

**Minutes of Ngaio School Board of Trustees**  
**Meeting held Thursday 29 August 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: None

The Meeting opened at: 7.03pm

1. **Apologies:** None
2. **Conflicts of Interest Declarations:** Christian, Mark, Estelle and Sarah Sims have children in Tui Syndicate. Sarah Smart teaches in Tui Syndicate. Adam and Sarah Sims have met with Raewyn to discuss Tui Syndicate. Phoebe Sims is in room 10 – see Staffing Update in Principal's report.
3. **Karakia:** I Tipu Mai te Mauri
4. **Code of Conduct:**  
Prior to the meeting Clinton circulated updated wording. The wording was agreed and the code of conduct was signed by all Trustees at the meeting. Copy emailed to all Trustees.

**5. Principal's Report – taken as read**

Points to Note

- Raewyn explained that the 1 March and 1 July roll returns are used to calculate the Operational Grant.
- Each term the Ministry generates an attendance report using data obtained from the school student management system.
- The 2020 staffing entitlement will be available from the Ministry in September.
- Staffing Update - noted
- Reporting to Parents – noted. The end of year report to parents is under review. It will provide a summary of the year.
- 3 way conferences – generally positive community feedback.
- Staff Survey: Raewyn will analyse and report to trustees and staff. A further staff survey will be undertaken before the end of the term using The Teaching and School Practices *Survey* Tool (The tool is designed for schools and Kāhui Ako to inquire into their teaching, school, and principal leadership practices) and the first survey will be repeated at the beginning of term 4.
- Students leaving – exit interviews are not routinely done. Consider re-interviewing leavers after 6 months.
- Parent survey (Raewyn's Springboard Trust task – for discussion on 16<sup>th</sup> September).
- CoL (Community of Learning). Christian provided some background to the establishment of CoLs. The cluster Ngaio School belongs to is exploring the possibility of becoming eligible for CoL funding to support focus topics.
- Programmed Maintenance – Raewyn's recommendation is to terminate this relationship which will enable us to design our own maintenance plan. Raewyn is keen to employ our caretaker for more hours next year.
- Ngaio Community Emergency Hub – discussion around providing access to the Hub following a significant emergency. Several trustees have been invited to be key holders.

**5. Achievement Data – taken as read**

- Observation Survey
- Mid-year snapshot

- Moderation of a further writing sample is underway. Going forward we will be better able to track data.
- Target student decisions will now be made at the end of the year rather than the beginning. Students can be added in at any time.
- As per the ERO report recommendation deliberate discussion will occur as to how target students are identified.
- Important to be able to report on rates of progress.
- Currently working through a transition of using new assessment tools. PATs can be used to compare year on year.
- Teacher aides have been trained to administer the *Quick60* programme – *The Quick60* is a prevention/intervention programme for reading and spelling.

#### **6. Progress on Annual Plan – taken as read**

- Karen Lathan working on the GATE (gifted and talented) project with support from RTLB (resource teachers for learning and behaviour).
- Deputy Principals going forward – no decision can be made until staffing is advised by the Ministry.
- Whanau partnerships. A team of four teachers including Kirsten and Matua Alwyn are collaborating to renew whanau partnerships. With the Kapa Haka festival coming up again in September there will be an opportunity to gather some more strength.
- The following are the agreed key focus areas:
  - Writing
  - Effective use of data
  - Staff culture and wellbeing
  - Collaborative teaching

#### **Update on Review of Tui – August 2019 – taken as read**

In Committee: 8.55pm – 9.25pm.

- The trustees discussed progress in Tui.
- To further help their understanding of the governance issues, the trustees requested: results of the staff wellbeing survey; results of the student wellbeing survey when completed; student achievement data for Tui for 2019 and 2018 on a comparable testing method; and further information on how the use of the space was being organized to focus on the needs of each individual child.
- In addition, the trustees agreed to commission an update of the independent external review of Tui in term 4

#### **7. Finance**

- Clinton to meet with Mike Letts (outgoing finance officer) tomorrow for hand over.
- The annual accounts will revert to the Kiwi Park model from 2020.
- Further consideration will be given to engaging Accounting for Schools for 2020.
- Tracking well to improving the end of year financial position.

#### **8. Property Update**

- Correspondence has been sent to Ralph Johns regarding the rejuvenation of the gully.
- Clinton and Mark looked at two proposals for architects for DQLS (designing quality learning spaces).
- Vorstemans Architects will be engaged to carry out this work.

- Mark has met with Peter (caretaker) re the ongoing maintenance of the field. Peter will add this work to his schedule. It will be important to cordon off areas that are muddy and repair as necessary.
- Retaining wall near the office – the quote is up to \$120K to replace the retaining wall. It is not a serious risk. The school has not received the official report which would be useful to have. Raewyn will ask Shelley to obtain a copy of the report.
- Sarah Sims will seek advice from Rebecca Jackson (WREMO) around whether some other entity might be approached to pay for the retaining wall repair.

**9. Health & Safety**

- Maintenance items are entered on Peter’s daily schedule as they arise. Staff have access to his schedule and can add items.

**10. Puberty Programme**

- The puberty programme will be delivered in the last week of term 3. **The Board approved the delivery of this programme.**

**11. Board Annual Planner**

- Raewyn & Christian will meet and plan for meeting on 25<sup>th</sup> September.

**12. Meeting Review:** nothing to note

**13. Admin:**

**(a) Minutes from previous meeting**

- Subject to minor changes the minutes of the previous meeting were approved as a true and correct record. CH/MP

**(b) Matters arising**

- Estelle will talk to Jo Hughson re: handover of portfolio.

**(c) Inwards/outwards correspondence**

Letter from Chantal re: Poppy

- The board have considered this information from a health and safety perspective and agreed that it was acceptable to have Poppy on site.

**14. Meeting closure: 10.15pm**

**15 Next meeting:** Wednesday 25 September, 7:00pm

**ACTION POINTS**

Who	What
Estelle & Christian	Prepare reply to parents requesting information to inform schooling decisions in 2020
Raewyn	Staff Survey / Wellbeing Survey
Estelle	Meet with Jo Hughson

