

Ngaio School
Meeting of Board of Trustees
20 August 2020, 7:00pm
Staffroom

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

Visitors: Jacqui Clayton, Kirsten Reid, Sarah Simpson, James McMullan, Michelle Pontifex, Bronwyn O'Halloran, Karen Doogan

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.

Welcome and Apologies: The meeting opened at 7:03pm with a welcome from Estelle. There were no apologies.

Conflicts of Interest: None to declare.

Minutes of Meeting held 25th June 2020 were approved as a true and accurate record.

Achievement Data

Reports Discussion

Discussion introduced by Raewyn.

- Acknowledgement that some children did a lot of at home learning during lockdown while others did no learning at all.
- Post lock down the e-asTTle writing test was administered and after 6 weeks the OTJs were made.
- Michelle explained e-asTTle and how the writing test works.

Syndicate leaders introduced impact reports: WRITING

- Karen Doogan - Kowhai report.
- Bronwyn O'Halloran - Pohutukawa report.
- Sarah Smart - Kakapo Year 3 report.
- Michelle Pontifex - Kakapo Year 4 report.
- Sarah Simpson - Tui Year 5 report.
- James McMullan - Tui Year 6 report.
- Teachers assured the Board that “kids making undefinable progress at mid year” will be picked up if still making “undefinable progress” at the end of the year in the various curriculum areas.
- Discussion about how many other schools were doing e-asTTle to make up national mean which Ngaio data is being compared against, and also whether our data could be compared against other decile 10 schools. To be looked into by teachers to see if possible?
- Estelle invited the syndicate leaders to be in touch with Jessie (PTA Chair) with their *wish list* for enhancing the children's learning experience - ? options for outdoor and indoor resources. Sarah Simpson will discuss this with the staff.

Student Wellbeing

Kirsten Reid (wellbeing programmes)

- More complex wellbeing issues are arising and Kirsten would like to offer a school-wide targeted teaching skills-based programme to build on skills that already exist when dealing with resilience and anxiety. Two programme options available to consider and have been looked at by the BOT.
- Kirsten will reach out to two Ngaio School parents who are child psychologists for advice and assistance in finding the right programme.

Actions:

- Complete the student and staff wellbeing surveys.
- Health community consultation - re-send to the community.
- Bring all information together at the next BOT meeting with advice from two parents (psychologists).

Principal's Report - Taken as Read

- Wellbeing survey is ready to go out to all staff and students.
- Tawake is Alwyn's replacement and has agreed to a five week trial as he is more used to working at secondary school level. Raewyn is also following up on a Te Reo teacher who is interested in working at Ngaio School.
- Two year 5 teachers (Hayden & Chiara) are visiting Island Bay School next week. Island Bay School is the go to school for collaborative teaching and agency.
- Teacher accord day next Friday, 28th August with the focus being first aid. The course will be facilitated by Lifecare Consultants Ltd. Three teachers will work offsite on a leadership course.
- A Term's notice to parents is required for a teacher accord day, therefore there will be no extra holiday attached to Labour Weekend this year.
- Term dates for 2021: 4th Feb - 16th December - approved by the Board

Actions:

- Wellbeing Survey to go out
- Te Reo teacher
- Email 2021 teacher only day ideas to Raewyn

Finance

- Clinton spoke to his summary
- Raewyn will follow up the payment of 5YA project funds with the Ministry.
- Helen to follow up the budget line for BOT expenses.

Actions:

- 5YA project funds
- BOT expenses budget line

Property:

- Four tenders were received to replace the retaining wall and widen the stone steps. Final decision to be made next week.
- Estimated cost to be \$100K.
- Picnic tables, provided by the PTA and located outside Tui, will be very useful and are much appreciated.
- Soccer goals have been installed. These were provided by the PTA and are also greatly appreciated.
- Raewyn and Mark will liaise about the Masterplan working group.
- Clinton will check that the external funding is still available and if so will work through the bike track project. Community to be surveyed prior to making the final decision.
- Mark will forward to Clinton the bike track information he received from a parent.

Annual Plan Update: No discussion.

Health & Safety:

- Camp RAMS have been updated. Final decision on whether camp will go ahead will be made following the alert level announcement tomorrow. Our numbers are still OK under level 2 restrictions.
- Forest Lakes have also updated their RAMS.
- Any questions - email Raewyn or James.

Policies:

- Abby and Sarah Simpson are working on the device policy. They are reviewing Thorndon School's policy as part of this process. Following this process the need for devices will be revisited.
- Device policy & Delegations update plus Dogs at school policy - to be discussed over email.
- Use of School Buildings - with guidance from the Ministry of Education Sarah Sims will draft a policy using School Docs.

Actions:

- Raewyn to complete School Docs questionnaire so it can be accessed; Raewyn to have completed device policy at next meeting.

Acknowledgments:

- Meeting with Board, Syndicate Leaders, SLT and Sarah Campbell (NZSTA) held on July 23rd - team discussion regarding Achievement Data reporting at Ngaio School.
- Achievement data meeting summary will be included in the next issue of *On Board*.

Other Business:

- The deposit for the website contract has been paid.

In Committee:

Into: 10:00pm, out 10:03pm

Into: 10:22pm, out 10:26pm

Into: 10:40pm, out 10:57pm

Admin:

Inwards / Outwards correspondence: circulated as necessary by email.

- Recorder lessons correspondence to Estelle. Raewyn agreed that music and recorder was important however currently the provision of lessons does not work outside of class time and teachers are not keen to run them during class time. See Strategic Plan for Music link. She undertook to look into the situation and report back to the Board with a solution. Further discussion at the September meeting.
- Response to parent re mould and damp testing in room 20.
- Exit letters to two families. Main issues included lack of clear GATE programme, Tui furniture, potential for smaller teaching groups in year 3.

Confirm next meeting: 24 September 2020, 7:00pm

Meeting Review:

Review actions list - all

Meeting Closure: Meeting closed at 10:58pm

Action Point Summary

Raewyn	Student and staff wellbeing surveys
Helen	Resend Health Community Consultation
Sarah Simpson	PTA <i>WishList</i> - talk to staff
Kirsten	Wellbeing Programme
Raewyn	Te Reo teacher follow up
All	2021 teacher only day dates
Raewyn	5YA project funds
Helen	Board of Trustees expenses budget line
Raewyn/Mark	Masterplan working group
Mark	Bike track information to Clinton
All - discussion by email	Policies: Devices, Dogs at School. Delegations
Sarah Sims	Use of School Buildings Policy
Estelle	<i>On Board</i>
Clinton	Bike Track follow up
Clinton	Attend next PTA meeting
Raewyn	School Docs questionnaire
Raewyn	Device Policy
Raewyn	Music/recorder report back