



## Rāwhiti School

### MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY 27 FEBRUARY 2020 AT 5:30 PM

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

**ATTENDANCE:** Marilou Crequer (Minute Secretary)

**APOLOGIES:** None

#### 1. KARAKIA AND WAIATA

The Board opened the meeting with a Karakia.

#### 2. ELECTION OF CHAIRPERSON

Liz Weir called for nominations for Chairperson. Jen Evans nominated Vanessa Manning (which she accepted) seconded by Tim Scott. No further nomination received, and Vanessa Manning declared elected.

#### DEPUTY CHAIRPERSON

The Chairperson then called for nominations for Deputy Chairperson. Jen Evans nominated Cheryl Lineham (which she accepted) seconded by the Chairperson. No further nomination received, and Cheryl Lineham declared elected.

3. **PRESENT** – as above

4. **APOLOGIES** – none

#### 5. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping. Cheryl Lineham in a matter relating to the Correspondence.

#### 6. MINUTES OF THE PREVIOUS MEETING

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

*That the minutes of the Rawhiti School Board of Trustees meeting held on Thursday 12 December 2019 be accepted as a true and correct record of that meeting subject to the following amendments: Item 7 – Draft budget – add 'has' been increased and Item 8 Lauren Yaxley should read Lauren McDonnell.*

**Carried**

##### **Matters Arising**

Nil.

#### 7. CORRESPONDENCE

As per the correspondence outlined on Google Docs BoT 2020 Correspondence Folder.

**Motion: Moved Chairperson**

*That the inwards/Outwards correspondence are accepted.*

**Carried****8. PRINCIPAL'S REPORT**

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

**Legislation**

Principal Appraisal – to be discussed In Committee

Teacher Only Days 2020

Tuesday 28<sup>th</sup> April, Friday 29<sup>th</sup> May and Monday 17<sup>th</sup> November

**Motion: Moved Chairperson**

*The Board of Trustees approve the Teacher Only Days as tabled.*

**Carried****Board Time**

Document circulated to allow each Trustee to record time spent on matters relating to the Board e.g. attendance at regular/suspension meetings. The records updated during the meeting.

**Health and Safety**

Issue of drainage grates around the swimming pool (a hazard for our students). Quote has been received of \$3,871 to replace them with clip on grates that stay in place.

**Motion: Moved Chairperson**

*The Board of Trustees approve the purchase/order of new grates for the pool drainage channel in the amount of \$3,871.00*

**Carried**

Risk Identification, Assessment and Management Plan (RAMS) for the Year 7 and 8 Camp only received today. It is a 1-night camp at Spencer Park next Thursday. This will be the launch of the William Pike Challenge which the students are doing as part of their service project.

**Motion: Moved Chairperson**

*The Board of Trustees delegate authority to Liz Weir to review and approve the RAMS on behalf of the Board.*

**Carried****Finance**

Chrome books, purchased by the Board, are being utilised by the students. There has been a huge uptake from our community. The school is in a sound financial position.

**Property**

Update on the playground alterations. The matting option too costly and Board agreed on the bark option. Total project cost for the upgrade around \$83,752 (which includes freight at \$5k). The Board previously approved \$60k for the upgrades and the PTA have stated they will contribute \$30,000 towards the playground. This will be confirmed in the next PTA meeting.

**Motion: Moved Chairperson**

*That the Principal's report be accepted.*

**Carried**

**SPECIAL ISSUE(S)****A. Delegation of Authority**

Liz Weir explained the rationale for the Delegated Authority. This must be signed and agreed to by the Board at the first meeting of each year. The delegation details responsibilities of the Principal and in their absence the Deputy Principal.

**Motion: Moved Chairperson**

*The Board of Trustees approve the Delegation of Authority as tabled and discussed at the meeting.*

**Carried****B. 2019 Data Update**

The data previously circulated. Liz Weir spoke to the data in detail. She explained the numbers, what it means and how our students fare against other schools within our cluster and the national standards. Data on reading, writing and maths tabled and discussed. Results are pleasing and staff worked and continue to work hard to ensure every student can achieve their full potential. Results and data being shared among the staff as part of the process for continuous improvement. The Board agreed to write a thank you letter to all staff for their good work.

<b>Action: Liz Weir</b>
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**C. Strategic Targets Review**

Draft Strategic Plan document circulated at the meeting. Liz Weir spoke to this and explained the following goals: Ako (pedagogy), people and place/environment. The Board then reviewed and amended the draft document at the meeting to reflect the goals agreed upon following the good discussion. All agreed that the different studios should be tied into the strategic goals and our cultural narrative. Liz Weir will work with staff to thresh out the action plans from the three (3) goals agreed upon by the Board. Liz Weir and Thomas Parata to work together on the words to align our studios to the cultural narrative. A copy of the Cultural Narrative will be uploaded to Google Docs for the Board's information.

<b>Action: Liz Weir and Thomas Parata</b>
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**9. PUBLIC EXCLUDED SESSION****Motion: Moved Chairperson**

*That the meeting moves into Public Excluded Session at 8:00pm for reasons of legal and professional privilege and to protect the privacy of natural persons. Subjects to be discussed: approval of previous minutes, Student behaviour and personnel.*

**Carried****Motion: Moved Chairperson**

*That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.*

**Carried**

The Meeting closed at 9:10 p.m.

Next meeting date(s): 26 March 2020 at 6 p.m. – Board training with AI Fone  
2<sup>nd</sup> April 2020 at 6:00 p.m. – Board meeting

Confirmed .....  ..... 2 APRIL 2020  
 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
27.2.20 Item 8	Letter of thanks to staff for all their work – on behalf of the Board	Liz Weir	ASAP
27.2.20 Special Issue(s)	Work on the wording to include Cultural Narrative in Strategic Goals	Liz Weir / Thomas Parata	ASAP