

**Minutes of the Ngaio School Board Meeting
held Thursday 12 December 2024 at 7:00pm
Staffroom**

Present: Raewyn Watson (Principal), Joe Winton (Presiding Member), Emma Andrews, Craig Fairhall, Daniel Mumford, Sarah Deans, Hannah Ross-McAlpine, Helen Shields (Minutes)

1. **Opening Karakia** - Emma

2. **Meeting Open:** 7:05pm

Welcome & Apologies: None

Conflict of Interest declarations: Nothing to declare

3. **Action Points:**

Acceptance of Minutes: The Minutes of 29 October 2024 were accepted as a true and accurate record. Joe/Sarah

Key Tasks: updated by all

- Review of Hautu tool - schedule for early next year.
- OIA - RW to follow up.
- Joe wrote to Chantal
- Emma to talk to Jen about PTA/Devices
- Crofton Downs school uses the Khandallah School pool.
- Security/Fire Alarm update - check with the insurance company.

4. **Board Items:**

- End of Year Achievement Data. This will be presented in full at a future meeting. Raewyn presented a high-level snapshot to the meeting.

- Family Donation 2025

Joe gave some background around where our family donation levels currently sit which informed his recommendation that the donation request be raised for 2025.

The Board agreed to increase the single child donation to \$330 for 2025.

The Board agreed to increase the more than one child donation to \$580 for 2025.

Communication should go out in term 1 next year. Hannah will begin the draft now.

- Board communication to parents.

There was general discussion around the best forum to use for communication to parents.

It was agreed that a summary of each board meeting would go into the newsletter and that Communication would be an item in next year's annual plan.

- Budget 2025

Raewyn shared the 2025 draft budget for discussion.

Joe suggested that someone on the board is tasked with applying for grants as soon as each deadline approaches.

- Board way of working 2025
For discussion at the beginning of next year.

- Annual Plan 2025
For discussion at the beginning of next year.

- On Board

Craig Fairhall has resigned his position on the Board, effective immediately. We want to thank Craig for his hard work during two years on the Board, including one as presiding member. As there is less than a year until parent elections and there is currently an additional co-opted parent representative, the Board have decided not to fill the position.

5. Standing Items:

Principal's Report - taken as read and Raewyn spoke to highlights

Discussion around teacher only days for 2025.

Ramification of appointments:

- Nicola Stevenson - Fixed term role for 2025 - year 4 and 5.
- Thomas Seranacke - fixed term role for 2025 - year 2 and 3.

Agreed

Graduate Profile - work is proceeding.

Health & Safety, and Privacy (verbal update)

- One broken arm - the child fell from the junior playground. Ambulance and parents were called.

Finance

- Budget - discussed above.

Property (verbal update)

- Playground matting - someone on the board will be required to drive the project.
Sarah kindly offered to work with Jen and Lockie on the project.

- Grant applications are ready to go.

Policy (verbal update)

6. Admin:

Correspondence:

Note email decisions:

Acknowledgements:

General

- Recruitment of a new office manager is underway.

Meeting closed 9:25 pm