



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI BOARD HELD ON THURSDAY 8 APRIL 2021 AT 6:00 P.M.

PRESENT: Cheryl Lineham (Presiding Member), Jess Poff (Deputy-Presiding Member), Tim Scott, Jen Evans, Thomas Parata, Kylie O'Keeffe

ATTENDANCE: Paul Wilkinson, Acting Principal
Briar Thompson (observer)
Loren Treacy (Minute Secretary)

APOLOGIES: Vanessa Manning

1. KARAKIA AND WAIATA

Thomas Parata

2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

3. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Presiding Member

That the minutes of the Rawhiti School Board of Trustees meeting held on Thursday 25 February 2021 be accepted as a true and correct record of that meeting with the correction that the Principal is the Privacy Officer and Paul Wilkinson will attend Board meetings, not Helen Parata.

Carried

Matters Arising

Nil

4. CORRESPONDENCE

Inwards

- Cyclone Lease Agreement – teacher laptop agreement
- Tracey Martin - welcome to the Board
- Information regarding sexuality education (next term's policy review)

Outwards

- Nil

Matters Arising

- The Cyclone Lease Agreement has been signed by the Acting Principal.

5. ACTING PRINCIPAL'S REPORT

As per the previously circulated report which was taken as read. Paul Wilkinson spoke to the following points:

Uniform Supply Agreement

The contract with the current uniform supplier, Impact, came to an end in February and they wish to sign another three-year agreement. Impact has placed a significant order for Rawhiti uniform. The Acting Principal noted that there is nothing in writing from the school authorising Impact to order the uniform although alternatively, there has been nothing from school advising the supplier that the school did not intend to renew their contract. There is a new contract with a competitor firm but this has not been signed as yet. The lead-in time is three months from placing the order to supply.

The Acting Principal believes that the school has an obligation for the existing stock and the Board discussed their obligation with regard to the new stock which has been ordered, noting that most of the items ordered were required to supplement stock on hand.

The Board agreed that the Acting Principal advise Impact that the school does not intend to sign a new contract with them but will currently continue to use them. The Board wishes to see the quality of the new stock and will discuss this with the Principal on her return to school.

Action: Paul Wilkinson

Strategic Goal Report

As previously circulated and spoken to by Paul Wilkinson.

Term 1's review was Pedagogy. This included:

- The Principal is working with Springboard Trust as a mentor to provide a more consistent document.
- Professional Development in Wellington directly involved the pedagogy goal.
- Development of localised curriculum which was led by Helen Parata in conjunction with Core Education.
- Appropriate achievement targets. There is a significant difference this year as the target students have specific learning targets posted into Hero by their teachers.
- Strengthening reporting to parents.
- More efficient use of Hero. Administration staff are doing training sessions on financial aspects.
- Increasing use of Te Reo.
- Learning Support reviewing systems and procedures.
- Raising achievement through Manaiakalani.

Policy Review

The Board agreed that no changes were required for the Finance and Property Management Policy.

External Audit

As per the previously circulated BDO Audit Report.

The Principal advised that the Auditor identified the payment of vouchers to the relieving Caretaker when the school's Caretaker was on sick leave. This will not occur again.

Property

- Tim Scott reported that he has sought a week's extension for the tender for landscape to be put out.
- The PTA are prepared to commit \$15,000 towards plants.
- The tender will be sent to the Board when available.

Action: Tim Scott

- Clearing out of the mound area and refilling with a soft surface material comes at a cost of \$7,985 plus GST. Further options will be explored.

Action: Tim Scott

- The Board agreed to purchase the required data projector at a cost of \$3,114.20.

Briar Thompson left the meeting at 6:50 p.m.

6. PUBLIC EXCLUDED:

Moved from the Chair that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Pastoral Report	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Accident Report		
Out of Zone Applications		
Personnel		

The Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

The board moved into Public Excluded at 6:50 p.m. and returned to the open meeting at 6:55 p.m.

7. PROFESSIONAL DEVELOPMENT

The session with Al Fone was outlined by the Presiding Member. Funding is available for further training if required.

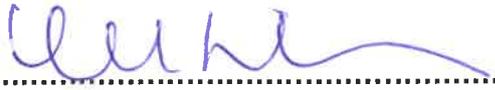
8. STAFF FUNCTION

The Board is to give consideration to a staff function.

9. NEXT MEETING

Thursday 27 May 2021 at 6 p.m.

The meeting closed at 7:05 p.m.

Confirmed  27 May 2021
CHAIRPERSON

ACTION POINTS

Date	Action	By Whom	When
Meeting 8.4.21 Item 5, page 2	Advise current uniform supplier of Board's decision	Paul Wilkinson	May
Meeting 8.4.21 Item 5, page 3	Send landscaping tender to Board when available	Tim Scott	May
Meeting 8.4.21 Item 5, page 3	Investigate further options for filling of the mound area	Tim Scott	May

