



Rāwhiti School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY 24 SEPTEMBER 2020 AT 6:00 PM

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

ATTENDANCE: (via recorded meeting) Loren Treacy (Minute Secretary)

APOLOGIES: Nil

RECORDING OF MINUTES

The Principal advised the Board that the meeting was being recorded for transcription of the meeting by the Minute Secretary. The recording will be deleted when the minutes are received.

1. KARAKIA AND WAIATA

Board

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 13 August 2020 be accepted as a true and correct record of that meeting. **Carried**

Matters Arising

- The Principal advised that the school has stopped supplying vans to external users due to the uncertainty around passenger class licences required to be held by drivers of the van.
- The Principal will contact the Community Board regarding parking concerns over the holiday period.
- All Strategic Goals are in the drive and are up to date.
- The whanau hui is set for 19 November.

4. CORRESPONDENCE

Inwards

- Rachel Beaumont (Public Excluded)
- Anna-Belle Graham requesting support for Hōaka Pounamu
- Ministry of Education approving staff numbers for 2021
- Ministry of Education information on their free school lunch programme

Matters Arising

- Items were discussed later in the meeting.

5. PRINCIPAL'S REPORT

As per the previously circulated report which was taken as read.

School Roll

- Year 6 retention is looking very good. There are currently 75 Year 6 students, some of whom are in the Bilingual Unit. Communication with families has commenced regarding their intentions for 2021 and a response has been received from 50 to date with only four planning to move onto another school. This is looking very positive. It will create a staffing issue but this is not insurmountable.
- There are currently 50 plus students in Year 7.
- The roll is high at 582 with still more to come.
- There is potential to hit 600 this year.

Personnel

- The appointment panel for the Bilingual position consists of the Principal, Jasmine Stirling, and Thomas Parata. Interviews are to be held on Sunday, 27 September.

Motion: Moved Chairperson

That the Principal's report be accepted.

Carried

6. SPECIAL ISSUES**Staffing**

- Staffing for next year is based on a roll of 577. This includes 27.7 teachers, inclusive of the Principal and management team and 0.21 for Special Education Staff.
- The ratio for staffing is based on the following:
 - New entrants - 1-18
 - Year 1 - 1-20
 - Year 2 and 3 - 1-23
 - Year 4 upwards - 1-29
- Also to be included is 1.08 CRT staffing and 0.17 teacher time allowance.
- There are currently 25 permanently employed teachers and 4 fixed term teachers.
- The school requires, as a minimum, next year 22 full time teachers at the start of the year which will increased to 24 by the end of the year.
- Time is also required to release Team Leaders.
- The school currently operates with the Principal and two Deputy Principals fully released. Lauren McDonnell is also fully released.
- If the school continues to operate in 2021 as it has the past five years, there will be a need for 28.5 of staffing. There is a need to provide significant leave provision and cover for Professional Development, etc.
- The loss of EDI funding will have a big impact.
- Staff have been surveyed regarding their preference for Classroom Release Time (CRT). The majority preferred a half day CRT release per fortnight.
- There may be a requirement for staff members in charge of Learning Support and e-Learning to take on a teaching role.
- Deputy Principals may also be required to take on a teaching component.
- Alternatively, the Board could fund additional teaching hours.

- A total of \$90,000 was allocated for this purpose in last year's budget. Currently, only 3% of this has been used.
- The school opted into the Ministry of Education's donation scheme this year. This is currently in surplus due to COVID preventing a number of EOTC programmes running and sport also being impacted by COVID restrictions.
- The Principal advised that she is able to investigate making some cuts and looking at ways to allocate teaching but she would like to consider ringfencing the donation surplus for resourcing.
- The Principal indicated she would like the Board to consider allocating \$150,000 in the budget. This would allocate an additional \$60,000 into teaching in the Operations Grant. This would however result in a budget deficit on paper.
- More figures are to be provided at the next meeting following discussion with the Accountant.

Action: Principal

- There is a need to advertise for two permanent Scale A teaching positions for 2021. The Principal does not believe these positions are suitable for beginning teachers and noted that there will be four internal applicants for these positions.

Manaiakalani Project

The school is part of the Manaiakalani Project. Over the past three years, Manaiakalani has provided a facilitator at no cost to the school. This is coming to an end and if the cluster wish to have an across school facilitator, they must now fund this position themselves.

A meeting of the cluster has taken place this week and for this position to continue, it will come at a cost of \$11,375 per year for 2021 and 2022 for Rawhiti School. An attempt is being made to set up a Trust but this is very difficult.

Motion: Moved Liz Weir/Seconded Vanessa Manning

The Board will contribute \$11,375 per year in 2021 and 2022 to support the ongoing involvement in the Manaiakalani Project. **Carried**

Government Free and Healthy School Lunches

The Government's Free and Healthy School Lunch programme was presented at the meeting and was spoken to by the Principal.

Rawhiti School has been given the opportunity to become involved in this programme. It is available to Decile 1-3 schools. A lunch will be provided every day for every child in the school, regardless of need. The lunches are healthy and nutritious, catering for all needs.

The Principal has discussed this proposal with staff who agreed to opt into the programme despite the environmental impact it may have on the school and the prospect of a negative reaction from some members of the community. Students can still bring their own lunch if parents wish to provide it. This will not affect the Fruit in School programme and Weetbix will still be provided for breakfast. It may result in the loss of Kids Can but this could then be allocated to higher decile schools. There may also be a need for the school to look at investing in a chest freezer to freeze left over meals which could then be distributed at the end of week or term to families in need.

The Principal will advise the community that the school is opting into the Free and Healthy School lunch programme.

Action: Liz Weir

Hero

Issues were experienced with Hero today but this was a Hero issue, not the school's. The Principal advised that graphs have been removed by the school as there is an issue with the algorithms. It is hoped to resolve this issue with Hero.

Backdated Reading data will be included on Hero next term.

7. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Subjects to be discussed: uniform, approval of previous minutes, stand downs, physical restraint, personnel, Principal's sabbatical, health and safety report, and complaint.

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 8:15 p.m.

The next meeting date: To be advised

Confirmed *Manning*

CHAIRPERSON

2020