



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD OF TRUSTEES ON THURSDAY 18TH AUGUST 2022 AT 6:00PM

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

ATTENDANCE: Kim Allen (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 30th June 2022 be accepted as a true and correct record of that meeting. Carried

Matters Arising

- Marae stay: there is no capacity for current Y5 students to do a marae stay with the Y4s.
- Exit interviews completed.

4. CORRESPONDENCE

Outwards

- Two fixed term letters of offer

Inwards

- 2023 Equity Index Funding, MOE
- Resignation (for In-committee)
- Two acceptance letters
- Wellbeing grant, CPPA
- Fraud detection on school credit card, ASB
- Leave application (for In-committee)

5. PRINCIPAL'S REPORT

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

Liz has approached a current reliever to offer a 6-week short term contract, if they don't accept she can approach another regular reliever.

Marae stay documentation has added that "all adults going must take a covid test the morning of their stay".

Motion: Moved Liz

That the risk management documentation for the marae overnight trips to Rapaki be approved. **Carried**

First Aid Qualification

The previous Board put in place that all staff at Rawhiti School must be first aid trained. After completing the refresher course recently, Liz was considering if the funds used to train everyone was actually value for money considering only a few staff do most of the first aiding (office staff mainly). Liz was proposing that only the office staff and possibly Team Leaders do the training, and that when going on trips/camps etc there is always at least one trained first aider present. It would be optional for other staff members to complete first aid training.

Motion: Moved Liz

That the wording in regards to staff and first aid be amended to remove "first aid training is a requirement of employment" and that it states it's only a requirement for office staff, team leaders and for all other staff it is optional. **Carried**

6. SPECIAL ISSUES

Review of Procedures for Medicines

Jess P carried out an audit on the office procedures around medicines. There were a couple of recommendations or points to consider but otherwise she felt all the procedures were being adhered to. Next term the Board will choose another policy to review.

Poutama Reo Trial Update

ERO have produced a draft tool which Liz and Helen P are working through to see if it is achievable and they have been invited to Wellington to discuss their findings.

All staff did the te reo assessment as well as the students. Possibly survey current parents to see how many might be interested in learning te reo. Jess R mentioned Ngai Tahu fund te reo classes if a certain number of those attending are of Ngai Tahu descent. Liz to set some goals and put into the 2023 strategic goals.

Mid Year Data

The Mid Year data has been completed with some really great results and progress from students in reading, writing and maths, especially the targeted students.

The Team Leaders look at the data, discuss with teachers in their studio, then Team Leaders report back to the Management team. Things discussed included things that are helping students make progress (eg routine, smaller groups, mixed groups, Better start literacy, T-shaped literacy at Y7/8, auditory processing, PMP and the work the Teacher Aides are doing)\ and what to focus on next (eg feedback, “mote” - a verbal note, individual goals, ensuring parents understand how to read Hero).

Data will be looked at again at the end of the year.

Strategic Target Update

On looking at the document, Liz says there are some areas that have been completed, but other areas haven’t been done so she may have to review the document. One important goal is around curriculum and making it fun but it’s hard to add more requirements on teachers with the year that it has been.

Liz will work with the deputy principals to relook at the goals and re-evaluate the priorities.

Final Board Meeting

The next Board meeting on Thursday 22nd September 2022 will be the last meeting with the current board. After the meeting Liz will book Strawberry Fare for dessert at approximately 8pm.

Liz will arrange Board training for the new board members so they understand the role of being on the board before their first 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	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
Restraints		
Personnel		

	under s9(2)(a) of the Official Information Act 1982 ("OIA")	withholding exists under the OIA.

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 22nd September 2022

The meeting closed at 8.00pm

Confirmed  Date: 22nd September 2022
CHAIRPERSON

Actions	Person
Amend the wording in the wording around being first aid trained	Liz
Choose another policy from School Docs to review	Jess P & Tim (or new Board members)
Set some goals around Poutama Reo and include in strategic goals for 2023	Liz
Strategic Target goals and priorities reviewed	Liz and DPs
Book Strawberry Fare for after final BOT meeting	Liz