

Ngaio School
Meeting of Board of Trustees
25 June 2020, 7:00pm
Staffroom

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

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: No apologies

Minutes of Meeting held 21st May 2020 were approved as a true and accurate record - unanimously agreed.

- Christian and Raewyn updating material for the website.
- Estelle has written to Abby Smalley acknowledging her work supporting teachers and families with online learning during lockdown. Also acknowledged in *On Board*.
- The Johns family has been acknowledged in *On Board* for their continuing remediation work in the gully.
- Device Policy - work in progress. Revisit previous staff proposal to the Board.
- Internet Policy - Review Thorndon School exemplar.
- Alwyn's replacement - Raewyn and Clinton to progress. Kirsten is in communication with the St Brigid's Te Reo teacher. The 2020 Kapa Haka Festival has been cancelled.
- Clinton has reviewed previous minutes to collate a list of outstanding action points.

Conflicts of Interest: None to declare

Delegations:

- NZSTA has a template which should sit within our governance manual. Sarah Sims will provide a draft for the next meeting.
- School Docs will provide a straightforward path to delegations.

Property:

OCTA Property Management

- Raewyn is in communication with Will Lamb regarding the overall contract. It appears some procedural steps have been missed however Mark believes the relationship is salvageable. A meeting will be scheduled with Carrie (MoE), Raewyn, Sarah Sims, Mark and Will Lamb to check on the deliverables.
- The school understands the correct 5YA schedule has now been provided to the Ministry for funding to be paid to the school.
- OCTA does not have to be involved with our SIP funding projects.

- McLeod Hall project (wash down, repaint including roof) is scheduled for the term 3 holidays.
- Health & Safety management plan around asbestos will be put in place.

- Noscar's term 3 holiday programme will be moved.
- The neighbours living adjacent to the driveway have again complained about noise coming from the air conditioner fans beneath block B. AHI Carrier have carried out a maintenance inspection and have advised there is no timer on the system so will provide a quote to install one. The caretaker is now turning the system off for the weekend. He will also investigate building a wall in front of the door to the fans which will help to muffle the sound.
- Property Master Plan - for a future meeting.

Finance:

- May Report: Missed out on income from Noscar during lockdown. Expenses are down as well.
- June Report will be more normal. Finance meeting to be scheduled once the June report is received.
- All Noscar staff were paid through lockdown and the school has received no income from the Ministry to cover these costs. Raewyn will follow up as she was advised not to apply for the wage subsidy.
- Family Donation reminders will go out tomorrow.
- Clinton to follow up on the Balance Sheet paragraph in the Commentary for Board of Trustees for the month to end of May 2020.

Principal's Report: Taken as read

- Teacher Aide pay increases will be substantial. Voting on the offer is taking place now.
- It is noted that the Ministry is paying for the equity part of the pay increase therefore when preparing the budget for 2021 note the Ministry will top up what the TAs are being paid now.
- Raewyn will work with each TA to check their job description against the new pay matrix - leads to an improved career pathway for them.
- Raewyn is reviewing fixed term teachers for 2021.
- The roll needs boosting and Raewyn is drafting a document around this.
- A ballot will be advertised for term 4 2020 and term 1 2021.
- Trustees were asked to consider the enrolment zone.
- *Celebrating with the Community* - the Strategic Plan outlined a celebration day at the end of the year. Estelle will approach Jessie (PTA) for her thoughts.
- Prof Development - zoom meeting held with Karen Tui Boyes around growth mindset. This is free professional development post Covid-19.
- A new water blaster is required - suggest the PTA be asked to fund - Sarah Sims will attend the meeting and Mark will organise a quote in time for the meeting.
- Cross Country - Sarah Sims suggested year 1, 2 and 3 winners should receive a cup.
- Locate original design document for Shade Sail (Te Kapua) - action point for HS.

Annual Plan Update:

- Priorities: website, a community event, progress on bike track decision, Tui - check in.
- Achievement data for August meeting.
- Staffing Planning
- Check in around teacher morale.
- Raewyn to update the Board re: how things are going post COVID-19.
- Message to the community: things are going well, continuing with monitoring and checking in.

Into Committee: 8:40pm.

Out of committee: 8:50pm

Health & Safety:

COVID-19 Update

- Pandemic Health and Safety Policy - upload to the website.
- Continue to emphasise effective hand washing, use of sanitiser.
- Keep up to date with Ministry Bulletins.
- Ruma 20 air quality assessment -
 - Parent with asthmatic child wants reassurance about the room because of how it used to be, i.e. a coal pit.
 - Capital Environmental Services 2005 Ltd were engaged to undertake an air test.
 - The data collected was for fibres in the air - not mould.
 - The cost of the fibre report was \$350.75 inc GST.
 - A quote for mould sampling specifically will be requested.

PTA:

- Robovac (pool cleaning device)
- Trustees considered the school's commitment to keeping the pool open and continuing to rent out keys. To the best of its ability the Board agreed to commit to keeping the pool open under current regulations.

Policies:

Health Consultation

- Email comments on consultation to RW.

iHeart Programme

- PTA forwarded to the Board a request for funding to deliver health and resilience training to year 6 students from Megan Martin and Julie Cederman who are iheart facilitators, which was to be discussed at the next PTA meeting. Prior to this, iheart training at school had not been discussed at the Board. (iheart – Innate Health Education and Resilience Training – is a non-profit organisation dedicated to helping young people uncover their innate resilience and mental wellbeing.)
- An in-depth discussion held by trustees around key considerations. Unanimous Board decision that the iheart programme will not be implemented for year 6 students at Ngaio School at this point in time.
- Health and Safety liabilities around this programme were discussed and decision made to not allow this programme to run from school premises outside school hours.
- Timely to consider in conjunction with Health Consultation.
- Use of school premises outside school hours by external providers to be reviewed

Dogs at School - policy template in School Docs.

- Sarah to check with Raroa about their dog policy.
- Raewyn will review School Docs policy and will forward to Trustees.

Acknowledgements:

- Another letter to staff expressing thanks from the Board - include in *On Board*.
- The Board has seen feedback from parents which has been very positive overall.

Other Business:

- A senior staff member is keen to apply for a 10 week sabbatical grant for next year. Emphasis is on study and reflection.

- Applicant and reliever are funded by the Ministry.

In Committee: See separate Minutes.

Meeting Review:

- Estelle will check in with trustees.
- Achievement data
 - Arrange for NZSTA to attend a meeting during July - include Kirsten and Sarah. Sarah Sims to lead.
 - Focus to be on what achievement data should be provided and how. Raewyn said progress data is the most important data. The achievement data should set the budget and professional development and the Board should be able to discuss this around the middle of term 4.
- Bike Track - part of the master plan. Clinton and Mark to talk to PTA however ultimately it is a board decision.
- School is being used for 2020 General Election voting.
- Mark will follow up again with the signwriter.
- Term 3 - assemblies will be held in Ngaio Town Hall.
- Camp will go ahead in September.

Inwards / Outwards correspondence: circulated as necessary.

Meeting Closure: Meeting closed at approx 9:45pm

Next meeting - 20 August, 7:00pm, staffroom

Actions

Raewyn, Mark	Property Meeting, MOE and OCTA
Raewyn	Noscar pay over lockdown - reimbursement
Clinton	Balance Sheet - May Financials
Raewyn	Meet with Teacher Aides
Estelle	Celebrating with the Community
Mark/Sarah Sims	Water blaster quote/ ask PTA
Helen	Te Kapua original design
Raewyn	Staffing Planning/teacher morale
Raewyn	Roll - promoting the school
Helen	Pandemic Health and Safety Policy - upload to website
All trustees	Health Consultation comments to Raewyn
Sarah Sims	School use of premises after school

Sarah Sims / Raewyn	Dogs at school - policy
Estelle	<i>On Board</i> - thanks to staff
Estelle	Check in with trustees
Mark	Signwriter
Mark / Clinton	Bike track - PTA
Helen	Ballot advertisement
Helen	Request mould sampling quote for Ruma 20