

**Minutes of the Ngaio School Board Meeting  
Held Wednesday 27th March at 7:00pm  
Staffroom**

**Present:** Raewyn Watson (Principal), Joe Winton (Presiding Member), Emma Andrews, Rachael Manttan, Daniel Mumford, Craig Fairhall, Helen Shields (Minutes)

**Guests:**

Tessa Gatenby (digital lead teacher)  
Jen Thornburrow, Kelly Evans (PTA)

**1. Opening Karakia:** Dan

**2. Meeting open:** Joe

Welcome and Apologies: Bridget Burt (PTA)

Conflict of Interest declarations: nothing to declare

**3. PTA and Board Funding Priorities**

Jen Thornburrow and Kelly Evans attended the meeting to discuss funding priorities for 2024. The PTA has funds that should be spent and would like a clear path to deliver nice-to-have extras for the children.

The Board's first priority is to receive funding for digital devices over a couple of years and then ongoing funds to maintain a good level of digital devices. The second priority is for funding for new matting on both playgrounds - the junior playground matting is the priority.

Similar matting, soft pour and other options will be investigated as well as options to refresh/refurbish the playgrounds.

The Board will apply for grant funding and hopes the PTA can support any shortfall. The support of the PTA assists with the grant application process.

A member of the PTA has offered to help with grant applications.

Devices: Tessa spoke to her digital device rollover plan.

PTA will discuss and come back to the Board with a decision on their level of contribution. They did have a question around the necessity for the protection plan part of the quote.

All guests were given full speaking rights for the duration of this item.

**4. Action Points**

Acceptance of Minutes

- The Minutes of the previous meeting were accepted as a true and correct record.  
Rachael/Emma

Action Points Spreadsheet - updated by all

Gift Policy

- decision was included in previous minutes

Insurance / Fire Station - **Helen**

Code of conduct

- Update - **Craig**

Arb gate

- Write to neighbours - **Joe**

## 5. Standing Items

**Principal's Report** - Raewyn

Taken as read

- Discussion around learning support - SeNCo funding etc. How can we mitigate this going forward? MOE are working with us and have provided some outstanding support. Raewyn will seek budgetary advice from AFS (Accounting For Schools) around the cost of funding our SeNCo for an extra day.

**Health & Safety**, and Privacy (verbal update) - Raewyn

- NB: the new safety mat under the staffroom sink was provided at no charge from our cleaning company.

**Finances** - Raewyn/Daniel

- Draft accounts are with the auditors

**Property** - Joe/Craig

- Pool - costings matrix - Craig and Daniel are working on this. Looking at solar and also changing from gas to electricity.
- Seek a top up from MOE for energy use - Waitangi Day flood.
- Policy required for using security cameras at school. Rachael to look for a school docs model. **Craig and Rachael to draft**
- Cubbies - Lockie will neaten up the edges of the damaged cubbies and will completely replace the most badly damaged one.
- Painting: Joe met with Mark Palmer this morning to discuss painting of the school. Mark gave advice on timelines and ballpark costs.

**Tūi:** external OK for 5 - 7 years

**Rm 16 / 17:** OK for 3 - 4 years

**Block B:** Library around to double story - OK for 2 - 3 years. This will be expensive so it will be necessary to review how much has been allocated and consider if we need to increase the amount.

**Rm 13 & 14:** (Joe please add necessary details here)

**Rm 15:** To be re-clad. Building consent is pending.

**Rm 1-3:** Are most in need of painting. Lead paint consideration is required. There is evidence of rot and therefore this could cost in the vicinity of \$30K - \$50K. The moss and mould needs to be cleaned off now. New guttering for this block is on the 10YPP.

Waterblasting the painted surfaces is on the caretaker's holiday work schedule.

The interior paintwork is generally in good condition

1. rooms 5 - 8 upstairs - communal areas - there is some damage to walls and chipped paint. \$4-5K
2. Stairs - walls need a good clean - could be added to no. 1 for painting
3. Entranceway wall is shabby.
4. Ceiling outside the library is peeling - maybe \$2K
5. Junior toilets are very shabby.
6. Photocopy room - shabby - maybe install autex

Joe will draw up a schedule, map it out for budgeting purposes and check the cyclical maintenance budget.

Accessible toilet - planning is underway. To be funded by the Ministry.

**Policy Update** (verbal update) - Emma/Rachael

- Raewyn spoke to the use of smartphones/watches. She spoke with ERO today who were undertaking fact finding for the Minister.
- Rules come into effect from term 2.
- Assurances have almost been completed.

## **6. Board Items**

- 2023 Annual Plan Analysis of Variance - Raewyn. Submitted to Ministry at the end of May
- 2024 Annual Implementation Plan - Raewyn. Is not submitted to the Ministry but needs to be published.
- 2024 meeting schedule - Joe to share.
- Annual Implementation Plan roadmap - shared by Raewyn - discussion
- Camp Safety Documents - Raewyn. Joe has reviewed the documents and recommends they be signed off. Approved by all.

## **7. Administration**

In/out correspondence - nothing to note

Note email decisions -

- Budget 2024 was accepted.

- Family donation level was agreed - no change.
- Leave approved for a part time teacher.

#### Acknowledgements

- Board to thank teachers and PTA for the Rocket Carnival evening.
- Letter to Shade Systems for outstanding job replacing the shade sail.

#### **8. In Committee - 8:55 - 9:00pm**

Next Meeting: Term 2, Week 3, Thursday 16th May, 7:00pm, Staffroom

Meeting end: 9:00pm