



Rāwhiti School

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 15 2019 AT 5:30 PM**
August

PRESENT: Vanessa Manning (Chairperson), Liz Weir (Principal), Thomas Parata, Tim Scott, Cheryl Lineham, Kylie O'Keefe, Jen Evans

ATTENDANCE: Loren Treacy (Minute Secretary)

APOLOGIES: Nil

1. KARAKIA AND WAIATA

Thomas Parata opened the meeting with a Karakia.

2. PRESENTATIONS

- Andrew Redmond and Sharon Robertson presented on Digital Fluency Intensive Feedback.
- Elizabeth Kazmierczak presented on requests for IT equipment.

3. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

4. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Rawhiti School Board of Trustees meeting held on Tuesday 26 June 2019 be accepted as a true and correct record of that meeting with the correction of the spelling of Jonny's name in Item 2, page 1.

Carried

Matters Arising

Funding

The Principal advised that there is no further information available from the Ministry of Education regarding the proposed \$150 payment per student. The Executive Officer has carried out an analysis on whether the school would be better off financially by accepting this offer in comparison to charging for activities and it appears there would be a significant financial benefit going with this scheme. At this point it is not possible to make a decision and this will be re-evaluated in December.

5. CORRESPONDENCE

As per the correspondence list attached to the Board papers.

Matters Arising from the Correspondence

Use of School Hall

The Board of was in agreement for Fiona Dempsey to use the hall once a week to run a fitness class in conjunction with the PTA. No charge will be made for the use of the hall but a donation will be made to the PTA.

6. PRINCIPAL'S REPORT

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

Personnel

The Principal advised that she is currently unable to advertise for staffing for 2020 as staffing numbers have not been received yet. She noted that some vacancies are being carried over and there are currently six fixed term staff across the school and some of these positions require to be addressed.

A permanent position in the Bi-Lingual Unit has been advertised and closes on 5 September. An appointment committee consisting of the Principal, Jasmine Sterling as Team Leader, Thomas Parata, Kylie O'Keefe, Jen Evans and Cheryl Lineham will undertake the appointment process. Discussion was held on the potential need for interviews to be carried out in the North Island or via Skype.

Two further permanent positions in the main stream school will be advertised on Monday 19 August.

Legislation

The Principal spoke on the recently introduced Learning Support Co-ordinators in schools. Rawhiti has not been allocated any co-ordinators in the first round, potentially because it does not belong to a Kahui Ako. The letter from the Hon Tracey Martin advising of this decision was read to the Board.

Finance

School Support are obtaining comparative quotes to service the school's heating and cooling system as this is proving to be very costly with the current provider.

School Vans

The school vans are currently being used by Youth Alive at no cost but this is costing the school due to the high level of kilometres being travelled. Following discussion, it was agreed that further investigation be carried out on this issue.

Action: Vanessa Manning

IT Equipment Requests

Discussion was held on the purchase of new iPads for staff and Chromebooks for Years 7 and 8. The Principal noted that going forward there will be a need to budget for two screens per year. The current request totals approximately \$50,000, inclusive of GST. Funding is available from within the budget with use of another budget line.

Motion: Moved Liz Weir/Seconded Jen Evans

That the Board funds the IT equipment requests as presented by Elizabeth Kazmierczak.

Carried**Motion: Moved Chairperson**

That the Principal's report be accepted.

Carried**7. STAGE 4 LANDSCAPING**

The Stage 4 landscaping plans were presented at the meeting and were spoken to by Tim Scott.

Key points discussed:

- The Principal is keen to have the proposed skate area at the front of the school where it is visible from the street.
- Parking issues and concerns were discussed. It was noted that the after school vans must use the car park area as there is nowhere else for them to park.
- This plan can be undertaken in stages.
- Further estimates will be provided in two weeks.

Action: Tim Scott

It was agreed that the front of the school be undertaken as the first part of this project.

Action: Liz Weir and Tim Scott

8. 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, Personnel, Student Behaviour, Complaint Update, Board Candidate Statement.

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**9. MID-YEAR DATA**

Mid-Year Data is to be presented at the next meeting.

10. KARAKIA AND WAIATA

Translation of the Karakia and Waiata is to be undertaken for the benefit of the Board

Action: Thomas Parata and Kylie O'Keefe

The Meeting closed at 8:25 p.m.

The next meeting date: 19 September 2019

Confirmed  19 September 2019

CHAIRPERSON

ACTION POINTS

| Meeting | Action | Who | When |
|---------------------------|--|--------------------------------|-------------|
| 15.8.19 Item 6, page 2 | Investigation into charging km rate for school vans. | Vanessa Manning | September |
| 15.8.19 Item 7, page 3 | Further estimates for landscaping costs | Tim Scott | 2 weeks |
| 15.8.19 Item 7, page 3 | Decision on which area to be landscaped first | Liz Weir Tim Scott | September |
| 15.8.19 Item 9, page 3 | Translation of Karakia | Thomas Parata Kylie O'Keefe | September |