

Minutes of Ngaio School Board of Trustees
Meeting held Tuesday 25 February 2019
7:00pm, Staffroom

Present: Christian Hawkesby (Chair), Raewyn Watson (Principal), Jo Hughson, Mike Letts, Mark Palmer, Helen Shields (Secretary)

Amanda Frater (staff representative) is currently on secondment to the Ministry of Education. In her absence Sarah Smart and Kirsten Reid will attend Board meetings as the invited staff representatives.

Visitors: Chris Chapman (parent)

The Meeting opened at: 7.05pm

1. Apologies: Lucy Elwood
2. Conflicts of Interest declarations: None declared
3. Principal's Report – Raewyn spoke to her report.

Main points:

- Student achievement – analysis of variance document prepared by Sarah Simpson, acting Associate Principal.
- Kirsten led a staff meeting to support teachers in their selection of target students. 2019 Achievement targets are included in the 2019 Annual Plan draft.
- PATs have been administered. Due to be reported at next BOT meeting.
- Assessment schedule has been reviewed and updated (appendix 1)
- Achievement targets for 2018 are based on the end of year OTJs. Further students of concern have been identified and will be monitored.
- SENCO update: utilizing additional functions on our student management system which will support greater collaboration.
- Goal Setting: three-way conferences take place in week 8. Goals will be completed in consultation with parents, children and teachers. This will ensure goals are realistic, written in child-centred language and are achievable.
- Staffing Summary for 2019.
- Exit interviews: - Raewyn will conduct exit interviews with the Teacher Aide (TA) leaving next week.
- Teacher Aide job descriptions – document published at same time as remuneration structure in the Collective Agreement 2014-2016. TA job descriptions have been updated by Kirsten in line with the above.

- Bag Boxes – Caretaker, Peter Tana is successfully repairing and repurposing these.
- 10YPP – meeting Monday 25th to go through proposed plan – recommendations to follow.
- Tui block defects – continues to be a work in progress
- Playground quote: See a further quote. Talk to the PTA re: providing the “nice to haves”
- Roll: 445 at 1 March 2019.
- Consider a ballot later in the year.

4. Charter, Annual Plan, Analysis of Variance

Analysis of Variance

Points to note

- Trustees to consider the draft and provide comments to Raewyn by the evening of Tuesday 26th February. Documents will be sent to ERO and then to the Ministry by 1 March.
- Investigation into the support of gifted and talented students will be continued this year by Karen Lathan. Collaboration with other schools will occur.
- Important to not take the figures at face value – there is a story that sits behind. Children are starting school with less basic literacy ability.

Annual Plan (draft)

- Page 2E – Maths has been added. Important to ensure we are up to date. Last year’s Professional Development looked at the problem solving approach for maths. This will be continued in 2019.

5. ERO Preparation

- The ERO team will receive the Charter, Annual Plan and Variance Report.
- Our ERO team is: John Collinson, Keith Alexander and Karen McClutchie.
- The team is interested in looking at the last year – extracted data etc.
- Feedback to the Board - 2pm on Thursday 21st March.

6. Assessment Schedule

- Attachment to Principal’s Report.

7. Professional Development Plan

- Tabled. General discussion. Strategies will be tied back to the Annual Plan.

8. Finance, including Finalising Budget and Donations Letter

- \$296K cash surplus at year end 2018.
- Raewyn indicated it would be useful to have funding approved (not earmarked) for things that come up through the year.
- Capital items were agreed upon. These will be added to the Budget before it is sent to Education Services.
- Draft Family Donation letter will be emailed to the Board by Mike before being sent out to families.

9. Property

- Raewyn and Mark reviewed the 10YPP draft today. \$75K was included to rebuild the retaining wall outside the office.
- Raewyn and Mark will meet with OCTA and a Ministry representative to gain a better understanding of the Plan. Potentially advantageous to get them to meet with the board as well.
- Signage – Abbott Street sign will be moved so it is positioned directly by the path leading into the school. Office signs are required - an AA type signpost.
- The Field – Mexteds have been asked to provide a quote for a yearly maintenance plan for the field.
- Issue with the 'tracks' across the field.
- Watering is an issue – It was agreed that Helen should purchase a travelling water sprinkler.
- Library – Perspex up-stand at top of stairs leading down from the library to Tui. Being investigated.

10. Health and Safety

- Ongoing. Standing item at mini admin every week.
- Health and Safety Officer – appoint someone immediately.

11. Communications Review – update

- Preparation of the website draft copy - ongoing.

12. Admin:

(a) Minutes from previous meeting (29th November 2018)

Approved as true and correct record. Mike Letts /Mark Palmer

(b) Matters arising

Noscar children swimming after school will wear an identifying band.

Expansion of numbers at Noscar has been approved by Ministry of Social Development.

Coding of field refurbishment – Helen to advise.

PTA - Jessie Shigeeda has been appointed interim chair.

Meeting with PTA to occur – easier to do this now the end of year financials have been completed.

Explore appointment of a new accountant.

(c) Inwards/outwards correspondence

As circulated.

13. Meeting closure: 10.25pm

ACTION POINTS

Who	What
Raewyn	Appoint Health and Safety Officer immediately
Whole Board	ERO Feedback to the Board. 2pm on Thursday 21 st March.
Helen	Purchase travelling sprinkler
Mark	Annual maintenance plan quote - field
Mark	Signage
Raewyn & Mark	Meet with OCTA – 10YPP
Mike	family donation letter