

Minutes of Ngaio School Board of Trustees
Meeting held Thursday 31 July 2019
7:00pm, Staffroom

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

Visitors: Mike Letts, Lucy Elwood – handover of portfolios

The meeting opened at: 7.05pm

1. Apologies: None
2. Previous Trustees handover - questions and answers.
 - Over recent years the school has enjoyed a healthy bank balance. Due to the ongoing property work the level of spending was low. Roll growth enables the accumulation of funds.
 - Watch the funds and think about the focus of spending.
 - Be mindful of parent V. governance hats.
 - Understand the parental complaints policy. Be mindful about what is imposed on the school by the education sector, e.g. policies – healthy food policy.
 - A regular cycle of academic data is provided through the year and there are different ways of tracking it. Take the time to understand the data and what questions to ask.
 - The Board sets the school policies.
 - There is a cycle for policy review. In retrospect one policy review each meeting is too much. Review on a biannual basis would be better however some will need to be reviewed more often than others and policies can be grouped together for review. Some lend themselves to being reviewed at a certain time of the year.
 - Version control is important.
 - The school financial position is tight and could become tighter due to the drop in the school roll - over the past 4 years there has been a 12% – 13% drop.
 - Teachers are paid by the Ministry of Education. The school receives a budget for everything else. The funding received is based on the school roll.
 - The Board enjoys a good relationship with the PTA and in past years the Board was grateful for the significant amount it received due to the annual gala.
 - The PTA chair has been introduced to the school budget and how it works. The Board acknowledges that the PTA remains keen to fund visible projects.
 - The \$10K annual contribution for ICT was not directly used for buying new laptops but instead it was a contribution towards depreciation.
 - Previous Board members took turns to attend the monthly PTA meetings.

- Options to consider next year: raise family donations, fundraising projects, NOSCART fees.
 - NOSCART: Generates money. This year NOSCART will pay \$90K to rent McLeod Hall and Rm 18. Engineered to bring it in on neutral at year end.
 - The hike in the minimum wage has greatly increased the wage bill for the Noscara assistants. The hourly rate of \$18.70 takes effect from 1 April 2020. Noscara rates could be reviewed again in 2020.
 - Cyclical maintenance needs to be budgeted for.
 - Parental expectations are varied and at times negative feedback is received. The community should be reminded that Board meetings are open to the public and visitors are warmly welcomed.
 - September – review of external accounting services will take place.
- 3. Conflicts of Interest Declarations:** none to declare however Sarah Smart raised the issue of being a teacher in Tui and the perceived conflict in discussing Tui issues. There are also four parents on the board with children currently in Tui. This was discussed and the Board decided this was not a conflict of interest however it should be taken into account and reconsidered should specific agenda items necessitate it.
- 4. Code of Conduct – review /sign**
- General discussion. Clinton to offer some additional wording re: robust discussions held during meetings.
 - Add in wording around the Ngaio School values.
 - To be signed at August meeting.
- 5. Review of Governance:** Christian provided an update to the new trustees on governance issues at Ngaio School.
- Management will update progress on the implementation of the recommendations from the Independent Review on Tui.
- 6. Property Update**
- Mark spoke to his report which centred around the upgrade of the top field and the grass maintenance plan going forward.
 - Mark will talk to Mexted's about the best way forward for maintenance as spring approaches.
 - Communication to go out through the newsletter re: limiting football boots on the field.
- 7. Allocation of roles for new Board**
- A chairperson is voted in at the beginning of a new Board round. Christian advised he is prepared to stand again. Christian was voted Chair. Mark will support on property; Clinton will support on finance; Sarah will support on policies and Estelle will support on staff and student wellbeing.

8. Principal Update

- Tabled and spoken to by Raewyn.
- Policies: Raewyn is keen to adopt the NZSTA model and it is useful to be in step with NZSTA as they provide updated legislation. The STA trainer will provide Raewyn with information.
- Teachers with a particular interest in an area might be asked to work on a relevant policy or procedure.
- Good idea to review procedures at the same time as policy review.
- Work is being done on refreshing “The Ngaio Way” in a context where the teachers have more voice. Moving to a shared understanding.
- Springboard Trust. Raewyn will work with a capacity partner on new goals – these goals are being finalised. Suggestion that the Board works with Raewyn and the partner to decide what questions will be put to the community.
- Management team design –the plan is to have the decision made by the end of term 3.
- Wellbeing survey will be re-written and administered to students again this term.
- Communications Review: Report was completed and now in implementation phase.
- Working to complete some content for the website. Need to activate the eTAP app. Committed to getting this project completed by the end of the year.

9. Other items – e.g. Health & Safety in the Gully

- Sarah Sims will draft a letter to Ralph Johns (Abbott Street neighbour) advising that the school has no current plans to develop the gully and has no objection to his family cleaning up the area on a voluntary basis. The school is to be kept informed of activity on a regular basis.
- It was agreed that the risks were assessed by the trustees during discussion of this item. The draft letter will be sent to a health and safety expert for comment.

10. Board Annual Planner

- Flag key items in August.

11. Meeting Review: Check in with trustees. The trustees expressed their appreciation for Lucy’s and Mike’s handover.

12. Admin:

(a) Minutes from previous meeting

Approved as true and correct record. Christian/Mark

(b) Matters arising

- Raewyn to develop procedures around confidential parent information, who has access and how it is used.

- Pool sheds – roll forward.
- Website content – finalising.
- Raewyn has met with the parent re: privacy breach
- Raewyn to draft emailing policy – roll forward
- Raewyn to investigate the Wonder Project – roll forward

(c) Inwards/outwards correspondence

Nil

13. Meeting closure: 10:10pm

14 Next meeting: 29th August, 25th September (Wednesday)

ACTION POINTS

Who	What
Mark	Mexted's – field maintenance
Raewyn – Board	Springboard capacity partner meeting
Raewyn	management team composition
Raewyn	confidential parental information procedure
Raewyn	Update progress on the implementation of the recommendations from the Independent Review on Tui.
Staff	Student wellbeing survey – prep and delivery
Staff	website content – continue to refine
Sarah Sims	letter to Ralph Johns – re: gully development
Raewyn	confidential parental information procedure