



## Rāwhiti School

### MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD OF TRUSTEES ON THURSDAY 24TH FEBRUARY 2022 AT 6.00PM

**PRESENT:** Cheryl Lineham (Chairperson), Liz Weir (Principal), Tim Scott,  
Jess Poff, Thomas Parata, Jen Evans, Briar Thompson, Jess Riddell

**ATTENDANCE:** Kim Allen (Minute Secretary)  
Helen Hogarth (Observer)

#### 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 9th December 2021 be accepted as a true and correct record of that meeting.*

**Carried**

##### **Matters Arising**

- At the first Board meeting of the year the board usually elect the chair and vice-chair for the forthcoming year, however because there are board elections this year the role carries on until the election so long as the current chair and vice-chair are happy to continue. Both Cheryl Lineham (Chair) and Jess Poff (Vice-chair) were happy to continue.

#### 4. CORRESPONDENCE

##### **Outwards**

- Rachel Beaumont.
- Jude Seeto.
- Travis Cooper.
- Letter of support for the BMX track.

##### **Inwards**

- Jude Seeto.
- Nga Hau e Wha re vaccination clinic.

#### 5. PRINCIPAL'S REPORT

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

**Reimbursement for te reo course**

Some teachers are completing a te reo course which is three hours on a Tuesday for two terms. The school is receiving a payment for teachers doing the course. Liz wondered if the board were happy for Liz to use that money for a 'release day' for them and it was suggested if any other funding was available they could possibly be used to buy te reo resources.

**Motion: Moved Chairperson**

*That the Board approve to use money given for teachers completing the te reo course for a release day for those teachers.* **Carried**

**Camera System**

A quote has been received to upgrade the current camera system. The new system would enable footage to be accessed from anywhere, not just from Cheryl N's desk computer, pictures and night vision would be clearer and there could be additional cameras installed, for example into the pool.

**Motion: Moved Chairperson**

*That the Board approves to fund the quote to upgrade the camera system.* **Carried**

**Neighbouring Fence**

The section of neighbouring fence has been completed and now the neighbour has asked if the rest of their northern boundary fence could be completed. They have provided a quote.

**Motion: Moved Chairperson**

*That the Board approves the quote to get the rest of the northern fence completed on neighbour's boundary fence.* **Carried**

**Front Fencing Quote**

A quote has been received to re-do the fencing on the right hand side of the driveway so that it looks the same as the new fencing that has recently been completed. Liz was unsure if the quote included a gate but she would get an updated quote from the contractor to include one. She mentioned that a latch has been added to the gate nearest Rongo-ma-tane so two hands are needed to open that gate. Jen asked if there could be full fencing down the driveway to stop children from running out the staff driveway. Liz said she would get feedback if this is something teachers are concerned about.

**Motion: Moved Chairperson**

*That the Board accepts the quote for the front fencing including a gate, as per the updated quote to be received.* **Carried**

**Motion: Moved Chairperson**

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

## 6. SPECIAL ISSUES

### Legislation - 2022 Delegations

Liz handed out the “Delegation of Authority” for the Deputy Principal’s. If there is a dispute, the School Trustees will ask who has delegations. This means that if Liz is away, the DPs have authority to do things like stand down students.

### Motion: Moved Chairperson

*That the Board approve delegation of authority to the DPs.*

**Carried**

### Legislation - Bi-election For Staff Representative

Liz thought a “casual-like” appointment could be made for the staff rep, however it looks like an election will need to be held. Jude Bell will conduct a staff bi-election, there is a set process online, and the earliest a new staff representative would be in place would be April.

### Motion: Moved Chairperson

*That the Board approves Jude Bell as Returning Officer.*

**Carried**

### Health and Safety - Covid Arrangements

Liz had prepared a document based on Phases 1-3 set by the MOE and MOH, however that is now irrelevant due to the new move to “household contacts” only needing to self isolate. The school no longer has to do any contact tracing for close contacts while at school. It is an ever changing environment however this new step Liz feels increases vulnerability for the teachers.

There may have to be discussions with the board about discretionary leave if staff run out of leave due to needing to self isolate. Also if a large number of staff are isolating, the school may need to close and this is a board decision. Liz discussed some possible numbers and scenarios which might cause the school to close but depending on who is away would depend on what happened, so there were too many scenarios to cover. Also if staff were isolating but not sick, that also added additional scenarios. Liz said her main priority is to keep the children learning. Helen Hogarth was given speaking rights and she agreed with Liz that it depends on who is left as to whether school had to close or not. Liz said she could try and draft a “scenarios” plan working on percentages of teachers and students .

### Property - Skate Area Concept Plans

Rich Landscapes first draft for comment has come back. Tim said he felt there were a few points that need amending:

- they need to allow access from the eastern gate, past the pool
- clearance from the main path
- the brief was to focus on the pump track but it seems to be more skateboard focused
- needs mower access
- needs container/storage area
- include a cultural narrative
- there needs to be a low key area for beginners on wheels, including scooters but it currently seems like a full on skate park.

Tim will talk with them about dialling down the skate park area. Jen and Tim to liaise with George around the scaled down options.

**Uniform Contract**

Things have improved with Impact around uniform delivery and quality, so Liz is happy to re-sign for another three years. Impact has come back saying they will need to increase their prices for the first time in seven years but the prices all still seem very reasonable. They sent through comparisons on what some other schools are charging and our prices are definitely at the cheaper end considering they personalised the colour and design for us.

**Motion: Moved Chairperson**

*That the Board agrees to re-sign the uniform contract with Impact for another three years.*

**Carried**

**2022 Annual Plan Approval**

Liz finished the annual plan at the end of 2021 and has to send it to the Ministry before 1st of March. On looking at the plan things are well underway already.

**Motion: Moved Chairperson**

*That the Board approves the 2022 Annual Plan.*

**Carried**

**2021 Analysis Of Variance**

Paul and Helen set the target groups of students that need to be worked with around reading, maths and wellbeing. The interventions will be discussed at the next meeting. The wellbeing target can't be comparative because you're not allowed to test children more than once during the year and testing them at the start tends to present misleading data because school and friends are so new for them. They may move the wellbeing survey to the end of the year. This year's goal is based on the Positive Behaviour for Learning test which will be in Term 4.

Better Start Literacy has been introduced this year also to focus on the 6 year nets data. This will be put on the agenda for the next meeting to discuss.

**Meeting Dates for 2022**

31 March

26 May

30 June

18 August

22 September

10 November

8 December (this is week 8 as school finishes on 15th December).

**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		
Accidents		
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.

#### 8. NEXT MEETING

Thursday 31st March 2022

The meeting closed at 7.43pm

Confirmed .....



**CHAIRPERSON**

**Date: 31 March 2022**

Actions	Person
Ask the fencing contractor to include gate in the quote for front fencing	Liz
Sign Delegation of Authority for DPs	Cheryl (was at the meeting online)
Discuss scaled down options for skate area concept	Tim (and Jen)
Add 2022 targets to next agenda	Liz

