



Rāwhiti School

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON WEDNESDAY 27 FEBRUARY 2019 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, Paul Wilkinson, Anna-Belle Graham.

ATTENDANCE: Brenda Preston (Minute Secretary)

APOLOGIES No apologies received.

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 5 December 2018 be accepted as a true and correct record of that meeting. **Carried**

Matters Arising

Nil

3. CORRESPONDENCE

Inwards Correspondence

Jen Evans tabled a thank you card received from Sue Tait

Outwards Correspondence

Nil.

Matters Arising from the Correspondence

Nil.

Motion: Moved Chairperson

That the inwards correspondence be accepted.

Carried

4. RESEARCH PROPOSAL

Paul Wilkinson thanked the Board for granting him leave for the 2019 academic year to undertake research on Collaborative and Proactive Solutions to Challenging Behaviours. He outlined the objectives of the research and the methods he will employ to undertake this work. He requested that the Board grant its approval to carry out the research at Rawhiti School.

Motion: Liz Weir/Seconded Elizabeth Kazmierczak

That the Rawhiti Board of Trustees give its approval for Paul Wilkinson to undertake research at Rawhiti School. **Carried**

5. PRINCIPAL'S REPORT

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

Personnel

A Scale A teaching vacancy has been advertised to fill Sue Tait's previous position. The position is fixed term over three terms.

Roll Returns

The Principal reported that the school must file its roll returns to the Ministry of Education by 1 March 2019. At 520, numbers are slightly down on last year, but more children are on the pre-enrolment list for later in the year.

2020 School Year

Proposed dates for the 2020 school year are as follows:

Term 1	Monday 3 Feb 3 – Thursday 9 April	96 half days
Term 2	Tuesday 28 April – Friday 3 July	96 half days
Term 3	Monday 20 July – Friday 25 September	100 half days
Term 4	Monday 12 October – Wednesday 16 Dec	92 half days.

Motion: Moved Liz Weir/Seconded Jen Evans

That the Board agreed to adopt the school terms for the 2020 school year, as set out in the Principal's report. **Carried**

Authority to Act as Principal

The Principal advised that it is a requirement under the Education Act that the Board delegate authority to act as a Principal when the Principal is not at school.

Motion: Moved Chairperson

That the Board gives its approval to Helen Parata, Deputy Principal, to act as Principal when the Principal is not at school. **Carried**

Health and Safety

The Principal advised that the RAMs forms for the proposed 2019 camp at Waipara had been completed by staff and requested that the Board grant approval for the camp to take place.

Motion: Moved Liz Weir/Seconded Elizabeth Kazmierczak

That the Board give its approval for the planned camp at Waipara. **Carried**

Flu Vaccinations

The Principal advised that the CDHB is again advising that people working with children should be vaccinated.

Motion: Moved Liz Weir/Seconded Elizabeth Kazmierczak

The Board agreed to fund flu vaccinations for all interested staff. **Carried**

Property

The Principal reported that an old fridge/freezer in a learning studio had recently stopped working.

Motion: Moved Chairperson

That the Board of Trustees agreed to approve expenditure of \$745 on a new fridge/freezer unit. **Carried**

Finance:

School Donations

In 2018 school donations were set at \$50 for one child and \$80 for a family. The Board was asked to consider and recommend appropriate donation levels for 2019.

Motion: Moved Liz Weir/Seconded Elizabeth Kazmierczak

That the Board of Trustees agreed to set school donations for the 2019 year at \$60 per child and \$100 per family. **Carried**

Staff and Relievers Salaries

The Principal proposed that all staff, including relievers will be charged to "TS".

Motion: Moved Liz Weir/Seconded Elizabeth Kazmierczak

That the board approve that all staff and relievers salaries be charged to "TS" and any overuse which cannot be managed within the banking staffing entitlement will be managed by charging the cheapest salary, either regular staff or relievers, to Bulk Grant for sufficient time to clear or reduce the overuse by pay period 22 or pay period 26 at the latest. Where there is no suitable salary the school will use the current MOE recovery rate for this purpose.

Health and Safety

One injury to a staff member on school grounds was reported.

Motion: Moved Chairperson

That the Principal's report be accepted.

Carried

6. SPECIAL ISSUES

Election of BOT Chair

Nominations for Chairperson and Deputy Chairperson were opened to the BOT for the Chairperson vacancy.

Motion: Moved Karen Brandon/Seconded Janet Carson

That Jen Evans be elected as the Rawhiti Board of Trustees Chairperson

Carried

Motion: Moved Jonny Langley/Seconded Jen Evans

That Janet Carson be elected as the Rawhiti Board of Trustees Deputy Chairperson.

Carried

NZSTA

The Principal provided copies to each Board member of a document entitled "Twenty First Century Schools". The Board briefly discussed the document and was encouraged by the Principal to provide feedback on views expressed in the document.

2018 Analysis of Variance

The Principal provided Board members with Analysis of Variance data showing the difference between the school's performance and the relevant aims, objectives, directions and priorities or targets set out in the school charter. With some exceptions the report generally demonstrated that good progress has been made in student achievement across the appropriate levels of the New Zealand curriculum with some very positive gains in achievement levels since 2016.

Strategic Targets

The Principal provided Board members with a copy of a paper on the School's strategic goals for Place. She provided an explanation of how these targets will be achieved and their time lines. Rawhiti School's strategic goals are:

- **Pedagogy** – Promotion and support of innovative ako that is engaging, challenging, accessible to all, and prepares for both the present and future.
- **People/Place** – Creation of a vibrant and inviting environment that children will love.
- **Environment** – Enhancement of learning and a sense of connectedness by involving parents and community in classroom and school activities.

ERO visit

The school has received official notification from MoE that a full ERO report will be carried out during the last week of the first term, starting 8 April. Board members agreed to attend a special meeting on 6 March to compile its own report to inform the MoE on the school's progress.

7. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the Board move 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. **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: 26 March 2019 at 6.30 pm.

Meeting closed at 9.38 p.m.

Confirmed



CHAIRPERSON

26/3/ 2019