



# Rāwhiti School

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON WEDNESDAY 5 DECEMBER 2018 AT 5:30 PM

**PRESENT:** Jen Evans (Chair), Liz Weir (Principal), Karen Brandon, Jonny Langley, Thomas Parata, Elizabeth Kazmierczak, Janet Carson, Cheryl Lineham, Vanessa Manning

**ATTENDANCE:** Loren Treacy (Minute Secretary)

**APOLOGIES** Janet Carson (for lateness)

### 1. KARAKIA AND WAIATA

Thomas Parata lead the Karakia.

### 2. MINUTES OF THE PREVIOUS MEETING

**Motion: Moved Liz Weir/Seconded Jonny Langley**

*That the minutes of the Rawhiti School Board of Trustees meeting held on Wednesday 7 November 2018 be accepted as a true and correct record of that meeting.* **Carried**

**Matters Arising**

Costs for the landscaping have decreased to approximately \$215 owing to adjustments made in irrigation and also the path.

### 3. CORRESPONDENCE

**Inwards Correspondence**

- Amy Parish - letter of resignation.

**Outwards Correspondence**

Nil.

**Matters Arising from the Correspondence**

The Principal advised that Amy Parish's position is covered for Term 1 2019 at this point.

**Motion: Moved Chairperson**

*That the inwards correspondence be accepted.*

**Carried**

### 4. PRINCIPAL'S REPORT

As per the previously circulated report which was spoken to by Liz Weir.

**Personnel**

- The Principal outlined the Studio arrangements for 2019 and acknowledged the input of key staff in arriving at the current arrangement. The situation is still fluid in the Year 4-6 Studio with a recent influx of enrolments. The Principal will keep the Board informed of any changes.

Janet Carson arrived at the meeting at 5:45 p.m.

- Kylee O'Keefe and Anna-Belle Graham have been accepted onto the Te Reo Course in Terms 1 and 3 respectively.
- Letters have gone out to part time staff today regarding their hours for 2019.

#### **Finance**

- Banked staffing is improving and will go back into credit over the holidays as there will be no relievers to pay.
- The Board was in agreement to continue the subsidy of \$50 towards the cost of a senior jacket for Year 6 students returning to Year 7.

#### **Sick Bay Report**

- The Sick Bay report was tabled at the meeting and was spoken to by the Principal.
- There were no injuries of significance and 14 minor injuries/incidents.

#### **Audit Report**

- The Audit Report has been completed and the only issue was the lack of a 10 year Property Plan. This is a result of no information being forthcoming from the Ministry. The Auditor assured that Rawhiti is not the only school that is experiencing this issue.

#### **Motion: Moved Chairperson**

*That the Principal's report be accepted.*

**Carried**

### **5. SPECIAL ISSUES**

#### **2018 End of Year Data**

As circulated at the meeting and spoken to by the Principal.

- Staff have looked at all children below expectation and evaluated why they are there.
- Targets will be looked at in detail next year.
- Targets will be set for Writing and Children's Enjoyment in Reading.
- Data from the junior school is still being analysed. Oral skills is very low in some instances.
- It is the Principal's belief that student skills in writing are improving as a result of the use of Chromebooks and is looking forward to seeing progress over the next few years with the Manakailani project.
- The Manakailani project is to be extended to Years 7 and 8 next year.
- Reporting for 2019 will potentially be quite different.
- The Dimic programme was discussed by the Board. This is a Mathematics programme which utilises cultures in the classroom and is impacting on children's learning, particularly those of the cultural students.

#### **EDI Application for 2019**

A total of \$345,000 is remaining. It is proposed to continue to use this for:

- Funding the e-learning position.
- SENCO fully released.
- Youth Alive Workers and Counselling.
- Potential to have an advocate on staff to carry out Strength Finder Coaching.
- Three Professional Development programmes, inclusive of the continuation of Strength Finders, Professional Development the Principal would like to attend in Singapore, plus one other.

**ICT Application**

The ICT application was spoken to by Elizabeth Kazmierczak and was discussed by the Board. Elizabeth added that the Board now need to commence to plan for future replacements of technology.

**Motion: Moved Chairperson**

*The Board is in agreement to go with Option 2 of the ICT application and that \$50,000 be raised out of reserves of \$1.695 million.*

**Carried**

**6. PUBLIC EXCLUDED SESSION**

**Motion: Moved Chairperson**

*That the Board into a Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: Previous Minutes, Student Behaviour, Complaint, Personnel, application for a student trip to Samoa, and Principal's appraisal.*

**Carried**

**Motion: Moved Chairperson**

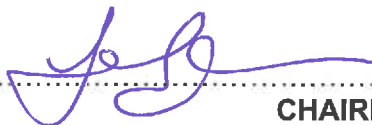
*That the Board moved out of Public Excluded Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.*

**Carried**

**Next Meeting Date:** To be advised

Meeting closed at 7:45 p.m.

Confirmed .....



**CHAIRPERSON**

27/2/2019

