

Board of Trustees Meeting



When	9 November 2022 at 5.30 pm – 7.30 pm
Where	Mākara Model School and Teams Meeting
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (Minutes)

1. Welcome (Ali)

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 meetings' agenda.

2.3 Confirmation of Minutes 14 September 2022 and Matters arising

The Board agreed the minutes of the meeting on 14 September 2022 as a true and accurate record. There were no matters arising from the Minutes.

2.4 Action Points

Progress on 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	Mover and Seconder
1	3.1	The Board reappointed James Ryan as the Board's Deputy chair.	Ali Fitzpatrick Genieve Morrison
2	5.2	The Board agreed that a teacher should be employed on a temporary basis for three days a week to cover teacher release and sickness in Term 4 and 2023. This decision would be reviewed at the end of each term.	All agreed

3. Strategic Decisions (Ali)

3.1 Appoint Board Deputy Chair

Motion: That the Board reappoint James Ryan as the Board's Deputy Chair.

Moved: Ali Kirkpatrick

Seconded: Genieve Morrison

All Agreed

3.2 Reaffirm the Board's Code of Conduct

The Board's Code of Conduct was reaffirmed.

Action: The Chair to re-sign the Board's Code of Conduct and load to school docs.

3.3 Reaffirm Board Delegation Document

The Board reaffirmed the Board's Delegation document.

3.4 Feedback on Hāutu document

The Board discussed the Hāutu document and noted:

- That the document was written in 2013, and should be used as a guideline.
- The Kāhui has signed up to the document and will involve school boards when they are ready.
- There is no Māori representation. The Board is considering how the Māori voice can be heard at the governance table.
- Schools need to personalise their journey. The School will begin the journey by discussing what achievement in education means to Māori.

Action: Caro will seek advice on approaching Māori families to discuss the meaning of educational achievement.

3.5 Community and fundraising activity

- Planning for the kiwi release is progressing.
- Planning for the Christmas fair (10 December) is underway. Activities include: face painting, pony rides, paddle boats, raffles, a bouncy castle, auction, Santa's grotto and prizes for pets. An eftpos machine has been purchased, with Mākara "money" to be used to make purchases.
- The organising committee will prepare online advertising for the fair (planned to start next week. The school community will be asked for help before, during and after the fair.

3.6 Term dates for 2024

The term dates for 2023 are: 1 February 2023 to 15 December 2023.

4. Finance and Audit (Ali)

4.1 September 2022 Finance Report

The Board discussed the Finance Report and noted:

- The Budget is tracking as expected.
- Structured literacy resources are likely to be overspent, however, grant applications (if successful) will be used to cover the shortfall and to purchase more resources.
- The Ministry will fund the fourth teacher for Term 4 2022 and for 2023.
- By the end of the week, the 2023 budget will be finalised. The budget will include more funding for relievers.
- The Ministry will provide \$20,000 to resurface the tarmac. Additional funding will be required as the resurfacing has been quoted at \$80,000.

5. Principals Report

The Board thanked Caro for her report and took the report as read. The Board noted:

5.1 Health & Safety

- There have been no major injuries.
- The bike track /ramp incident – ramp use has been re-evaluated.
- The fire incident in the weekend has been investigated and police were informed. Although, no damage occurred the Board asked Caro to inform insurers.

Action: Caro to inform the schools' insurance company of the fire incident in the weekend of 12 November.

5.2 School Roll and Teaching staff

- The school roll is likely to be near 80 at the start of 2023. As the school is zoned, the school needs to ensure there are vacancies for in-zone students. The ideal number of students is around 80-85 as this means class numbers can remain small.
- The Board agreed that a teacher should be employed on a temporary basis for three days a week to cover teacher release in Term 4 and in 2023. This would reduce the reliance on relievers and provide consistency for students. The decision will be reviewed at the end of each term.

5.3 Culture and Values

- Caro is getting quotes to re-design the values and behaviour posters to include symbols that can be used for certificates and badges.

5.4 Structured literacy

- Andrew summarised the structured literacy results for Karearea. Significant improvement has occurred since the baseline that was set early in Term 2. Progress in all classes will be monitored, with results available twice a year.
- The school is seen as a champion for structured literacy.
- The Board thanked Caro and Andrew for championing structured literacy at the school.

5.5 Cultural responsiveness

- Staff are working through an online te reo course.

Action: Genieve to send to Board members a link to the free tikanga/te reo course available from Massey University.

Action: Ali to link Caro with Brenda Crooks (Te Reo course in Karori).

5.6 Property

- The school is waiting for the first drafts from the Architects for the bathrooms.
- The quotes for blinds (both sun and black out) have been received. The grant from Meridian will be used to fund the blinds. Other grants will be applied for.
- Caro has applied for a grant to transform the kitchen area into a technical area (eg sewing and digital) for years 7 and 8.
- The vegetable garden is being transformed and will be used to teach horticulture. The garden may lead to a community market. Additional hours for the horticulturalist will be required and applications for funding (eg Lions) will be lodged.

Action: Ali to approach Seeds to Feeds (a summer-long festival celebrating locally

grown, naturally grown, community-building food) to determine if the school could be involved.

5.7 2023

- The community has been informed of the staffing changes for 2023.
- At the start of the year a mini whakatau will be planned for new students and teachers.

5.8 Principal Assurances

The Board noted the Assurances for Term 4 2022 including the:

- appointment procedures
- emergency evacuation and emergency kit
- staff usage and expenditure
- monitoring and auditing school bus compliance
- induction for provisionally certificated teachers (including vetting and certification)
- length of school year.

5.9 RAMs for School Camp

- A parents evening for the school camp was held on 2 November.

6. Standing Items (Ali)

6.1 Term Policy review: Health, Safety, and Welfare Policy:

The Board was reminded to read the policies for discussion at the next Board meeting.

Action: Genieve to email Kiri wording about asking for feedback on the policies for the next newsletter.

6.2 Alcohol/Drugs and Other Harmful Substances

No items were discussed.

6.3 Swimming

No items were discussed.

6.4 Complaints register

No complaints were received.

6.5 Emergency Preparedness

- All emergency drills are up to date.
- The review of the bus service will be completed at the end of the year and is required every three years.
- The Board agreed that the installation of security cameras at key entry points should be investigated and noted that policies relating to security of recordings and privacy would be required. Ideally, the cameras would be linked to a phone app and this would enable monitoring of the premises without visiting the school following an alarm.
- Security lights should also be installed to provide safety for staff leaving the premises in the dark.

Action: James to investigate options for security cameras/lights and get quotes.

7. Administration (Ali)

7.1 Identify Agenda Items for Next Meeting (items so far)

- Community feedback on policies.

7.2 Board Member Induction

- The induction pack has been sent to Board members.
- Rachael and Genieve will attend the induction course on 29 November in Karori.

8. In-committee items

The Board had no in-committee items to discuss.

9. Meeting closed

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