



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON THURSDAY 3RD NOVEMBER AT 6:00PM

PRESENT: Cheryl Lineham, Liz Weir (Principal), Helen Hogarth, Jess Poff, Tim Scott, Briar Thompson, Jody Hohaia O'Sullivan

APOLOGIES: None

ATTENDANCE: Kim Allen (Minute secretary)

1. KARAKIA

2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

3. ELECTION OF PRESIDING MEMBER

Liz called for nominations for the presiding member position.

Cheryl Lineham was nominated for the role of presiding member by Tim.

Moved: Tim Scott

Seconded: Jess Poff

Carried Unanimously

4. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Rāwhiti School Board of Trustees meeting held on Thursday 22nd September 2022 be accepted as a true and correct record of that meeting.

Carried

Matters Arising From Minutes

Both action points (Amending RAMS and sharing "Education Brief folder") have been actioned.

4. CORRESPONDENCE

Outwards

- Four letters of acceptance
- Two confirmation letters for discretionary leave
- Acknowledgement of complaint

Inwards

- Complaint (for In-committee)

- Request for reduced hours (for In-committee)
- Resignation (for In-committee)
- Four letters of acceptance

5. PRINCIPAL'S REPORT

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

Motion: Moved Liz

That the following appointments be ratified:

- Maggie Nicholson - Permanent position
- Sophie Bruinsma - Fixed term position
- Amy Hurst - Fixed term position

Seconded: Helen Hogarth

Carried

Finance

Liz explained that decile ratings have been dropped and schools are now given an "Equity index" funding number which determines the funding given by the Ministry each year. Liz talked through the figures under the decline rating system and the new equity index and shared her thoughts for the Board to consider on where next year's additional funding could be used.

Photocopier Provider

Liz was to present some information from a new photocopier provider however the information was not sent in time for the Board meeting.

Spare Monkey Bars

Tim is currently doing some (landscaping) work at Springfield School and he knew there was a spare set of monkey bars here. He asked the Board to consider if they would donate the bars to Springfield School bearing in mind they are considered a Board asset.

Motion: Moved Cheryl

That the spare set of monkey bars be donated to Springfield School.

Carried

6. SPECIAL ISSUES

Code Of Ethics For Board Members

All Board members read the draft code of ethics and agreed they would be happy to sign. Liz will amend to include "Rāwhiti School" in the heading and bring them to the next meeting for all board members to sign.

Positive Behaviour For Learning (PB4L)

A summary report was available for the board (link in agenda). Feedback from staff was they wanted consistency on behaviour. The PB4L training, that 9 staff are currently undertaking and will then take to the wider staff, is in its first year of 3-5 years. Already staff are using catchphrases around the school so children, no matter what year level they are in, are hearing the same message. The document is a working document so will be amended along the way as needed.

Strengths Training

All staff have been coached to find their “strengths”. In the next annual plan there will be the addition of strength finding for the Year 7 and Year 8 students. There is also possibly an opportunity for additional training of staff who have the same strengths, looking at how best to use these strengths and also looking at “is it actually a strength or a theme?”.

2023 Staffing Overview and Requirements

Liz updated the Board on how the staffing numbers are calculated by the Ministry and where staff are allocated based on these figures. The areas of discussion were around the SENCO, E-learning and CRT (release team). Liz will work with the accountant to move funds around which will enable the SENCO and E-learning staff to be able to do their specialist roles instead of having to spend time covering a teaching position. Liz will present a draft budget from the accountant at the next meeting for Board approval.

Roll Growth Classrooms - Permanent Build

As discussed in the previous meeting, a document is being prepared by Liz and Helen Parata about needs and wants for the new building for Ata Hapara. Liz and Helen P have been given an extension until the 1st of December 2022 to submit the document. There will be a whanau hui on the 17th November for input on the community's ideas. Liz will source another copy of “The Third Teacher” for Board members to read if they are interested.

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	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		
Trespass notices		

	Official Information Act 1982 ("OIA")	
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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. Morning Tea

The (Christmas) morning tea from the Board to thank the staff is set for Monday 12th December. This can be an opportunity for new board members to introduce themselves to the staff.

9. New Board Meeting

The last Board meeting of the year will be on Thursday 8th December but will start at the earlier time of 5pm, then a meal out afterwards.

Liz will invite Paul and Helen Parata.

The meeting closed at 8.35pm

Confirmed  Date: 3rd November 2022
PRESIDING MEMBER

Actions	Person
Prepare Code of Ethics document for all members to sign at next meeting	Liz
Draft budget prepared for next meeting	Liz
Invite Paul and Helen P to Board final dinner	Liz
Buy "The Third Teacher" book	Liz
Organise morning tea for staff	Cheryl