

MINUTES meeting of the Koraunui School Board on 02 August 2023

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1906

Agenda

2. Administration
3. Strategic decisions
4. Strategic discussions
5. Monitoring
6. Public excluded items
7. Other items

2: Administration

2.1.1 Present

Spencer Hiess [SH], parent representative

Dave Lamont [DL], Principal

Craig Gilmour [CG], staff representative

Chris Blazkow [CB], parent representative

Kris Dando [KD], parent representative

Renee Madsen [RM], parent representative

2.1.2 In Attendance

Gillian McPeake – Deputy Principal

It was moved by SH that Gillian has speaking rights as part of her presentation to the board.

Proposed: SH Seconded: DL

2.2 Apologies

Amber Pacheco [AP], parent representative

2.3 Declaration of interests

No new declarations.

2.5 Confirmation of previous meeting's minutes

Minutes of the March confirmed as accurate with minor changes on to heading/footer for dates

Motion: That the March 2023 Minutes are noted as correct with minor edits.

Proposed: SH Seconded: DL

2.6 Correspondence

The correspondence received was discussed.

2.7 School Alert System presentation – Gillian McPeake

Gillian presented to the board on an extended initiative between NZ Police and MoE where schools can opt in to receiving notifications (containing very limited information) of children enrolled at Koraunui school being involved or exposed to family harm via a Ministry of Education notification from NZ Police. Trials have been in place across several regions of NZ and the process is already in place within the Wellington region. As part of its expansion, schools in the Hutt Valley are being invited to opt in to the service. Gillian's presentation gave a brief overview and offered the opportunity for Koraunui Schoolboard to express their interest to know more about the service. School community consultation will occur once the BoT has further information and before any decision on formally signing up is made.

3.0 Strategic decisions

3.1: NZSTA Training – Te Tiriti o Waitangi (Kahui Ako (KA) Session)

We received and all schools in KA represented. Interesting learning and well times to bring lens to strategic planning.

Second session in September and possibly will be another KA targeted session – DL/CG will confirm with NZSTA.

3.2: Charter, Priorities and Annual Goal Development

Deferred to other sections of meeting for reporting, and discussions.

4.0 Strategic discussions

4.1 School docs

Term 3 reviews open.

SH will email out to BoT login details

DL will add community review topics to newsletter and invite staff to complete also.

4.1.1 KCC Policies review

Reviewed – DL will make some updates – mainly to enrolment/withdrawal and payment for services content and bring to next meeting for sign off.

4.2 Strategic Plan Consultation Feedback

SH went through collation of feedback received from school community and sharing draft goals and objectives. Confirmed that these align to Te Matauranga o Aotearoa and New Zealand Curriculum.

DL will review in conjunction with NELPs.

SH will develop draft presentation for next BoT meeting to get feedback before sharing with school community in T4 for feedback.

4.3 Code of Conduct for Board Members

Discussed. SH to email to BoT members who will digitally sign and send back for adding to BoT master files.

5.0 Monitoring

5.1: Principal's Report

Report Discussed.

Mid-year achievement data reviewed and discussion around achievement targets and plans on how to lift for students still on path to reaching goals.

“Understanding and responding to behaviour” course attendance being arranged for 6 teachers. Aligns with updated Physical Restraint policies. Required to be completed by February 2024.

IRF applications approved but funding amounts are now reduced from \$800 to \$500 per application. Continued constraints on those that need help and support will require consistent top ups from Board Funds in lieu of this being used for other areas within school.

Draft amended budget for remainder of year will be tabled at next meeting after meeting with accountant late August.

Provisional staffing and equity index updates are expected in next few months. This may result in a Special Reason Staffing application being submitted if numbers/funding drop.

Motion: That the August 2023 Principals Report is noted as read.

Proposed: SH Seconded: CB

5.2: Finance Report

The June 2023 Finance reports were discussed. 50% spent and 50% of year completed. Significant items in report are result of mis-codes and in process of being updated. Returning to creep of errors by Education Services noted by BoT. KCC difference has been corrected now that funding received from MSD.

Motion: That the June 2023 Finance Report is noted as read.

Proposed: DL Seconded: SH

5.2.1 Grant Application

Discussed grant application for New Zealand Communities Trust for \$61,500 for purchase and installation of new playground matting for bottom playground which is becoming unsafe due to separation and slipping of the matting.

Motion: That the Board of Trustees approve the grant application to New Zealand Communities Trust requesting \$61,500 for the purchase and installation of new playground matting for bottom playground.

Proposed: DL Seconded: KD

5.3: Property Report

Discussed.

Kowhai block upgrade will begin on the 10th August. Asbestos testing results came back with 'negative' results. Rooms 7&8 will be completed first then the remaining classes but whole block will remain cordoned off throughout.

Continuation of requests for PE shed work to be priorities with MoE.

Fencing project nearly completed – awaiting gates that were being manufactured to size.

School pool for summer-time key allocation – DL and AP will continue work on policy/guides.

Motion: That the August 2023 Property Report is read and accepted.

Proposed: SH Seconded: KD

5.4: Health and Safety Report

Discussed. Mainly falls and trips with minor bumps.

6.0 Public excluded items

Motion: That the public be excluded from the in-committee proceedings of this meeting. The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are to protect the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: SH Seconded: DL

The Board passed into committee at 9:38pm and out of committee at 10.00pm

7.0 Other Items (Board setup and Operations)

Nil

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 10:01pm.

Minutes of the meeting of the Koraunui School Board 02 August 2023

List of action points - current


Number	Who		Status
10-05-23 #4	DL & AP	School pool policy and guides	In Progress
02-08-23 #1	DL / CG	Enquire with NZSTA contact for second Te Tiriti o Waitangi training session for KA	•
02-08-23 #2	SH DL	Share login / review topics to BoT & Staff/Community respectively	•
02-08-23 #3	ALL	BoT members to complete School Docs reviews	•
02-08-23 #4	DL / CG	Confirm alignment of draft goals and objectives with NELPs	•
02-08-23 #5	SH	Create presentation on draft goals/objectives for review at next meeting and sharing with school community	•
02-08-23 #5	SH	Email out and admin for BoT Code of Conduct.	•
02-08-23 #6	ALL	Members to read, sign and email back to SH	•
02-08-23 #7	DL	Mid-year budget review for next meeting	•
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			•

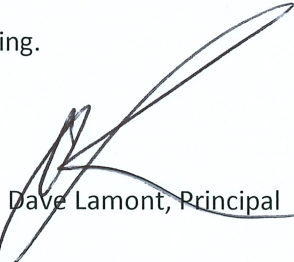
List of recently completed action points

10-05-23 #3	DL	Obtain KCC attendance dues reports for June meeting	• Completed and Ongoing
10-05-23 #2	DL	Seek out restraint authorisation template from Principal peers	• Completed
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Signatures

These notes are an accurate record of the meeting.


Spencer Hiess, Presiding Member


Dave Lamont, Principal

