters Arising:
 - changes suggested by Sarah Sims as follows:
 1. Attendance -
Record Sarah Sims as present at the meeting (not Sarah Smart);
 2. Principal's report -
Add in here that the report on "Overall School Data 2019" was given to the Trustees at the meeting;
Could you please move point 2 under the assessment schedule -
 - *Discussion over the timeliness of the reports given to Trustees for reading before meetings with a suggestion to Raewyn that syndicate leaders and deputy principals take their share of the load.*
to under the Principal's report heading, and could you please also add in that Raewyn indicated she would undertake, whenever possible, to have the reports (which need to be discussed at the meeting) to the Trustees on the Friday before the meeting, so that the Trustees had enough time to read and provide constructive feedback on them before the meeting.

With these amendments the minutes were approved as a true and accurate record.

Sarah Sims/Estelle Jaine

- Correspondence:
 - Received advice that Board minutes are not up to date on the website.
 - Received from a parent - message of thanks to the Board and school staff.

- Minutes of COVID-19 Meeting 19th March 2020:

The minutes were approved as a true and accurate record.

Estelle Jaine/Raewyn Watson

- Further Comment: Christian suggested that Raewyn and Estelle work with staff on a plan for how the school would operate after alert level 4 is lifted. Estelle and Raewyn will update trustees on this work.

Further Business:

- Wendy Holbrooke (permanent employee) is currently on leave and is working in Hong Kong. Raewyn will connect with Wendy about the timing for her return which is scheduled for July/early August and also whether there is a need for her to go into isolation for 2 weeks upon her return. There may be financial implications for the school.

13. Meeting Closure: 9:30pm. Next Meetings 21st May, 25th June

Action Points

Raewyn + SLT	Additional moderation/investigation of data
Raewyn + Estelle	Consider how data is reported to the Board. Meet with Jacqui Clayton
Raewyn + Estelle	Comms to parent community
Estelle	Letter to staff
Raewyn	Check in with teacher aides

Raewyn	Monthly financial report format - check with AFS
Clinton	Comment on March Financials
Clinton	Share budget and comments
Estelle	Review Health Policy prior to reopening
Helen	Follow up re: shade sail damage
Estelle	Connect with Northern Cluster Board Chairs re COVID-19 issues