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| **Board of Trustees Meeting** |  |
| **When** | 18 May 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 |
| **Attendees** | Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (Minutes) |

## Welcome

Ali welcomed everyone to the meeting.

## Administration

## Apologies

## There were no apologies.

## Declaration of Interests

## The Board had no interests to declare that were relevant to the meetings’ agenda.

## Confirmation of Minutes 13 March 2022

## The Board agreed the minutes of the meeting on 13 March 2022 as a true and accurate record. Action 1: Ali will load the minutes from the Board meetings to Google Docs and the school website.

## Action 2: In-committee items will be summarised separately (Denise) and deleted from minutes (Caro).

## Matters arising from Minutes from 13 March 2022 Board Meeting

## There were no matters arising from the Minutes.

## Action Points

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

## Decisions made at this meeting

## The Board made the following decisions at this meeting.

| Number | Agenda Item | Decision |
| --- | --- | --- |
| 1 | 4.0 | The Board agreed that the Asset Threshold would be changed from $250 to $500.  |
| 2 | 5.1 | The Board will undertake a mid-year Budget review and will note minor budget changes at every second meeting.  |
| 3 | 5.2 | The Board confirmed their approval of the 2022 Budget for Makara Model School. James/Gwyneth |

## Strategic Decisions

## Grant Funding (Jenny)

|  |  |
| --- | --- |
| Application to | Purpose |
| West Winds | Structured LiteracyThe Board has not yet heard from West Winds about the funding application for structured literacy.Turf The Board has not yet heard from West Winds about the funding application for the turf. Vehicle access around the back of the school is required and may impact on the decision. Concrete or asphalt is more expensive than turf and would require additional funding applications and a change in the budget.  |
| NZCT | If West Winds decline the application (see above), an application to the Community Trust will be considered. |
| Mazda and Nikau Foundation  | Funding applications for Structured Literacy were declined. |

## Staff Representative on Board (Caro)

## The Board welcomed Andrew to the Board as the new staff representative.

## Triennal School Board Elections (Ali)

## The School Board elections will be held on 7-23 September 2002. The Board noted:

## All Board positions are up for election.

## This election will be the first time that online voting has been used. A returning officer needs to be appointed (funding can be claimed back). Two options include the school’s office administrator or an external organisation that specialises in this work.

## The Board will organise an evening for those interested in becoming Board members (this will be included as part of the evening for parents to discuss structured literacy).

## Action 3: Ali will follow up the options for the appointment of the Returning Officer. Action 4: Ali/Caro to organise an evening for parents and caregivers to discuss structured literacy and include an opportunity to discuss the Board elections.

## Asset Threshold Change (Gwyneth)

## The Board noted:

## All purchases over $250 are currently added to the Asset Register, with items less than $250 categorised as an expense.

## The Asset Register is not always updated when assets are fully depreciated or replaced.

## Education Services recommended that the Board set the threshold at $500.

## Decision: The Board agreed that the Asset Threshold would be changed from $250 to $500.

## Finance and Audit (Gwyneth)

## April 2022 Finance Report

## The Board noted:

## That Gwyneth has met with Education Services to discuss the new format for the financial report.

## The report summarises how expenditure is tracking against budget. Currently 33% of the budget for 2022 has been spent.

## The “bottom line” is a good indication of how the expenditure is tracking. However, individual items that should be watched include:

## 38% of the budget for electricity has been spent but the peak usage period is winter.

## 23% of the staff salary budget has been spent. This is expected to increase with bulk holiday payments and an increase in Relievers (note: Caro has applied for “Special Reasons” funding to cover the relieving and discretionary leave costs).

## Education Services recommend that School Boards undertake a mid-year budget review and at every second meeting (ie 4 times a year) note any minor budget changes.

## Decision: The Board will undertake a mid-year Budget review and will note minor budget changes at every second meeting.

## 2022 Budget - to be approved and minuted for Auditors

## Decision: The Board confirmed their approval of the 2022 Budget for Makara Model School. Motion: James Seconded: Gwyneth

## Monitoring (Caro)

## Health & Safety

## There has been one minor and one major incident (due to students adjusting a bike). Children have been reminded to respect the bikes, to store them in the shed appropriately and to raise any issues with a teacher.

## Andrew will attend a first aid course in June. All other teachers have current first aid certificates.

## The school is currently covid free – the community is proactive in keeping students at home if they are unwell.

## Principals Report and Assurances

## The Board thanked Caro for her report and noted:

## *Donations*

## The Board will write to St Johns Op shop thanking them for their generous donation of $4,000.

## Action 5: Ali to write to St Johns Op Shop thanking them for their $4,000 donation and include how the money will be spent.

## *Operational*

## Alarms continue to be a problem. The school is charged $60 for a call out. A fault in one of the sensors in the service room has been mended.

## Kiri and Caro have had their first onboarding session for Hero. The launch is planned for Term 3 (school) and Term 1 2023 (for the community). It is expected that Kiri and Caro will be able maintain Hero. The transition to Hero will require a new reporting template. Goal setting meetings will be held with parents/caregivers in Terms 1 and 3 and written reports will be prepared in Term 2 and 4.

## Caro assured the Board that all risk management processes are being followed. A risk assessment (RAMS) has been created for the technology day as students are not accompanied by a teacher.

## *School roll*

## The school has 14 new students (including new entrants) this year. The roll is projected to reach 81 by the end of 2022, and if achieved, funding will be available for the fourth teacher. Funding would be for the full year even if the roll drops below 76.

## Caro is arranging a visit with Sunshine Kindy.

## Action 6: Jenny to give Caro details of contacts for Sunshine Kindergarten.

## *Policies*

## Staff have reviewed, amended and are following the policies: [Behaviour Management Plan](https://docs.google.com/document/d/1BdZqPOkeg4xc5E-LaiQdH-k8QybaqdDD/edit?usp=sharing&ouid=108685648512165429981&rtpof=true&sd=true), [Behaviour Management Process](https://mms.schooldocs.co.nz/index.htm?toc.htm?1921.htm), [Physical Restraint and](https://mms.schooldocs.co.nz/index.htm?toc.htm?1921.htm) Concerns and Complaints process.

## Action 7: Caro to share the policies relating to behaviour and management with the Teacher Aides.

##  *Strategy*

* The working group has drafted the strategic aims/values/mission and vision statements [Strategic Aims Doc / Charter Draft](https://docs.google.com/document/d/1e0sHxcr0AhOfbQiKVOUBTsSy4Uhf83OeO_3an3bzzo8/edit?usp=sharing) and discussed these with staff and senior students.
* Once the Board has commented on the draft statements the community will be asked for feedback prior to finalising.
* The “old” charter has been submitted to the Ministry of Education as requested, but they have been informed that it is currently being redeveloped. Once, finalised a copy will be sent to the Ministry.

## Action 8: Jenny to forward her suggestions re language and framing to Caro who will incorporate them into the strategic aims document.

*Student Learning and Classroom Activities*

## Assessment and progress tracking has been set up and will be presented at the Week 8 Board meeting. Future reports will look different to previous ones – the changes should build understanding of the progressions and curriculum and ensure that goals and targets and individual plans remain relevant.

## “Creatives in Schools” is underway. The timeline for the tile installation has been impacted by availability of materials. Values art work and the mural designs for the container are continuing.

## The school is proposing a wellbeing programme with children which includes four fun based events each term.

## Caro shared the [Long Term Plan Overview](https://docs.google.com/document/d/1eetAJXslrUyGJ_kDlw_2PTS-lfHI6t-z/edit?usp=sharing&ouid=108685648512165429981&rtpof=true&sd=true), an [Example of Context planning](https://docs.google.com/document/d/1Cnw0OmT0khR9ijRWIVM0uQbNZN1NDj14/edit?usp=sharing&ouid=108685648512165429981&rtpof=true&sd=true) skeleton and [Maths Long Term Plan](https://docs.google.com/document/d/14zFaz2E5AutHeOOIPAN040ruojDvLVk0ZflrcywOVZQ/edit?usp=sharing) with the Board.

## Action 9: Caro to put the long-term plans and the minutes of Board meetings onto the School’s website.

## The Special Education Needs Co-ordinator (Senco) has approved:

## Funding for structured literacy – 1 full year of support and professional development.

## Funding from the Interim Response Fund ($2,000, $800 and $800)

## Additional Teacher Aide funding for the junior class (5 hours for a group of children and 7.5 hours for a student).

## *Property*

## The renovation of the staff bathroom and medical room has been completed and the marked carpet tiles in the Karearea classroom have been replaced.

## The garden shed will be built in the coming weeks. An update report to West Wind is required by the end of May.

## Action 10: Caro to send an update email to West Wind outlining the progress on building the garden shed.

## The shade sail has been ordered for the swimming pool and sandpit. Money will be saved if volunteers help with installation. Jenny has approval from Transpower to use the funding for both sails.

## The Health and Safety risk around the office window sills has been temporarily managed through blocking off the pathway.

## Quotes have indicated that the cost of building a deck between the classrooms could potentially be $14,000. Caro suggested that this could potentially be a community project, driven by our year 8 students.

## Approval for renovating the toilets has been received (including disabled access). Caro is waiting to see the design and expects the tender process to begin shortly.

## *Staffing*

## Applications for the vacancy in the junior class closes on Friday 20 May. To date 30 applications have been received (approximately 20 are from overseas). Hopefully, interviews will be held over the weekend and in the following week as the successful candidate is likely to need to give notice and possibly relocate. The panel includes 2 staff members, 1 Board member and one other who is neutral. The video on the NZ Teachers website has potentially generated interest.

## Professional development for staff includes: PB4L Tier 2 training, first aid, Kahui Ako professional development day for all staff and structured literacy - Science of Reading.

## Wellbeing – staff are able to take one day per year for wellbeing with Caro providing class cover.

## Policy review plan (Gwyneth)

## At the last meeting the Board agreed to review policies according to the review schedule. Jenny will co-ordinate feedback and send feedback to School Docs.

## The Complaints Policy requires the Board to have a formal Complaints Register and for the Board to review this. The Board agreed that the Register should not contain personal information and due to its sensitive nature should be stored securely.

## Action 11: Caro to ask NZ STAR for a template for a Complaints Register.

## The Board agreed that the Register will be helpful in monitoring trends and registering risks.

## There are a number of policies tailored for the school that need to be reviewed. The Board agreed that Gwyneth, Jenny, Caro and Evelyn would do this.

## Action 12: Gwyneth, Jenny, Caro and Evelyn review policies that are tailored for the school.

## Wellness survey (Ali)

## The Board noted:

## That NZSTAR suggested that a regular temperature check should be held with teachers and teacher aides. To date, Ali has spoken to all teachers and will also survey teacher aides.

## The results to date, indicate that overall teachers are managing their work/life balance and stress levels are manageable.

## Ali will re-conduct the survey in Term 3.

## Action 13: Ali to summarise the results of the Wellness Survey and add to Google docs.

## Administration (Ali)

## Identify Agenda Items for Next Meeting

## The Board noted that the following items should be added to the agenda for the next meeting.

## Policy reviews will be standing item on the agenda.

## Discussion around responsibilities on how we are implementing Te Tiriti – Caro, Ali, Gwyneth and Jenny

## Action 14: Ali to arrange to meet with Caro, Gwyneth and Jenny to discuss how to apply Te Tiriti learnings to the school.

## Correspondence

## The Board had no correspondence to discuss.

## Other

## There were no other agenda items.

## Meeting closed

## The meeting closed at 7.00 pm.