



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON MONDAY 8TH NOVEMBER 2021 AT 6.00PM

PRESENT: Cheryl Lineham (Chairperson), Liz Weir (Principal), Tim Scott,
Jess Poff, Thomas Parata, Kylie O'Keeffe, Jen Evan

ATTENDANCE: Kim Allen (Minute Secretary)
Briar Thompson (Parent observer)
Helen Parata (Staff presenting)

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 Chairperson

That the minutes of the Rawhiti School Board of Trustees meeting held on Thursday 23rd September 2021 be accepted as a true and correct record of that meeting.

Carried

Matters Arising

- Liz has a meeting next week about the temporary studio and will ask about the power and stormwater then.
- The brief/proposal for Rich Landscapes is still a work in progress.

4. CORRESPONDENCE

Inwards

- Ops Grant Entitlement Notice
- 3x Acceptance letter for Scale A teacher positions
- Audit fee proposal from BDO
- 2x co-opt letters of interest
- Letter of retirement from Sharyn Brook
- Review of school zone
- 2x letters from staff that will be dealt with in-committee

Outwards

- 3x letters of offer for the Scale A teacher positions

5. PRINCIPAL'S REPORT

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

Mandatory Covid Vaccination Information

Documentation has been released on who needs to be vaccinated to be able to work onsite and who doesn't. From Monday 15th November anyone working onsite when the children are present must have had their first vaccination to be allowed to remain working. Any previous exemptions are no longer valid and new ones are being issued from a centralised point in Government. This information will be going out to the community soon and all staff, contractors and volunteers etc who are onsite while children are present are being asked to provide proof of vaccination or advised if they are not going to abide by the mandated order.

Finances

The draft budget for 2022 will be deferred to the next meeting.

A funding proposal of \$3000 for PMP equipment was turned down - possibly because we received funding for the full school to do Beach Education.

Motion: Moved Chairperson

That the Board approve to use funds from the sports budget to buy the \$3000 worth of equipment for the PMP programme **Carried**

Elizabeth has put forward her IT funding proposal for 2022 (document in the Board folder). Chromebooks are currently very hard to purchase due to a shortage so if funding is approved early, Elizabeth can order some IT equipment for next year giving time for it to arrive.

Motion: Moved Chairperson

That the Board approves spending of up to \$44,000 for IT equipment and furniture for 2022. If approved, Elizabeth will provide a report each term showing how her spending is tracking. **Carried**

Motion: Moved Chairperson

That the Principal's report be accepted. **Carried**

6. SPECIAL ISSUES

Helen Parata - Presentation of Term 3 course

Helen thanked the board for allowing her to attend the Ka Poupou Reo o Tahu course in term 3. It was the most challenging thing she has ever done and some of the tasks, eg putting together your mihi, required great vulnerability. For example, the mihi she has used previously was stripped right back to her name and where she was from because she was pakeha. The Board asked if this is something all staff should consider, ie is this a widely held belief of Maori, or was it specific to Ngai Tahu and this course? It was felt this tended to be a preference of Ngai Tahu.

Helen showed her "Passion Project" which was artwork in our area (by Maori and non-Maori artists) and how to engage our children and add as teaching opportunities. She also developed a pocket guide book so teachers could take their studio on tours around New

Brighton looking at the art, and the children could then take the guide book home and take their whanau on the same tour. The board was unanimous that Helen should be so proud that even though she said she had internal struggles through the whole term, the level of work that she produced was incredible.

Trigger Review - Amphitheatre Fire

Even though drills are held every term, this actual fire was a good chance to review if there are appropriate procedures and policies in place that are effective.

Learnings from this incident were:

- It was challenging to raise the alarm when the fire was outside (no smoke inside so no alarm was automatically triggered). It was suggested small hammer tools, eg used to break car window glass, be purchased for ease of breaking the fire alarm glass.
- Buckets of water were a waste of time. Fire extinguishers needed to be used but a lot of staff were unsure on how to get them out of the box and operate them. It was discussed if some fire extinguisher training can be investigated. Liz said Wormald hold training and the cost was \$995 for 15 people - is there a more cost effective training option? Kim to investigate through her husband (who is a professional firefighter).
- Teachers ran back into the classrooms to get the rolls however in the "Stanley box" that comes out with emergency evacuations, there are full studio rolls inside teachers can use.
- Small children were running towards the fire/evacuation points, so some teachers changed the gathering point to outside the studio away from the fire. It was agreed this was OK to change procedure in this incident. Maybe the astroturf could be a new gathering point in future?
- Liz mentioned Papatuanuku have taught their children to line up in alphabetical order - is this something other studios could do for quicker roll taking in an evacuation?
- Even though a brief message was sent to parents to advise there was a fire but children were safe, no formal message clarifying the situation was sent out so lots of "stories" were floating around the community about what had happened which caused distress to some children (and parents).

Cheryl will send a thank you to the staff for the way they handled the fire.

Springboard Trust Strategic Goals and Annual Plan

Ariki Creative were given the brief but were not able to finish anything as yet so Helen P put together a visual of the three strategic goals which Liz presented to the Board. There were slight wording changes from the last meeting. Liz gave her "pitch" on the diagram explaining how the school started, where it is heading and the plan to get there. Once the board is happy with the strategic goals they can go on the website. If the board would look at the annual plan, it can be approved at the next meeting.

Liz wanted to thank the board for allowing her to work from home one morning each week to work on things like the Springboard Trust work because she has found that time invaluable for clear thinking and getting work completed. This plan is not usually due until March, but Liz has been able to complete it and get the Springboard Trusts feedback already.

Naming New Building

Liz asked Thomas to think about a name for the new building that is being put out the back. Thomas said he thought it should be the name of a female god because it's going out the back (women are protected at the back when on the marae) but he will think more around the name and the process around naming it.

7. PUBLIC EXCLUDED SESSION

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
Stand downs and suspensions	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.
Restraints		
Personnel		
Co-option of Board Members		
Out of zone applications		

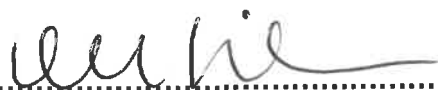
The Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

8. NEXT MEETING

Thursday 9th December 2021 at 5.00pm.

The meeting closed at 7.50pm

Confirmed



CHAIRPERSON

9th December 2021

Actions	Person
Investigate purchase of small glass	Kim

breaking tools for breaking fire alarm glass	
Fire extinguisher training options	Kim
Change evacuation point from the courts to the astroturf in the procedures	Liz ✓
Send email to staff about how they handled the fire evacuation	Cheryl ✓
Review the strategic goals and annual plan (to be approved at the next meeting)	All board members
A name for the new building	Thomas :

