

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

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

Visitors: Jessie Williams-Shigeeda, Roslyn McMahon (members of the PTA)

The Meeting opened at: 7.10pm

1. **Welcome & Apologies:** No apologies
2. **Conflicts of Interest declarations:** Christian, Mark, Estelle and Sarah have children in Tui Syndicate. Sarah Smart teaches in Tui Syndicate.

Karakia: Tuia te Here Tangata

3. **Principal's Report:** taken as read

Points to Note:

- Raewyn highlighted the provisional teacher programme currently being undertaken by three of our teachers. Two will become fully registered at the end of this year with the third being fully registered in the middle of 2020.
- Wellington City Council bikes:
Raewyn will arrange for a Council representative to attend a future board meeting. The idea is being explored.
- Communications review update:
Estelle will be the new point of contact for Diana Price (review leader).
The re-write of content continues to be a work in progress.
- Oral update on 2019 strategic goals:
Raewyn will re-share these.
- Next steps on 2019 charter review:
Discussion about our priorities (values are key) and vision and also setting out a plan for consultation with community in Term 4.
 - We could hold a community evening. Chris Rowen could facilitate.
 - Consider asking what students think – perhaps seek input from across the school?Team leaders and Karin (Springboard) to meet again on Friday to work on the Strategic Plan 2020-2022.
Decision made to review values in 2019
Strategic priorities need to be confirmed. prior to 1 March 2020.
Estelle will begin work on designing the (electronic) community consultation.
- Easyswim Swim School:
Bryan Williamson has audited the pool environment and provided a report which highlights several areas requiring attention. An important action for compliance

is to build a separate containment area for the storage of pool chemicals. See *Appendix 2* of Principal's Report.

There are also issues around non-compliance of the operation of the pool – testers need to know what to do when the chemical balance is not correct.

- Raewyn is asking for a robotic pool cleaner (“Robovac”. See *Appendix 4* of Principal's Report for the quote) and also a storage shed/box.
- The Board agreed to invite the PTA to fund the Robovac.
- The teaching of the swimming and gymnastics programme is currently outsourced to Easy Swim. Raewyn will investigate the possibility of the staff taking the gymnastics lessons next year as the cost is a concern.
- Raewyn shared pictures of Peter's work on the outside rock garden.
- Astro turf – Mark to liaise with Jessie to go through grants application for its replacement.
- Christian will write a letter of appreciation to Celia and John Horner as their youngest child leaves Ngaio School.
- Clinton will write a letter of appreciation to Alwyn following the school's successful participation in the recent Kapa Haka festival.
- Estelle will write a letter of appreciation to Rebecca Clouston for her work organizing the recent Scholastic Book Fair fundraiser.

4. **Achievement Data:** taken as read

Writing – Kirsten's report tabled and spoken to by Raewyn

- e-asTTle is a new tool for Ngaio School and as such the school is in a period of transition. Kirsten will analyse the way the marking is done and the levels being decided on. Professional development is continuing.

5. **Correspondence:**

Letters to the Board from parents and follow up:

- The Board has received three letters from parents seeking information around the modern learning environment – Tui Block. Raewyn has also had a personal visit from a parent.
- Raewyn spoke to the year 5 & 6 Student Wellbeing Survey Report September 2019 which has provided very valuable information for the teachers.
- The board acknowledged the time Raewyn has spent collating the data and a suggestion was made to investigate using students (university stats) in future. Raewyn and Christian will further discuss how the results will be analysed in depth.

- Staff wellbeing survey provided useful information.

Into committee: 9.40pm

Out of committee: 10.10pm

6. PTA Update

- Clinton attended the last meeting and reiterated the value of a board member attending PTA meetings.
- Clinton suggested it might be timely to revisit the master plan for discussion with the PTA. Raewyn advised the master plan would be included in the strategic goal initiatives for 2020.

Update from Chair of the PTA

- ICT spending – The PTA can no longer afford to donate \$10K to the school each year.
- Last year the PTA consulted a professional fundraiser for guidance. When things resonate, i.e. there is a fully conceived plan, with the community fundraising is much easier and volunteers will be willing to help.
- Can also line up grant applications.
- Want good goals that the community can buy into to avoid parental disengagement which is currently evident.
- Lack of assemblies is a concern. They are valued. Could the Ngaio Town Hall be used more often? Raewyn to follow up
- Some consultation via surveys would be useful.
- Christian advised that the charter and strategic goals are being refreshed.
- Discussion around a larger raffle for next year (relatively low energy way of raising funds), however the PTA cannot fund the printing of the 4000 tickets required and discussed sponsorship opportunity through a school family. Mark will follow up with some printing contacts.

7. Policies

Health Consultation – Roll Over

8. **Finance:** Tracking well. Escalate the change from Education Services Limited to Accounting for Schools Limited (AFS). Use Ben (AFS) to help with the 2020 budget.

9. Property Update

- **Retaining wall** – OCTA will appoint an engineer to inspect and redesign – funding will come from 5YA.

10. Health and Safety

- Ottawa Road patrol – there is an expectation from parents that the crossing will be controlled by trained students and supervised by parents however sometimes this is not the case. Sarah Smart will follow up.

11. Board Annual Planner – Christian and Raewyn will check this.

12. Meeting Review

13. Admin:

(a) Minutes from previous meeting

Approved as true and correct record with the amendments provided by Christian.

(b) Matters arising

(c) Inwards/outwards correspondence: By email

14. Meeting closure: 10:34pm

15. Next meeting: Thursday 24 October 2019

ACTION POINTS

Who	What
Raewyn	WCC Bikes – invite to meeting
Estelle	Community Consultation
Mark	Liaise with PTA re: grant application for Astro turf
Christian, Estelle, Clinton	Letters of appreciation
Raewyn	School assemblies
Mark	Printing contact – raffle tickets
Raewyn, Clinton	Escalate appointment of AFS
Sarah Smart	Road Patrol