

Newtown School Board of Trustees

Meeting minutes

Wednesday 28 November 2018, 6.30 pm, school staffroom

Present: Mark Brown, Annette Gittos, Julie Bennett, Lucy Kebbell, Kelvin Harper, Miriam Swanson, Jasmine Gilbert and Jo Gould (minutes).

Apologies: Victoria Esson

1. Karakia

2. Previous Minutes and Actions

The minutes of the 24 October 2018 Board meeting were approved and the action items were discussed and updated.

3. Conflicts of interest

None declared.

4. New build

Naylor Love and the project management team are now off site. A number of defects have however been identified and will be addressed over the next 10 months.

External bells are being installed shortly. Most of the caretaker shed has been refurbished. The bag hooks have been installed, but around 100 more are required, and some further adjustments are needed as the hooks are too close together. External roller doors on the northern end of the new block still need to be installed.

The sick bay in the new administration area doesn't have a toilet. The Board suggested that this be further considered.

The new grassed areas will be handed back to the school in the New Year.

5. Property

Pool refurbishment

The pool refurbishment is progressing according to the timeline that was tabled at the October Board meeting.

Property

Mark met with Kevin Curran from the Ministry of Education, who has clarified that the school won't get any further maintenance funding for ten years for anything related to the new building. The school will get five years' funding for maintenance of existing buildings (except for the pool).

Funding has been put aside in next year's budget for the school hall - some items need replacing, and others upgraded.

Market

Mark reported that there is agreement with the market organisers around most of the issues in the draft MOU. Two issues remain outstanding - the market organiser would like to put *his* rubbish (but not the vendors) into the skip bin, and contribute to half of the waste management costs. The bin is currently emptied once a week. Mark will consider what happens during the holidays, when the school isn't contributing to rubbish in the bins.

The market organiser is also concerned about the clause in the MOU that could mean the market gets shut down for a week if, within the year, there are three occasions where the school is not happy with the cleanliness of the school after the market has left. The market organiser has indicated that he will endeavour to ensure that the school grounds are left in a tidy condition. The Board want to retain this clause, but is prepared to increase the threshold to four incidents of uncleanliness. Mark clarified that the MOU contains a review clause.

6. Finance and Budget

Mark tabled the Finance report. The report notes expenditure for the month of October 2018 of \$65,973. The year-to-date expenditure was \$784,127, against a (year end) budget of \$887,913.

The draft budget (version 2) has been checked by Education Services and the Ministry of Education, and is now available for the Board's review. Mark indicated that they have gone through the budget line by line to crunch down codes in order to make the budget more manageable. The draft budget has a small deficit. Education Services will come to the December Board meeting to answer any questions about the budget.

ACTION: Board members are encouraged to view the draft budget with the aim of getting it approved at the December meeting.

A swimming pool trading account has been created, to include income generated from the pool that can be used to cover maintenance costs.

The Board indicated that it would be useful to know what the school gets for ORS funding, and how much the school spends over and above this to support special needs and other students with high needs. This would be a useful figure to feed back to the Ministry and NZSTA.

There was some discussion about parent donations, and whether the donation structure needed reviewing. The Board observed that there is potential for more regular communications to families about the donations as has been done in previous years.

7. Committee reports

Maori Medium

Jasmine observed that there was some excitement about the interviews taking place tomorrow for the new kaiako for Ngati Kotahitanga. Whanau members were keen to be involved. Daniel and Whaea Susie will first interview candidates in Te Reo, then Jasmine, Mark and Nicki will follow with a second interview.

An end of year function for the tamariki is being planned, which will include a farewell for Fraesar.

Justine reported that whanau were concerned that the school alarms were going off at the weekend. Mark had been contacted about this. There was an issue with the alarms a while back which has been resolved.

Policy

Lucy reported that rolling out school docs is a task for the New Year. A questionnaire needs to be completed by the school leadership team to inform the roll out.

Lucy plans to bring a report to the next Board meeting on the finalisation of the school administration review.

Fundraising

The grant for the Ellen Coup mural was approved, but her fee was paid for before the school received notification of the grant funding. Jess was going to contact the funder and check whether the grant could be applied to the mural that the students are developing, but it's likely that a new grant application would need to be made.

A new location has been selected for the student-led mural project which has increased the proposed costs as scaffolding will be required. The total cost is approximately \$4,195.19. The Board wasn't clear about whether the students are involved in painting the mural, or whether the artist is doing this. If the mural is being primarily done by the artist it was determined that the undertaking of the mural is delayed until funding applications have been submitted and the school notified of their success.

ACTION: Kelvin to clarify this point with Wanwan.

External funding for the basketball hoop was successfully obtained.

Health and Safety

Julie reported that the Health and Safety Committee - consisting of Annabel, Trish, Mark, Lucy and Jasmine - met recently. The committee went through a list of incidents, including a broken elbow, a child who ingested hand soap, and a child who escaped from the school grounds.

There was some discussion about what information the Board would like to receive about incidents. Julie suggested information about minor, moderate and major incidents, and any incidents referred on

to WorkSafe. Also information about hazards that have been identified, and when they were resolved. Mark noted that it can take some time for tradespeople to come and fix issues, which means the hazard needs to be "isolated" in the meantime.

A draft incident workflow was tabled, which will be discussed at the December Health and Safety Committee meeting. The workflow includes when to notify WorkSafe - there is some clear criteria on their website about what needs to be reported. If there is some doubt about whether an incident needs to be reported, WorkSafe can be called to clarify. The school does have a injury and incident management and reporting policy (available on the school's website).

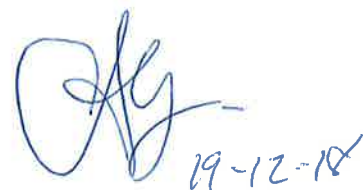
Trish and Melissa have prepared a "your child has come to the sick bay" form for parents. There was a discussion about whether the school should retain copies of these forms, and report the number of sick bay incidents to the Board. This will be discussed further at the December Committee meeting.

Board members raised the issue of Health and Safety training for staff members and recommended that the school seek an external H&S trainer to conduct a course. Mark pointed out that there will be some training on the teacher only days in January 2019 about the incident workflow (once it has been finalised). There might be an option of inviting a guest speaker. Staff wellbeing and self-care are also important aspects of health and safety.

8. Any other business/correspondence

Triennial Board of Trustee elections are due to take place in 2019. STA has highlighted a number of tasks that the Board and school need to turn their minds to, including:

- Setting the election date - NZSTA recommend an election date of Friday 7 June 2019, which the Board agreed was an appropriate date.
- Appointing a returning officer to run the election in accordance with the relevant regulations. Options were discussed. **ACTION: Mark to let the Board know who will be appointed.**
- Confirming the number of parent representative positions. It was agreed five positions.
- Representative of Ngati Kotahitanga - the Board discussed whether there should be a more formalised process to elect a representative from the whanau. **ACTION: Jasmine to raise this with whanau.**



A handwritten signature in blue ink, followed by the date "19-12-18".

9. Principal's report

Mark tabled his monthly report to the Board. Items discussed included:

- In google docs is the literacy data that the Board received at the last meeting. Kelvin has added the numeracy data, which can be discussed at a future Board meeting.
- Māori immersion achievement data will be shared with the whanau first, and then with the Board at the December meeting.
- A sample of parents will be invited to discuss achievement narratives that can come from PACT. Staff will also have the opportunity to contribute to this discussion. This will be on the agenda for the December Board meeting.
- A planning day with the Leadership Team looked at the ideas from the Board for the strategic plan. Using this material the team came up with four major areas of focus - school culture, coherent curriculum, cultural responsiveness and learner support. More thinking is being done about the vision and mission statements for the school. Suggestions incorporating aspects of the school motto of "Love Learning, Love Life" will be tabled at the next Board meeting.
- The new school teaching structure for 2019 will be communicated to parents next week.
- The enrolment scheme will be reviewed next term. The school hasn't enrolled any out-of-zone students since the scheme was introduced, in order to manage the school roll. Mark clarified that no siblings of existing students have been turned away, as was previously agreed.

10. In-Committee

The Board moved into committee at 8:52 pm to discuss personnel and other matters. The Board and moved out of committee at 9:50 pm.

Next meetings: 19 December 2018 and 30 January 2019