

Newtown School Board of Trustees

Meeting minutes

Wednesday 30 January 2019, 6.30 pm, school staffroom

Present: Mark Brown, Annette Gittos, Julie Bennett, Lucy Kebbell, Miriam Swanson, Victoria Esson, Jasmine Gilbert (items 1 - 7) and Jo Gould (minutes).

Apologies: none

1. Karakia

2. Election of Board positions

Annette stepped down from the position of Chair as she will not be seeking re-election to the Board this year. Julie agreed to pick up the role (including agenda setting and monthly meeting with Mark) on an interim basis until the Board elections are held in June, sharing aspects of the role with other Board members - Miriam (correspondence and media) and Victoria (the Principal's performance appraisal, with Annette).

Lucy was confirmed as Deputy Chair, Jasmine was confirmed in the Health and Safety role, and Victoria as the Treasurer.

ACTION: Miriam to draft an item for the school newsletter about the changes in Board members' positions, and encouraging parents to consider standing for election to the Board in the June 2019 elections.

The need for a new staff rep to the Board to replace Kelvin will be discussed at the all-day staff planning days on 31 January/1 February, with an election taking place at the end of the following week. Nicki has indicated that she would like to attend the meetings, but not as the staff rep. Lucy agreed to attend the planning day on 1 February to emphasise the importance of both having a staff voice on the Board and reporting back to staff about Board meetings on a regular basis. Lucy will also stress the need for having

a Ngati Kotahitanga whanau representative co-opted on to the Board, and the Board's willingness to support/assist this process.

3. Previous Minutes and Actions

The minutes from the meeting of 19 December 2018 were approved subject to Annette doing one final check. The action items were discussed and updated. For the item on the MOU with the Saturday Market organisers, Mark noted that Damian was coming in on Monday 4 February to discuss/sign this.

4. Conflicts of interest

None declared.

5. Principal's report

Mark tabled his report. Items discussed included:

- Justine (Learner Support) and Debbie (new programmes for students) will attend the next Board meeting.
- A noho marae at the school for Ngati Kotahitanga is scheduled for 18 and 19 February.

ACTION: Julie and Mark to look at the risk management plan for the noho marae and approve this on behalf of the Board.

- Year 6 students will go to camp again at Wainui. A plan for the camp will be presented at the next Board meeting.
- Billy (a former teacher from Newtown school who left to study counselling) is interested in having a placement at Newtown School as part of her studies. This will involve 400 hours of practical experience under supervision. Miriam agreed to look at the logistics of how this will work, including how referrals are made, what supervision will be provided, and the rules around confidentiality of the counselling sessions.

ACTION: Mark to provide Miriam with the logistics around Billy's possible practicum placement at Newtown school as part of her counselling qualification.

- The Board was very supportive of the school inviting parents to a working bee early in Term 1. It needs to be communicated well with lots of notice.
- The owner of the former Westpac building beside the school needs to do some earthquake strengthening work. This will involve relocating the wire fence beside the prefabs onto the boundary line, and removal of some of the brick wall beside the new build (the wall the mural is on). The landowner will provide the school with the building consent (etc) material for the work.

6. School charter/strategic plan

Board members were encouraged to have a look at the summary (one-pager) of the strategic plan, plus the full document. The Board can revisit the strategic plan at the next meeting with the view to signing it off. The document can be updated and amended throughout the year if required.

ACTION: Board members to review the strategic plan and provide any comments to Mark or Trish.

7. Any other business (including correspondence)

Correspondence

Annette had previously circulated correspondence from the Police and Wellington City Council in response to Annette's letters about buses and other traffic running red lights at intersections around the school. The Wellington City Council in their letter summarised the work they had completed to address the issue. The Board was of the view that there is still room for improving the phasing of lights - perhaps a pedestrian "circus" where all lights are red for pedestrians to cross in all directions.

ACTION: Mark to discuss with local councillor Fleur Fitzsimons and local MP Paul Eagle concerns about the ongoing running of red lights at intersections near the school.

Board Team Drive

Lucy has migrated documents over from the old BOT file on google drive to the new Board Team file. This will mean that documents remain on the file even though Board members that created the documents have moved on.

ACTION: Mark to get the school's tech support team to check that all document have been transferred to the new Board team drive.

BOT meetings

The Board agreed to continue to meet on the fourth Wednesday of the month at 6.30 pm.

8. In-Committee

The Board moved into committee at 8.07 pm to discuss personnel and other matters. The Board and moved out of committee at 8:45 pm.

Next meeting: 27 February 2019