

**Minutes of Ngaio School Board of Trustees Meeting
Held Thursday 24 October 2019
7:00pm, Staffroom**

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

Visitors: Paul Mcardle - Bike On NZ Charitable Trust - Bikes in Schools Programme

The meeting opened at: 7:04pm

Clinton joined the meeting at 7:20pm. Sarah Sims left the meeting at 9.30pm.

1. **Welcome and Apologies and Karakia:** Tuia te Here Tangata
2. **Conflicts of Interest declarations:** As usual

Presentation: Paul Mcardle

- Paul introduced the Wellington City Council Bikes in Schools Project (giving every child regular and equal access to bikes). The project includes the design and build of a bike track on school grounds. Benefits - fitness and health, hand eye coordination, increased resilience.
- The Pedal Ready Programme (provided at school over recent years) is part of the Bikes in Schools Project.
- Miramar Central, Raroa Intermediate and West Park School have bike tracks.
- Tracks, bikes and helmets are provided plus a container for storage. All training is provided for free. Each school manages their own site and uses the equipment as they see fit.
- Schools need to fundraise \$20K which is added to a \$60K Wellington City Council contribution (for a track 2m wide and about 250m long) and a \$20K Transport Agency contribution. Total cost approximately \$100K.
- Boards are strongly advised to put \$4K per year aside for bike maintenance etc.
- The Board is encouraged to talk to other schools using the programme - best way to find out what the costs are.
- Biggest challenge is to maintain the bikes to a good standard.
- Paul provided brochures: Bikes in Schools Evaluation Recommendations for Schools (bikes in schools 101). The evaluation was funded by ACC.
www.bikeready.govt.nz
- The track would take 2m of the field and would come close to the junior playground. In Paul's opinion it was doable and strongly encouraged the Board to to Google Map

the grounds and play around with the design. He reiterated that the Board needs to see the value in the project and be 100% onboard.

- NZTA are producing classroom resources.
- The track can be used as a scooter, walking, biking, running track. Expectation from WCC that the track is open to the community at the weekend - a community asset.
- Schools can use 5YP to assist with funding the track.
- The New Zealand Transport Agency takes into account decile rating but the funding from WCC does not.
- Funding has already been allocated to our school and is up to us whether to accept it or not. NZTA will put us in touch with the track designer /builder.
- Support was expressed by 6 trustees. Raewyn's previous school successfully implemented the programme.
The comment was made that there are bike tracks close by at other schools and we have limited space and can we afford it?
- Christian - next step is to test out some broader buy in - ask teachers and children. The PTA have expressed their support.
- A trustee will be required to take ownership of this project. Clinton suggested the project could be presented along with an overall plan for the school.

3. Principal's Report, including:

- E-asTTle Writing Data Report - Raewyn provided an updated report.
- Year 4 Student Wellbeing Survey Report September 2019. Raewyn will send again the versions for 4, 5 and 6. Email Raewyn with any thoughts. Key thing is what are the top 5 take outs? What are the common themes? What are the thoughts of the year 4, 5 and 6 teachers as well? These answers will give rise to next steps.
- Tui Tour - one parent has been shown through the senior block.
- Peter (caretaker) has undertaken extra hours for work done around the removal of the pre-fabs. Estelle will write a letter of appreciation to Peter for the amazing work he is doing.
- Pre-fabs - grass seed has been sown and the area fenced off.
- Walkway for parents with buggies to come down beside the steps - Peter will be asked to come up with a solution to this problem.
- Ballot - 10 places have been accepted.

- Teachers have been surveyed and asked to give an indication of their class preferences for 2020.
- In 2020 Tui Syndicate will be split into 2 x 2-teacher spaces and 2 x 1-teacher spaces. Da vinci will become a classroom for year 6 and the teacher workroom will become a classroom for year 5.
Double classes would have whānau teachers. Year 3 will comprise 1 x 2-teacher and 1 x 1-teacher class.
- Raewyn and Christian will work on the communication around this set up.

Update on strategic planning for 2020

- Draft strategic plan for 2020-22 Fly to New Heights (replace “our students” with “our learners”).
- Raewyn spoke about her Springboard Trust experience. Next year she will have the opportunity to take part in master classes.
- Estelle attended NZSTA training on effective governance with a focus on consultation. A valuable opportunity to connect with other local trustees.
- Estelle has designed Values Surveys. Staff and Teachers; Whānau and Community; Learners (year 4-6).
Juniors would be part of a focus group. Maybe artwork can be used for the younger children.
- Ideas and comments back to Estelle.
- Draft teacher/classroom allocation for 2020 tabled.
- Karin, (Springboard capacity partner) will continue to assist Raewyn with the 2020 Annual Plan.

Annual Plan 2019 Update - tabled. Illustrates that there is a significant amount going on with the challenge for us being focussed to achieve a specific set of goals, e.g. staff wellbeing, writing etc.

Health Consultation

Every two years the Board is required to consult with the school community on the delivery of the health curriculum. Raewyn has an example of the consultation which will be designed into a Google doc.

Links to further information will be included in the doc.

Comms Review - website

Estelle will touch base with Diana Price - re: progress.

Kahui Ako - Our cluster Principals have been working closely together this year, as have the Board Chairs and Raewyn supports Ngaio School being involved. Staff participation fits with our strategic goal of "Empower our Staff to Succeed".

4. Achievement data

Target student update:

- Report yet to be completed by Kirsten.
- The 6 Year Observation Summary Report for term 3 was provided. Maybe it is time to refresh the model of this report - using numbers instead of percentages and providing it less often so the test group is larger. Useful to have the bullet point analysis - located at the beginning of the report.
- Funding is available for Reading Recovery teacher to take 2 more children.

Writing data report was tabled.

5. Policies

- Discussion about using School Docs as a way of managing policy review throughout the year. The cost would be approximately \$1500 per year.
- It was agreed that personnel from School Docs would be invited to present to the Board.

6. Finance

- Nothing of concern.
- Letter to be written to Education Services Ltd advising their services are no longer required.
- Update on 2020 Budget: to be finalised by February
- Hockey Code - this is an in and out account. Helen to review/reconcile. Camp was overspent this year. Maths licences: expense of \$3,240, income of \$1,628.

7. Property Update

- Four Sycamore trees have recently been removed from the gully (with permission from the school) by next door neighbour Ralph Johns.
- Astro turf - The Board is keen for a grant application to be prepared to raise funds for the replacement of the astro turf.
- 10YPP - Shelley (MOE), Raewyn and Mark will to discuss progress.
- Master Plan - roll over until January. Consult with PTA - they are keen to work on projects to enhance the school environment.

- PTA meeting: Clinton attended.

In Committee: 9:40pm - 10:00pm

8. Health & Safety - nothing to report

- Teacher - sprained ankle today.
- Road Patrol - Sarah Smart is in consultation with Police Constable Tayla.
- Devices - safe use. Sarah Simpson is working on what might need to be put in place for the safe use of devices - where and how to sit etc. Sarah is using information from other schools. Feeding the information back to families through Seesaw.

9. Board Planner: Raewyn and Christian to review.

10. Meeting Review

11. Admin:

Minutes:

Approved as a true and correct record of the previous meeting: CH/SSmart

Matters arising: Estelle will invite PTA to fund a Robovac for the pool.

Inwards/outwards correspondence: various email communication

12. Meeting closure:10:10pm

13. Next Meeting: 27th November - afternoon tea/drinks for staff followed by final board meeting of the year beginning at 5:00pm

Action Points

Raewyn	Bike Track - seek feedback
Estelle	Letter to Peter Tana
Estelle	Diana Price - Comms Review, Website
Estelle	Values Survey
Raewyn / Helen	Progress Google Docs
Raewyn	Write to Education Services
Raewyn	Health Consultation
Mark	Astro Turf
Helen	Hockey / Miniball code reconciliation

