

Minutes of Ngaio School Board of Trustees
Meeting held Tuesday 28 March 2019
7:00pm, Staffroom

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

Visitors:

Lucy Unsworth (teacher)
Clinton Geeves, (parent)
Sarah Sims, (parent)
James McMullan & Harriet Quin – Harakeke teachers

The Meeting opened at: 7:04pm

1. Apologies: None
2. Conflicts of Interest declarations: none to declare

Camp RAMs presentation:

James and Harriet talked through the RAMs forms for camp – Forest Lakes, Otaki, 9th – 12th April.

3. Principal's Report – Raewyn spoke to her report.

Main points:

- Teacher registration – all teacher registrations and practising certificates are current. Three teachers hold provisional certificates while two part time teachers are subject to confirmation, i.e. they have not been appraised using the teacher registration criteria. If a part time teacher can be meaningfully appraised, then they are expected to apply for full registration.
- The advice from the Teachers' Council regarding Principal registration was to treat the staff as your students. There is no expectation for Principals to go into classrooms to teach in order for registration to be renewed. Kirsten and Amanda, as Associate Principals, are in a similar position.
- The above is important information to pass on to the new Board.
- Appointment: A new teacher has been appointed to replace Sophia Gowans who leaves at the end of the term. Co-ordination around the announcement to the community has to be managed with the other school as this teacher is in a job share role.
- The new teacher will start week 3 of term 2. We have an experienced reliever in place during that time.
- The roll is currently 450 and is expected to reach 501 by the end of the year. This information is to go into the newsletter next week.

- A Ballot is to be considered towards the end of next term and will be dependent on enquiries / interest.

ERO take outs:

- Christian's summary email to the Board was tabled.
- The review team offered the following comments: good environment, respectful, engaged children, good relationships. High achievement levels. Confirmation of where we are trying to get to.
- Historically, ERO has been focused on National Standards with a focus on equity - getting an acceptable level of education. The focus now should be on getting each individual child to move on – to reach their potential.
- Ownership of target students – largely management lead. Target students can be targets for a variety of reasons and shifts in achievement will be noted rather than there being an emphasis on for example, being 'below'. Board encouraged to ask questions around the makeup of the target group. Affirmations received and also areas to tighten up on.
- Annual Plan – bringing GATE to the fore again. Review and re-focus going forward.
- EROs preference is to use scale scores instead of stanines.
- Evidence of growing culture of collaboration. Consistently good engagement seen as the team members walked around the whole school.
- Good clear guidance given about how policies and procedures should be set up. Wanted to see one clear complaints policy. Raewyn will share once this work is complete. School Docs is a company who do all the policy work for a school – this will be investigated by the school office.
- Confirmation of content of Annual Plan.

4. BOT Planner plus policy review schedule

- Draft planner tabled.
- Induction package for new trustees.
- Board to consider what can be moved from the June meeting so induction can begin around the current sensitivities and issues.
- Consider working with NZSTA at a later date.
- Revised planner to be emailed to trustees.

5. Assessment Schedule including PAT reports and STAR year 3 report

- Not discussed at this meeting, however the work is underway. Will be emailed at the end of next week.

6. PTA Update including Bike Track possibility

- The possibility of installing an asphalt bike track at school will be explored.
- The Wellington City Council Pedal Ready programme has been run here for the last few years.
- WCC representatives (Hugh and Paul) have advised that a bike track could be built here. \$80K is available and PTA would fundraise the remainder \$20K. The cost includes bikes (different sizes) and helmets although the number is to be confirmed. A container for storage of bikes is included.
- The track will include a pump track and a skills area.
- The field would still be in general use – need to be carefully managed.
- Next step – WCC representatives will be invited to present to the Board. All pitfalls need to be considered, buy in from staff is essential.
- PTA is enthusiastic about this project – current board considered this to be work for the new Board.

7. Finance (final banked staffing)

- The budget previously approved by the Board can be changed. Education Services have now reviewed the budget and made some suggestions that will be worked through.
- Income from Government is as expected to date. Overall our income is \$10K in surplus.
- The Board agreed to review the service of Education Services over the year and in September decide to either continue using them or invite Accounting for Schools to present their business to the Board.

8. Property

- 10YPP – another meeting has been held to review and confirm some items.
- OCTA Associates have been advised that the school does not want a full ILE refurbishment of Block B.
- Cyclical maintenance has been included in the 10YPP – McLeod Hall will be painted next year.

- Once the plan is confirmed it will be presented to the Board and then filed with the Ministry.
- Shelley (MOE) is endeavouring to progress the school's acquisition of the small piece of land adjacent to the Ottawa Road steps / back of McLeod Hall.
- Failing retaining wall (leading to Colway Street path) – engineer's report funding has been allowed in the 10YPP.
- When the pre-fabs are moved from site the land will be reinstated to as it was.
- Field – Mark tabled his report.
- Mexted's will re-sow the 'country lane' at their cost.
- Mark will obtain an additional quote for an annual maintenance plan for the field.

9. Health and Safety

- Bolt holding the Te Kapua canopy (northern side) has sheared off. Maintenance is underway.
- Caretaker has water-blasted many areas around the school.
- Yellow safety paint is being kept up to date.
- Storage boxes – currently community young people are using them for skateboarding on. On-going discussions are happening around how to limit this.
- Lock Down procedures are being discussed and finalised.
- MOE have sent out guidelines but updates are to be expected soon. The Police visited today to advise a police liaison person will be visiting shortly to review our procedures.
- Health and Safety Officer – appointment needs to be made as soon as possible. The Health and Safety Committee should be revitalized.

10. Communications Review – update

- Jo spoke to her briefing email.
- Jo to look at parental engagement policy.

11. Board News – election information to be included.

12. Admin:

(a) Minutes from previous meeting

- Lucy did not attend the previous meeting – amend the record.
- Exit interview with Teacher Aide – Raewyn will follow up tomorrow.

The previous minutes were approved as true and correct record.
Mark Palmer / Mike Letts

(b) Matters arising

- Playground quote – follow up by the office.
- Signage quote – Mark will follow up. May need to seek an alternative quote.
- Expansion of numbers at NOSCAR. – More staff being inducted. New Deputy Supervisor has not been appointed.

(c) Inwards/outwards correspondence

As circulated by email.

13. Meeting closure: 9.30pm

14 Next meeting: 23rd May 2019

ACTION POINTS

Who	What
Christian	Board Induction material – 23 rd May
Raewyn	Email revised board planner
Raewyn	Assessment Reports
Raewyn/Mike	Review of Budget
Raewyn	Health & Safety Officer appointment / committee meeting
Raewyn	Exit Interview - TA
Jo	Parental Engagement Policy
Mark	Signage follow up
Mark	Quote – maintenance plan - field
Helen	Playground upgrade quote

