



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD OF TRUSTEES ON THURSDAY 26th MAY 2022 AT 6:00PM

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

ATTENDANCE: Holly Timms (Minute secretary)

1. KARAKIA

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 31st March 2022 be accepted as a true and correct record of that meeting. Carried

Matters Arising

- The trustee's code of conduct has been amended, to be circulated and signed by the Board.
- Evaluation board meeting agenda was amended – Point number 5 was amended to include Board member's face-to-face and digital communications.

4. CORRESPONDENCE

Outwards

N/A

Inwards

- Letter from the Office of the Ombudsmen relating to a complaint about OIA
- Leave request
- Letter from the Ministry of Education regarding permanent appointments

5. PRINCIPAL'S REPORT

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

Curriculum Professional Development – Conference in October 2022.

NZSTA registrations are now live and the registration cost is \$805 per person, however, Liz will check on early bird prices. Registrations will take place after the Board elections that will occur in September.

Enrolments

Liz said there is a large difference in school roll compared with 2021. Two out of zone siblings have been accepted for Term 3, however, going forward Liz strongly recommends not taking any new out of zone enrolments for the remainder of 2022, including siblings of current students. The Ministry of Education deducts any out of zone children off the roll when it is calculating property entitlement. The new buildings will eventually mitigate the risk of overcrowding.

Motion: Moved Liz

That the School puts a hold on accepting any further out of zone enrolments for the remainder of 2022, to mitigate the risk of overcrowding.

Carried

Anti-climb installations

The Ministry of Education has stated they are ok with the school installing anti-climbing installations; however, signage needs to be installed.

Motion: Moved Liz

That the Board approves for the school to proceed with installing the anti-climb mechanisms.

Carried

ERO Trial

Jess wanted to acknowledge the ERO trial; at the next board meeting, Liz will present an overview of the framework to the Board.

6. SPECIAL ISSUES

Policy reviews and policy audit

School Docs have changed the way they review policies and are now doing these in bulk lots. This month's policies for review are:

- Medicines
- Managing Minor & Moderate Injuries
- Managing Serious Injuries
- Infectious Diseases
- Reporting/Recording Accidents/Incidents.

Liz said the Board should read these over the next term and from time to time the Board should check in with the school that the policies and procedures are being followed accordingly – ERO refers to this as Self Review. Liz suggested the Board put together an Audit Committee to check in with the school to ensure policies are being followed.

Moved: Liz

Jess and Tim to form the audit committee to perform self-review of policies & procedures.

Carried

BOT work plan review

Briar, Jess, Cheryl and Liz attended a webinar for new Board members; this training referred to a BOT Work Plan. The BOT work plan review shows what the BOT does at each meeting throughout the year. The Board can see what is being reviewed at each term. In Meeting 2 of term 2 curriculum for Maths is due and from term 1 the English curriculum with a focus on writing was due. Liz proposed for these two reviews to be provided at the next BOT meeting.

Strategic goal #2 review

Liz has updated the strategic goal document to reflect the changes that have been happening at the school. This term the focus is on "Understanding essential behaviour principles". This involves assisting staff to understand the basic theories behind behavioural management and understanding "why children do what they do."

Helen provided an exercise to the Board to complete around essential behaviour principles, this was also provided to staff on the Teacher only day. The progress will be measured by receiving feedback from staff, children, and parents. As a school, we must establish what equates to mild, moderate and severe behaviours.

2023 School Dates

The Board sets the school dates and for 2023 are required to have 386 half days. Liz provided a proposal for the 2023 school dates.

Motion:

The Board agrees to the proposed school dates for 2023.

Carried

BOT Elections

There is a change with the 2022 Board Elections; there is an option for electronic elections this year. The Board needs to decide whether we outsource the electronic elections to an accredited provider or whether we elect a returning officer within the school to manage the paper elections. Cheryl stated voters are required to have a child attending the school, and if you wish to stand you can be from the community. Liz stated we can be provided funding by the MOE to manage the elections. The document for election dates and timelines was provided to the board prior to the meeting. It was decided to continue using the paper elections and elect a returning officer; Liz will approach Jude Bell before the next board meeting to ask about the Board elections.

Board meeting evaluation

Liz said it was a recommendation from time to time for the Board to complete a Board meeting evaluation. An evaluation form was provided to the board to review and there were no requested amendments. It was agreed the first evaluation would take place at the June Board meeting.

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		
Leave requests		

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 30th June 2022

The meeting closed at 8.00pm

Confirmed  Date: 30 June 2022
CHAIRPERSON

Actions	Person
Sign amended code of conduct	All Board members
Check on early bird prices for Curriculum Professional Development Conference	Liz

Arrange instalment of anti-climb mechanisms & signage	Liz
Self-review of policies & procedures as outlined above and provide feedback to Board	Jess & Tim
Provide copy of BOT work plan review at next meeting	Liz
Ask Jude about returning officer for Board elections	Liz
Board Meeting evaluation at next Board meeting	All Board members
Staff appreciation event organisation & budget	Liz, Thomas & Jen

