

Board of Trustees Meeting



When	22 June 2022 at 5.30 pm – 7.30 pm
Where	Mākara Model School and Teams Meeting
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, Gwyneth Wills, James Ryan, Jenny Skinner, Struan Reid (from 6.15 pm)
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (Minutes)

1. Welcome

Ali welcomed everyone to the meeting.

2. Administration (Ali)

2.1 Apologies

There were no apologies.

2.2 Declaration of Interests

The Board had no interests to declare that were relevant to the meeting's agenda.

2.3 Confirmation of Minutes 18 May 2022 and Matters arising

The Board agreed the minutes of the meeting on 18 May 2022 as a true and accurate record. There were no matters arising from the Minutes.

2.4 Action Points

The discussion relating to the Action Points is recorded in the Action Points table.

2.5 Decisions made at this meeting

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision
1	3.2	The Board agreed to provide supplier details to the Ministry of Education so that information can be collected for the Carbon Neutral Government Programme energy stocktake. Ali Kirkpatrick/Gwyneth Wills
2	3.3	The Board confirmed their decision (in 2021) and agreed to retain the Alcohol on School Property Policy : <ul style="list-style-type: none"> • The Principal may approve alcohol consumption at staff events held at the School on a case by case basis. • The Board may approve alcohol consumption at events held at the School on a case by case basis.

Number	Agenda Item	Decision
		Ali Kirkpatrick/Gwyneth Wills
3	3.5	The Board agreed that the Complaints Register should be added to Google Docs In Committee and that at every second meeting the Board will review the register for trends, patterns and actions. Ali Kirkpatrick/Gwyneth Wills
4	4.2	The Board agreed that the 2022 budget for teaching staff would be raised by \$30,000. Gwyneth Wills/Ali Kirkpatrick
5	5.2	The Board agreed to replace tutoring Kārearea in French with Te Reo tutoring for the whole school. Ali Kirkpatrick/Jenny Skinner
5	5.2	The Board agreed to apply for grants to support the installation of accessible playground equipment. Gwyneth Wills/Ali Kirkpatrick

3. Strategic Decisions

3.1 After School Care Programme Report (Ali and Caro)

The Board noted:

- The trial programme is in place with enrolments looking promising to continue the trial into Term 3. An evaluation is planned for the end of Terms 2 and 3.
- The programme is currently run by a contractor who has been taken through the School policies (eg health and safety).
- A commitment from caregivers is required for all of Term 3 and an additional person will be contracted if required.
- Currently the School is handling the programme's finances and administration. In the future this ideally will be managed by a parent.
- If the running of the programme is handed over to a third party, policies (eg insurance) will need to be reviewed.
- Parents have been asked to agree in writing that the School is removed from any liability.

3.2 Carbon Neutral Government Programme (Gwyneth and Jenny)

The Board discussed the email from the Ministry of Education relating to the Carbon Neutral Government Programme and noted the Ministry:

- Is meeting the reporting requirements of the programme on behalf of boards and schools.
- Requires the Board to provide contact details of suppliers by 30 June 2022 to enable an energy stocktake to be completed.

The school is also required to complete a brief survey.

Decision: That the Board agree to provide supplier details to the Ministry of Education so that information can be collected for the Carbon Neutral Government Programme energy stocktake.

Moved: Ali Kirkpatrick

Seconded Gwyneth Wills

All Agreed

3.3 Term 2 policy reviews: Healthcare and Behaviour Management

The Board noted:

- That the School had not received any feedback from the community on the Healthcare and Behaviour Management policies.
- Jenny will provide feedback to SchoolDocs including that policies need to meet the needs of children with special needs
- Feedback to Caro on the Behaviour Management flowchart was that it should ensure it is clear when a parent needs to be involved.
- All permanent teaching staff now have a current first aid certificate.
-

Motion: That the Board confirm their decision (in 2021) and agree to retain the Alcohol on School Property Policy:

- The Principal may approve alcohol consumption at specific staff events held at the School on a case by case basis.
- The Board may approve alcohol consumption at specific events held at the School on a case by case basis.

Approved: Ali Kirkpatrick

Seconded: Gwyneth Wills

All Agreed

3.4 Surrender and retention of property

The Board noted that the School needs guidelines on the surrender and retention of property (eg digital device and searching student property) and agreed that this should be discussed at the next Board meeting.

3.5 Complaints Register

The Board discussed the draft Complaints Register and noted:

- That the register would be password protected and filed in the Google Drive In Committee.
- That the register be amended to include: the owner and those responsible for resolving the complaint.
- The Board agreed to review the Register at every second meeting (ie Week 8) focussing on trends, patterns and actions.

Action 1: Jenny to amend the Complaints Register to include the owner and those responsible for resolving the complaint. Ali password protects the register and file in Google Drive In Committee.

Motion: That the Board agree that the final Complaints Register should be added to Google Docs and that at every second meeting the Board will review the register for trends, patterns and actions.

Moved: Ali Kirkpatrick

Seconded: Gwyneth Wills

All Agreed

3.6 School Docs update

The Board noted:

- That Schools Docs contain both generic policies (periodically updated) and tailored policies (school specific that need to be updated by the school).
- Where possible the Schools' documents should be generic as it reduces the risk of having documents that do not include amendments.

- The Board continues to provide feedback on the generic policies.
- That the weekly staff meeting includes a standing item on Emergency Preparedness, health and safety and hazards.

4. Finance and Audit (Gwyneth)

4.1 May 2022 Finance Report

The Board discussed the Management Report prepared by Education Services and noted:

- That overall expenditure is tracking well against budget.
- The 2022 budget for relief teachers was based on 2021 expenditure. The Board agreed that the financial report should indicate that the school is over budget with respect to relievers.
- To reduce the expenditure Caro has spent a number of days in the class, but this cannot continue. Caro successfully applied for “Special Reasons” and “10 days Principal Release” funding which will both be added to the Relief teacher funding.
- The Board confirmed their decision to pay for a fourth teacher and acknowledged that they have discretion on which teacher is funded by the School.
- The grant application for the turf has been declined. Further grant applications will be submitted and there is potentially a possibility of fund raising over 2022/23.

Motion: That the Board accept that the expenditure for relief teachers has to date, and will for the rest of 2022, exceeded the 2022 budget.

Moved: Gwyneth Wills Seconded: Ali Kirkpatrick All Agreed

4.2 Approve teacher salary increase

Motion: That the Board agree that the 2022 budget for teaching staff would increase by \$30,000.

Moved: Gwyneth Wills Seconded: Ali Kirkpatrick All Agreed

5. Monitoring (Caro)

5.1 Health & Safety

No major health and safety major incidents.

5.2 Principals Report

The Board thanked Caro for her report and noted:

- That positive feedback had been received from whānau who attended the Information Evening. The draft school values, strategic direction and charter was mentioned at the Information Evening, however, no feedback from the community has been received.
- That over the year, 16 new students are expected to enrol and 12 students will be leaving. Exit interviews for all leaving families will be conducted.

Action 2: James to send to Board members the final exit interview questions and ask families leaving the school to complete the exit interview survey.

- A new junior teacher has been appointed. Induction will include Te Tiriti and she will also be enrolled in the Te Reo programme.
- Their support for teaching Te Reo for the whole school. French tutoring for Kārearea would no longer be funded by the school but could be funded privately for those who wish to participate.

Motion: That the Board agree to replace tutoring Kārearea in French with Te Reo tutoring for the whole school.

Moved: Ali Kirkpatrick

Seconded: Jenny Skinner

All Agreed

Action 3: Caro to organise Te Reo tutoring for the school.

- Kāhui Ako is a group of education and training providers working together to help learners achieve their full potential. Last year the school paid \$1500 for Phase 1 and in 2022 \$1500. However, no resources have been received. Caro is following this up.
- That Capital Kiwi are planning a release of kiwis in November which they are keen for the school to be a part of.
- Timetabling for each school day may be changed to ensure that learning time is more effectively utilised (eg reducing eating time during post break time).

The Board discussed the results of the schools' overall student assessment and noted:

Data and Assessment Results

- Data will enable evidence-based decisions on learning expectations and progression. Mid-year data is not directly comparable to the 2021 mid-year results due to the different assessment process. The 2022 mid-year results will provide a baseline to monitor gaps and progress towards the end of the year expectations.
- Caro will provide further data to the Board at the end of the year.
- Holistically the results are following national trends. The number of Māori students is small and it is important to anonymise the data. The Board acknowledged the need for teaching to be culturally responsive.
- By the end of the year, it is hoped that every student will have made good progress but not all will meet the expectations.
- Special External Needs Co-ordinator (Senco) will provide support for some junior students and Resource Teachers Learning and Behaviour (RLTB) will begin a social interventions group in the Junior class from Term 3.

Professional development

- Coaching and support has been, and will be, provided to teachers as they implement the new assessment and programmes and manage the change.
- Two teachers are currently enrolled in the Incredible Years Programme.
- The Government provided a fund to help new Principals to govern during covid. Caro will prepare a proposal for how this should be spent for a Board discussion.

The Board discussed playground accessibility and noted:

- Caro met with the Council to discuss playground accessibility. This has been booked in for next month, on the understanding that if the grant application is successful it will be passed to the Council. Grants can not be awarded retrospectively.

- The Procurement Plan for the engagement of Architectural Services for the Bathroom renovation has been developed.
- The date for the Garden shed is still to be confirmed.

Motion: That the Board agree to apply for grants to support the installation of accessible playground equipment.

Moved: Gwyneth Wills

Seconded: Ali Kirkpatrick

All Agreed

Action 4: Jenny to email to Board members details of each grant received and applied for the accessible playground equipment.

The Board thanked Caro for her report and acknowledged the significant improvements she has made in her short time as Principal. They agree that changes need to be implemented in a way that manages stress levels effectively. They have asked that Caro takes a golden ticket day.

5.3 Principal Assurances

These are summarised in the Principals' report.

6. Administration (Ali)

6.1 Agenda Items for Next Meeting

Action 5: Ali to add to the Agenda for the next meeting on 10 August 2022

Standing Items

- **Complaints Register (for discussion at Week 8 Board meeting of each term).**
- **Emergency Preparedness (every meeting).**
- **School Docs feedback on generic policies to the agenda (every second meeting).**

Other

- **School Board Elections**
- **Surrender and Retention of Property Policy**

6.2 Correspondence

The Board had no correspondence to discuss.

6.3 Other

There were no other agenda items.

7. Meeting closed

The Chair thanked everyone for attending and closed the meeting at 7.30 pm.