

Minutes of Board of Trustees Meeting 24 May 2021



Meeting commenced: 5.15pm with a karakia/whakataauaki from Eden

Present: Hayley Read, Eden Rogers, Phi Wilson (Secretary), Johnny Kunitau, Piripi Burt (deputy Chair), Hiku Mackey and Jess Barnes - newest member

Apologies: Derek Slatter

DECLARATIONS OF INTEREST:

SPEAKING RIGHTS

That Paul Botica be given speaking rights

Moved: Hayley

Seconded: Eden

Carried Unanimously

AURAKI BASELINE ASSESSMENT

- **Reading:** Paul spoke to his STAR Reading report. He noted that there were large numbers in the 7 8 9 stanine areas. Not sure if the students understand or if they have chosen another option. Using the drop down menu has proven a little difficult for them. There also were no instructions for this online test. Paul has given feedback to NZCER re this.
- **Writing:** Once again students using devices, which we think has been very beneficial. They had to write about a Dog Running on the Beach and also A Moment in Time. Year 7 Boys and girls are both weaker than their NZ cohorts. Girls slightly more advanced in Year 7 than the boys. Year 8 performances pretty much in line with their NZ cohorts. COL has provided some PLD funding so we can get Murray Gadd back to teach our new teachers how to teach writing.
- **Maths:** Year 8 - an adaptive test from NZCER provided. We appear to be quite similar across the country. Breakdowns on the report for interesting reading. Paul also explained how the funding from the BOT is used in the Maths area.

MINUTES FROM PREVIOUS MEETING :

Motion: That Minutes of 29/03/21 be confirmed as a true and correct copy of the meeting.

Moved: Piripi

Seconded: Hayley

Carried Unanimously

Business arising from Minutes

Baseline Achievement data - Paul Botica presenting to the BOT (as above).

CORRESPONDENCE

1. Moved from the Deputy Chair that the correspondence, including emails, be received and confirmed.
2. EOTC application for 15 - 20th August for Hillary Outdoors. Approved
3. EOTC Application for YSIH Arcopella : 20/21 June. Approved.

GENERAL BUSINESS

1. BOT Hui June 30 - Hayley not able to attend. Date changed to Tuesday 6 July 5.15pm.
2. ERO Visit Tuesday 15 June - Hayley. They no longer attend as a team and offer no time of completion. They are now known as evaluators.
3. Email of concern - Jodie Hannam. Letter tabled. The BOT secretary to respond to Jodi Hannam thanking her for her email acknowledging the challenges that schools are facing with students' wellbeing and mental issues. However as it is the day to day running of the school, the Board supports the SLT to make decisions that are in the best interest of the whole body of students. The BOT has seen the reply by the Principal and feels that the questions have been answered. The BOT understands that the school has resumed normal play and are confident that this will continue to be the status for the remainder of the year. The BOT encourages the SLT to employ PB4L strategies to support students with their behaviours.

Moved: Eden

Seconded: Johnny

Carried Unanimously

4. NZSTA Governance policy 3: Trustee remuneration and expenses - Hayley

Moved: Hayley

Seconded: Johnny

Carried Unanimously

5. NZSTA conference report - Johnny reported on the Rotorua Conference and mentioned that he facilitated the meeting for new Trustees.

PRINCIPAL'S REPORT:

Principal's Report (taken as read)

Here are the highlights from her BOT report:

750 students = Yr 7: 370, Yr 8: 380

Many thanks to the following leaders for their comprehensive reports and contributions:

- Lisa Barber - Financials and Personnel updates
- Debbie Hedley - LSC/SENCo Report
- Paul Botica - Property Report/Curriculum and Culture Counts update
- Te Ringakaha Tia-Ward - Te Whānau o Waimirangi Assessment baseline data
- Christine Thomson- Behaviour and Attendance analysis, Term 1 Attendance Report
- Wiremu Rankin - Enrichment, EOTC, Provision Registered Teachers programme

RESIGNATIONS

- Susan McDiarmid resigned on 30th April effective immediately.
- Liz Seaton won a position at KIS as a team leader. Liz Seaton finished at the end of term 1.
- Due to illness, Joy Lefever, Learning Support Assistant has resigned from her position effectively

APPOINTMENTS OF NEW STAFF

- **Rai Rakich** - new teacher in Ruma 4 replacing Liz Seaton's role as classroom teacher. I want to take this opportunity to thank Grant for setting up the class beautifully during term 1 and teaching our students with such commitment. The class is so settled and focused on positive learning outcomes with all credit to Grant. Kia ora mai ra. Nga mihi nunui.
- **Monique Fisher** for the Māori Performing arts position, Te Ao Haka beginning term 3
- **Miringa Silipa** - has been appointed to take over Kathryn O'Brien's class Ruma 17 when she goes on maternity leave at the end of this week.
- **Joseph Gare** from Hardcore Dance Company will continue to teach Hip Hop to our students for term 2. The plan is to continue having Joseph teach Hip Hop on Fridays for the remainder of the year.
- **Shannon Watson** has agreed to be the new acting Whānau leader for Te Whānau o Kauika. Congratulations to Shannon Watson. Our tamariki are in wonderful hands.
- **Katie Wilkinson** has agreed to be the new PB4L coach for the school replacing Liz Seaton. Congratulations to Katie. I know that she will do a marvellous job, highly organised and relatable

OTHER

Canteen contract with previous provider ended on last day of term 1 after company lost bid for lunches in schools contract. We are fortunate to have Lisa Draisey (former canteen manager) take over on same terms and commission structure (6% of gross turnover) and the canteen continues to be extremely busy. Lisa has now introduced a breakfast menu before school including smoothies and hot chocolate drinks which have been a real hit with students and staff.

ATTENDANCE AND BEHAVIOUR

Please find in the Principal's meeting folder, the most up to date information on [attendance and behaviour](#) from Christine with thanks.

BEHAVIOR INTERVENTION STRATEGIES

Organised Play

During week 3 we had organised play during the break times.

- * whānau/team are allocated an area of the school to play
- * the staff associated with the team are on duty
- * the staff associated on duty supervise and teach students how to play positively
- * student leaders run games teaching students the rules of the game
- * sports equipment is provided for the games
- * our expectations are reinforced at every break
- * our lunchtime clubs/activities will not run during this week except for the school bands
- * for those students who require quiet zones every whānau will organise a space for these students

We will be evaluating the success of the intervention by the behaviour in the playground going forward. If the students revert back to non acceptable behaviour we will have organised play once again. We need the team of 745 to work together to make our playground a safe and enjoyable place for everyone including our staff and students.

Motion: That Principal's Report be received.

Moved: Hayley

Seconded: Hiku

Carried Unanimously

FINANCIAL REPORT

FINANCE

- Draft annual accounts have been forwarded to Auditor and audit visit took place on 19 April. Audited accounts will be filed before MOE deadline of 31 May. Johnny asked that the Board's thanks be given to the Finance team for their ongoing work for the school.
- Beginning Teacher National Induction funding has now been received.
- Wash-up funding for 2020 LSA pay equity and Support Staff salary settlements is currently being calculated but will not be paid until the October Operations grant drop. Approx 18k
- BOT Management reports for month ending 30/4/21 are tabled.
- All income lines on track with Support Staff 2020 salary increase washup now paid out in 1 July operations grant. Additional funding approved by Oranga Tamariki will increase other Government Grants income by around \$15k
- No significant overspends except for photocopying costs which have significantly increased. 2019 total spend was \$14,316. 2020 impacted by lockdown. 2021 spend already at \$9,745 in just over one term – to be investigated.
- R & M Electrical spend is close to budget however this is for essential repairs that cannot always be anticipated or avoided.
- Bank balance summary for period ending 30/4/21 is tabled.
- Bank Reconciliation report for period ending 30/4/21 is tabled.

BANKED STAFFING

PP03 – 04/05/2021

- | | | | |
|----------------|-------|-----------|--------|
| • Entitlement: | 44.15 | Total YTD | 309.73 |
| • Usage: | 42.65 | Total YTD | 311.59 |

2021 entitlement is actually 44.35 – awaiting for adjustment for beginning teacher release allowance. Usage will reduce by 5.0 once adjustment has been processed. Have received written confirmation from MOE that 2020 Banked staffing was balanced to zero at end of staffing year.

Visa statements were sighted by the deputy chair.

Motion: That the Financial Report as read be approved.

Moved: Hayley

Seconded: Jess

Carried Unanimously

PROPERTY REPORT

PROPERTY

Please find the [May Report](#) from Paul Botica, with thanks.

NEW CLASSROOMS - MODULAR BUILD

Met with Linda Van Zyl and her team. A Line has won the contract. They will be building during the term 3 and hope to be completed by the end of October. They will build two modular buildings with a deck in front. The MOE will also be refurbishing Ruma 24 to the same specifications. Not included are toilets. I plan to ask what will happen to those savings and will they reappear in our property in some fashion.

DRIVEWAY UPDATE

Will be completed term 3 holidays.

SHADE COVERS

Will be completed term 2, week 4.

WET WEATHER TIGHTNESS PROGRAMME

Will begin during the christmas holidays. Will take approximately 10 months to complete. Five portacoms will be placed on the school site alongside the turf fence. 5 classrooms rooves will be repitched and sealed at each time.

REFURBISHMENT PROGRAMME

Met with Justine Tapper, Avail. We discussed the 10YPP and both came to the conclusion that we still do not have enough money to refurbish and complete the programme from 2017 for Ruma 1-4. We have decided that we should spend the money to complete the refurbishment for Ruma 1-4: lighting, carpets, autex, painting, sound. The remaining funds will go to refurbishing Ruma 9-10. Ruma 5-8 will

have to wait until the next 10YYP 2025~2030.

Motion: That the Property Report be received.

Moved: Hayley`

Seconded: Piripi

Carried Unanimously

Piripi/Hiku

The Board of Trustees moved into the in-committee.

In terms of Section 47 of the Local Government Official Information and Meetings Act the public is excluded from the next part of this meeting because the Board wishes to discuss matters which would infringe on the privacy of a natural person under Section 9(2)(A) of the Official Information Act 1982.

Moved into in-Committee at 6.35pm Moved out of in-Committee at 6.45pm

Chair:.....

Date:.....

Meeting closed with karakia at 6.45pm.

Next BOT Hui: Tuesday 6th July at 5:15pm.