

**Minutes of Ngaio School Board of Trustees Meeting  
Held Wednesday 27 November 2019  
7:00pm, Staffroom**

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

**Visitors:** Ben Duflou (Accounting For Schools) arrived at 6:00pm

**The meeting opened at:** 5:00pm

1. **Welcome and Apologies and Karakia:** Sarah Sims absent; Tuia te Here Tangata
2. **Conflicts of Interest declarations:**
  - Megan Palmer's reading recovery report tabled
  - Ben Duflou is Mark Palmer's accountant
3. **Principal's Report:** Tabled and spoken to by Raewyn
  - Raewyn spoke to Megan Palmer's Reading Recovery Report and explained that the Ministry funds two children at Ngaio School for Reading Recovery and the Board is funding two additional children. We are expecting to have four children on Reading Recovery again next year.
  - The Board acknowledged it was important to put in extra time early for these children and acknowledged with thanks Megan's in-depth analysis of the data.
  - Raewyn explained that Reading Recovery children are identified through their primary school life. All data is centralised on eTAP (student management system) and is noted on their information card in Pluto - the software used for making up class lists.
  - Raewyn advised that the end of year reports will look like mid year reports and she will explain in a newsletter that comparisons will be year to year not mid year to year end.
  - The formation of the Kahui Ako has progressed with the application ready to be submitted. Three principals have indicated their interest in leading the Kahui Ako. Some schools in the cluster are still deciding whether they will join. The benefits of joining include professional learning development, meeting with colleagues to share good practice etc. Leadership opportunities will be available for teachers. Raewyn will advise approximately how much time would need to be spent by teachers in the leadership roles.
  - James McMullan (Tui Syndicate Leader) will be returning in term 1 2020.
  - Banked staffing is tracking well.

**Into Committee 5:10pm**

**Out of Committee 5:23pm**

- Vorsterman Architects are undertaking a feasibility study to look at options for McLeod Hall.
- Green Day Limited have advised that they are no longer able to undertake the grounds maintenance. Their time worked out at approximately two hours per week so that time has been added to Peter's contract from the beginning of 2020.

Discussion:

- children other than year six who are leaving to go to other schools.
- requests for double class against single cell - pretty much even.

**4. Achievement data: Reports are being worked on. Will be provided by term end.**

End of Year Achievement Data

Analysis of Variance

Overall Observation Survey Report

## **5. Finance**

Accounting for Schools (Ben Duflou)

- Ben expressed his thanks for engaging Accounting For Schools and in his presentation explained that AFS uses Xero which provides excellent transparency and control. The software provides the ability to collaborate with auditors and the Board. Ben advised the school should see time savings each month and encouraged the Board to ask any questions as they occur.
- First Draft of Budget - discussion.

## **6. School Values and Annual Plan**

Update - Estelle

- On Monday Estelle talked to the staff about the school Values and were encouraged to complete the survey if they had not already done so.
- The Board thanked Estelle for her work thus far.

Next steps:

- Values feed into Annual Plan and Raewyn's Springboard Trust work.
- Feb/March - all this comes together then sent to the Ministry.
- Strategic Plan goes to the MOE by 1 March.
- Strategic Plan on a page will include Values.

## 7. Communications: Estelle

### Project update

- Estelle and Diana Price have been in communication.
- The Board agreed to take Jade Creative's advice on the website structure - the basic package.
- Diana recommends staff and board photos on the website. This requires approval.

### Board News discussion

- Christian will provide a draft.

## 8. Property Update

- Mark will draft a letter to Ralph Johns (Abbott Street neighbour) regarding their restoration work in the gully. To be checked by Sarah Sims.
- Astro Turf quotes. Two very different quotes were received and Mark will continue to investigate suppliers
- Drains and Carpet - Will from OCTA working on this.
- Broken tarseal - contact Shelley - MOE.
- Pool: Meeting with Todd yesterday. New testing regime which enables testers to handle chemicals. Raewyn will design a flowchart detailing how the testing is to happen. As of today no volunteers have come forward - no testers means the pool can't open.
- A Chlorine box is required - Peter to build.
- Field needs to be watered.

## 9. PTA Update

- Raewyn, Estelle and Christian attended the PTA end of year drinks.
- Mark to find out about the printing of their raffle tickets.
- Outstanding agenda item: teacher non-contact time: the details have been requested.
- Raewyn to keep PTA in the loop about how professional development looks across the school.
- Letters of thanks to Leanne Hay, Jo Hughson, Lucy Elwood.

## 10. Health and Safety

- All. We are under no obligation to patrol the Ottawa Road crossing however the Board agreed it would be more comfortable if the crossing was supervised. We are reliant on volunteers but sadly we are struggling to fill all time slots. Newsletter item.

#### 11. Board Annual Planner

- Christian talked about succession planning for the Board Chair role.

#### 12. Meeting Review

- Christian will touch base with all trustees to seek views on how the year has gone, what did we do well, not so well?

#### 13: Admin

##### Minutes:

- Approved as a true and correct record of the previous meeting: CH / EJ
- The Board is keen for a grant application to be prepared to raise funds for the replacement of the astro turf. Resolution.

##### Matters arising:

- Bike Track - PTA keen. Next step - draw up a plan/ map and get it out to the community for feedback.
- Raewyn to ask Jessie for support with this.
- Letter to Peter - sent
- Estelle - comms - progressing
- Estelle - values survey - progressing
- Estelle - to talk about Robovac with PTA.
- School Docs - yet to do
- Ed Services - termination letter sent
- Health consultation - content to be completed and circulated.
- Mark - astro turf - this has started.
- Helen - reconcile hockey /miniball - progressing

**Inwards/outwards correspondence:** various email communication

#### 14. Meeting closure:7:55pm

##### Action Points

Letters of thanks	Christian and others
Board News Draft	Christian
Raffle ticket printing - PTA	Mark
PD update and non-contact time - PTA	Raewyn
Road patrol supervision - Newsletter	Raewyn

Bike Track - Plan	Raewyn / Jessie
School Docs	Helen
Astro Turf - continuing	Mark
Account reconciliation	Helen
Pool - flow chart for testers	Raewyn