

**D R A F T Minutes of Ngaio School Board of Trustees Meeting  
Held Wednesday 26 February 2020 7:00pm, Staffroom**

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

**Visitors:** -

**The meeting opened at:** 7:25pm

1. **Karakia:** I Tipu Mai te Mauri
  2. **Welcome and Apologies:** Sarah Smart
  3. **Conflicts of Interest declarations:** None to declare
  4. **Appointment of Chair including allocation of roles:**
    - Estelle Jaine was nominated by Christian Hawkesby, seconded by Sarah Sims. Unanimously agreed.
    - Christian will assist with the establishment of the new website.
    - Christian will work with Sarah Sims on school policies using School Docs.
    - Clinton will assist with Personnel.
  5. **Principal's Report:** Tabled and spoken to by Raewyn
- Points to Note:**
- Discussion over the timeliness of the reports given to Trustees for reading before meetings with a suggestion to Raewyn that syndicate leaders and deputy principals take their share of the load. Raewyn will undertake to have reports ready for Trustees on the Friday before the meeting.
  - Overall School Data 2019 report was given to the Trustees at the meeting.
  - Highlight - Knowing Me Knowing You meetings - feedback has been very positive about the focus on relationships.
  - Teachers are now working with students to create goals - using learning maps.
  - Staff from our local cluster met under Te Kapua yesterday for a '*Cluster Muster*'. Over 200 local staff met socially and many of them took up the opportunity to tour the school with our teachers acting as guides.
  - Principals and Deputy Principals have been invited to apply for the Kahui Ako (Community of Learning) leadership position. Three principals have applied. No Ngaio School staff are applying. Applications for Across School Leaders and Within School Leaders are expected this term.
  - All the Kahui Ako principals, supported by Mark Sweeney, have worked on the goals. Notes in Appendix 1.
  - *Sportstart*, a programme delivering physical education, is being led by Dan Byrne.
  - James has returned this term to lead Tui Syndicate.
  - The library has been re-carpeted.
  - Astro turf replacement - waiting on grant application.

- Playground marking work is imminent.
- Lower student numbers for our March Roll Return to the Ministry than this time last year.

**Camp RAMS** - James has sent through a camp proposal to Raewyn for forwarding to the Board. The year 6 teachers have visited Forest Lakes. RAMS will be signed off by Raewyn.

**Into Committee: 8:00pm**

**Out of committee: 8:24pm.**

### **Assessment schedule**

- Tabled. Discussion. Less assessment is happening but doing it better. Jacqui Clayton has offered to present to a Board meeting.
- Raewyn will re-consider the schedule and look at adjusting the timing.
- Separate out the Māori students in the school data report.
- Discussion on consultation and what that looks like.
- Note: Consultation on Health Curriculum needs to take place soon.

### **Charter**

- Tabled and spoken to by Raewyn

### **Staffing Update**

- Wendy Holbrooke will return from Hong Kong in time to open the next new entrant classroom at the beginning of term 3. Karen Doogan will remain Kowhai syndicate leader.

### **Student attendance and turnover**

- Sarah Sims will draft a standard email to send to leaving families seeking feedback.
- An enrolment ballot will be run again this year however the timing may be reviewed. Questions: How many ballots can we run in a year? Do we need to lift the enrolment zone?
- Raewyn will check with Ngaio Kindergarten to get their thoughts. Will also talk to Cashmere Avenue and Khandallah School.

### **Exit interviews**

- Collaborative teaching professional development was raised in last year's exit interviews. This PD has been done in the past and is continuing. Raewyn confirmed that all teaching staff are on board this year and morale is positive.

## **6. Charter, Annual Plan, Analysis of Variance**

Tabled - discussion

- Annual Plan Summary - discussion around meeting the needs of all learners. How is this measured? Achievement data indicates that students are learning in ways that meet their needs.
- Houses: Suggestion that the House Captain changes every term. What are we calling them? Stars - Maori names? How does competition look?

- Trustees contributed ideas/changes to Raewyn for updating the Charter and were asked to continue doing so.
- Analysis of Variance - agreed.
- When we report on progress, at the end of the year we go back and revisit and ask - did we achieve the outcomes?

#### 7. **Property Update** - Including Ministry engagement

- Stephen Cross, Shelley Govier and her replacement Carrie attended a meeting. Stephen was concerned around the proposed work to be done on McLeod Hall. The proposal will be reviewed to reduce the spend in line with the original allocation. Vorstermans Architects proposals were to: Repaint; or Reclad; or Demolish and Rebuild.
- A further meeting will be scheduled to scope realistic works.
- Preliminary options for the retaining wall have been discussed with further discussions to occur next week - our OCTA property manager will attend. The condition of the wall is not a health and safety issue at this point.
- After the above mentioned work is complete the 5YA budget will be finalised and signed off by the Ministry.
- Master Plan for the School Grounds - work on this to be picked up during the year.

#### 8. **Policies**

- Update on School Docs - Sarah Sims will review the contract and forward comments to Raewyn.

#### 9. **Finance, including:**

- Financials were provided today - Clinton will analyse and email comments.
- Budget report only received today so will be checked with approval deferred to the next meeting.
- Alteration to Caretaker contract: the Board agreed to pay Peter Tana two more hours per day.

#### 10. **Health and Safety:**

- flax bushes on the Ottawa Road path need to be trimmed - Helen to progress with Peter.
- Retaining wall - we have turned our mind to it - progressing.

#### 11. **Board Planner** - spoken to by Raewyn

- Board Newsletter - Estelle.
- Clinton and Mark will attend the next PTA meeting on Wednesday 4th March. Sarah Sims will attend the April meeting.
- Board Self Review was discussed.

#### 12. **Meeting Review**

- Estelle will talk to all the trustees for feedback.

**13. Admin:**

- (a) Minutes from the previous meeting - approved as a true and correct record.  
CH/EJ
- (b) Matters arising
- (c) Inwards/outwards correspondence
  - Letter received from a parent - discussed and response will be sent by Christian.
  - Pearl Moon seeking maternity leave - Raewyn has accepted and her last day will be 27th March.
  - Tracey Martin - Associate Minister for Education - discussing the wellbeing of children. Filed.

**14. Meeting closure: 10.40pm**

**Next Meeting: Thursday 26 March 2020**

**Action Points:**

<b>Who</b>	<b>What</b>
For Agenda	Add PTA Meeting as a standing item.
For Agenda	Add Noscar as a standing item.
Raewyn / Helen	Invite Charlene Mitchell to attend a board meeting once a quarter.
Helen	Order Vistab for Noscar
Clinton	Write to Charlene - re pool testing supervision
Christian	Write to parent correspondent
Estelle	Follow up on Robovac - PTA