



## Rāwhiti School

### MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 19 SEPTEMBER 2019 AT 5:30 PM

**PRESENT:** Vanessa Manning (Chairperson), Liz Weir (Principal), Tim Scott, Cheryl Lineham, Kylie O’Keeffe, Jen Evans

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

**APOLOGIES:** Thomas Parata

#### 1. KARAKIA AND WAIATA

The Board opened the meeting with a Karakia.

#### 2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

#### 3. MINUTES OF THE PREVIOUS MEETING

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

*That the minutes of the Rawhiti School Board of Trustees meeting held on Thursday 15 August 2019 be accepted as a true and correct record of that meeting with the correction of the spelling of Kylie O’Keeffe’s name and appointment committees comprising as follows:*

- Jasmine Stirling, Thomas Parata and Kylie O’Keeffe bilingual vacancy.
- Jen Evans and Cheryl Lineham Scale A vacancy.

**Carried**

##### **Matters Arising**

##### **Ministry of Education’s \$150 Donation Scheme**

The Principal advised the following applies if schools opt into the Ministry of Education’s donation scheme:

- Schools cannot charge parents for anything unless it is to do with camps and outdoor education.
- Schools can ask for a donation towards overnight camps and the food component.
- Schools can charge for non-compulsory hardware or software.
- Music lessons are paid by parents.
- Charges can be made for technology fees and for materials as they are taken home.
- After school sports can be charged to parents.
- Friday sport cannot be charged to parents.
- New entrant packs must be paid by parents.

The Principal expressed her belief that it would be a good idea to opt into this scheme for one year. It is to be confirmed with the Ministry of Education if schools have the right to

opt out the following year should they choose to do so. An item is to be put in the newsletter informing parents that the school is opting into this scheme in 2020.

**Action: Liz Weir**

#### **Stage 4 Landscaping**

The Board made a decision via email to approve the Stage 4 landscaping with funding of \$86,664 plus GST.

#### **Vans**

The Chairperson advised that as soon as you start charging for the use of school vans, drivers must have a P endorsement on their licence. Contact is to be made with other schools to ascertain what they do. Paul Wilkinson is also to be requested to do some investigation into this matter.

**Action: Liz Weir**

#### **4. CORRESPONDENCE**

As per the correspondence list attached to the Board papers.

#### **Matters Arising from the Correspondence**

Nil.

#### **5. PRINCIPAL'S REPORT**

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

#### **Legislation**

Registration is to be undertaken for Inclusive School and Wellbeing Board training.

**Action: Liz Weir**

#### **Landscaping**

- The area at the very front of the school is being undertaken first.
- The skating area is compliant at the moment but as soon as anything is changed it will be non-compliant.
- The revamp and improvements for the small playground come to approximately \$50,000.
- A draft of what can be done in the area is to be completed for commencement early next year.
- An approach is to be made to the PTA for a swing. The Principal will attend their next meeting to present a brochure on the desired swing.
- Discussion was held on fencing in the carpark area to prevent students leaving via that area. A sketch of what can be achieved for this area is to be provided. Funding for the fencing will then be discussed with the Ministry of Education

**Action: Tim Scott and Liz Weir**

- The Principal and Executive Officer are still working on the pool. A request is to be made to Powell Fenwick to inspect the pool with regard to filtration costs. Consideration is being given to a grant application to cover costs.
- The pool is likely to be opened for use at Show Weekend.

**Motion: Moved Liz Weir/Seconded Jen Evans**

*That the Board approves a working budget of \$50,000 for the small playground upgrade with potential PTA funding.*

**Carried**

### Special Issues

A staffing allocation of 29.8 has been received from the Ministry of Education for 2020. This is based each year from the 1 July roll return. Class allocation numbers are as follows:

- Years 4-8 one teacher to 29 students funded
- Years 2-3 one teacher to 23 students funded
- First year one teacher to 18 students funded
- The Bilingual Unit is one teacher to 18 students across all ages.

The Principal advised the following:

- The school will be staffed for 586 students next year.
- There are always a number of fixed term staff to cover fluctuations.
- There are 26 permanently appointed staff.
- To retain the status quo there is a need for 27 teachers.
- Next year will be the last year of EDI funding.
- Consideration is being given to using the EDI funding to cover the Learning Co-ordinator position next year.
- The leadership team gave consideration today on how to staff learning spaces. Work will continue on this.
- There is a budget for Board funded teachers. A total of 3% of this has been used this year.
- The Principal believes there is one fixed term position available for 2020.

### Mid-Year Data

A presentation on mid-year data was spoken to by the Principal. This information is available for viewing in the Board folder on Google Docs. Results in Writing are very good which is attributed to the Manaiakalani project. There will be whole staff professional development on Mathematics in 2020.

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

*That the Principal's report be accepted.*

**Carried**

### **6. 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, Co-option of Board Member.*

**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**

The Meeting closed at 7:30 p.m.

The next meeting date: 7 November 2019

Confirmed .....  ..... 7 November 2019  
**CHAIRPERSON**

### ACTION POINTS

Meeting	Action	Who	When
19.9.19 Item 3, page 2	Check with Ministry of Education if school's can opt out of Donation Scheme after one year	Liz Weir	November
19.9.19 Item 3, page 2	Item in newsletter advising the school is opting into the Donation Scheme	Liz Weir	November
19.9.19 Item 3, page 2	Contact other schools to what they do with regard to charging for school vans and have Paul Wilkinson undertake some investigation into this matter	Liz Weir	November
19.9.19 Item 5, page 2	Register for Inclusive School and Wellbeing Board training	Liz Weir	November
19.9.19 Item 5, page 2	Fencing for the carpark	Liz Weir Tim Scott	November