



Rāwhiti School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 7 NOVEMBER 2019 AT 5:30 PM

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

ATTENDANCE: Eugene Beconsall
Loren Treacy (Minute Secretary)

APOLOGIES: Thomas Parata (for lateness)

1. KARAKIA AND WAIATA

The Board opened the meeting with a Karakia.

2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

3. PRESENTATION

A presentation was given by Eugene Beconsall who is an Innovative Educator for Manaiakalani. Eugene has been undertaking an inquiry into Year 6 reading progress. His goal is to accelerate boys 1.5 years.

The Principal noted that there has been a big improvement across the Manaiakalani cluster in writing. The school will focus on identified strategies to continue improvements.

Eugene was thanked for attending the meeting and left at 6:05 p.m.

4. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Rawhiti School Board of Trustees meeting held on Thursday 19 September 2019 be accepted as a true and correct record of that meeting. **Carried**

Matters Arising

Ministry of Education’s \$150 Donation Scheme

The Principal advised that it is possible to opt in and out of the Government Donation Scheme.

School Vans

The Principal has received advice from NZTA that if a donation is received or the van is refuelled when lent out to a community group, this is classed as a rental which requires the driver to have a licence to carry passengers. The Principal is also concerned that the current system could have an impact on the insurance cover for the van.

Following discussion, it was agreed that:

- Youth Alive can use the van at no cost around town.
- The Executive Officer be requested to further investigate the impact on insurance.
- This is to be discussed further with James.

Action: Liz Weir

Board Training

The register for Board training is ongoing.

5. CORRESPONDENCE

As per the correspondence outlined on Google Docs BoT 2019 Correspondence Folder

Matters Arising from the Correspondence

- Work Safe – notification of injury following a child breaking their arm and requiring surgery. No further action required.
- Acknowledgement of exclusion from Ministry of Education.
- Two staff resignations and one leave request.
- Further information from the Ministry of Education on the donation scheme.
- Acceptance of fixed term positions.
- Letter of thanks to the Board for IT equipment.

Motion: Moved Chairperson

That the inwards correspondence is accepted and the outwards correspondence is approved.

Carried

6. PRINCIPAL'S REPORT

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

Personnel

The bilingual position closes tomorrow. The previously successful applicant has been accepted onto a course and will not be taking up the position. Potentially there may be a need for two people in this area.

The appointment committee will consist of the Principal, one of the Deputy Principal's, Jasmine Stirling and Thomas Parata.

Financial

The Board discussed subsidising senior school jackets for 2020.

Motion: Moved Cheryl Lineham/Seconded Vanessa Manning

The Board was in agreeance to fund \$25 towards the cost of the senior jacket.

Carried

Government Donation Scheme

Discussion was held on what can and cannot be charged by schools. No charges can be made for anything to do with curriculum. Charges for technology can only be made for items taken home by the student. No charges can be made for Food Technology.

The Principal has consulted with the Accountant who believes the school would benefit from opting into this scheme. It must be made clear to parents that the school is opting

into the scheme this year and what this will mean. Information will also be included on the school's website.

Action: Liz Weir

Motion: Moved Liz Weir/Seconded Jen Evans

That Rawhiti School opts into the \$150 per student Donation Scheme for the 2020 school year with a review at the end of 2020.

Carried

Property

The Principal outlined the proposal for fencing off of the car parking area to prevent children leaving the school via this exit. A quote for fencing has been obtained and comes at a cost of \$21,156, inclusive of GST. The Ministry of Education will be contacted to see if they will fund this cost given it is a matter of student safety.

Thomas Parata arrived at the meeting at 6:58 p.m.

ICT Requirements for 2020

2020 ICT requirements from Elizabeth Kazmierczak were tabled at the meeting and spoken to by the Principal. There is a requirement for the purchase of additional Chromebooks at a cost of \$9,935, excluding GST. Further iPads are also required which can be undertaken over a two-year period. The total cost of the iPads is \$42,177.74, excluding GST.

The Principal recommended making use of the EDI funding to meet the costs of funding the proposed ICT requirements.

Motion: Moved Chairperson

The Board approves the purchase of additional Chromebooks at \$9,935, excluding GST, and the total iPad replacement at \$42,177.74, excluding GST.

Carried

Strategic Goal Review

The Principal has commenced a review of the three strategic goals which were presented at the meeting. She believes that it is timely to re-evaluate the goals as they do not reflect the next five years for the school. The school is now in a different place from where it was five years ago. This will be discussed with staff.

A review of the current goals will be presented at the December meeting.

Action: Liz Weir

Motion: Moved Chairperson

That the Principal's report be accepted.

Carried

7. WELCOME TO NEW BOARD MEMBER

Jess Poff was welcomed to the Board.

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, and

Principal's Appraisal.

Carried

Motion: Moved Chairperson

That the Board move 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 8:38 p.m.

The next meeting date: 12 December 2019 at 6 p.m.

Confirmed  12 December 2019

CHAIRPERSON

ACTION POINTS

Meeting	Action	Who	When
19.9.19 Item 5, page 2	Register for Inclusive School and Wellbeing Board training	Liz Weir	Ongoing
7.11.19 Item 4, page 2	1. Request Executive Officer to investigate the impact on van insurance when used by community groups. 2. Further discussion with James regarding Youth Alive's use of the van.	Liz Weir	December
7.11.19 Item 6, page 2	Inclusion of information on the school opting into the Government Donation Scheme on the website	Liz Weir	December
7.11.19 Item 6, page 3	Review of current Strategic Goals	Liz Weir	December