



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON MONDAY 7th AUGUST 2023 AT 6:00PM

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

ATTENDANCE: Kim Allen (Minute secretary)

1. KARAKIA

2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

3. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Cheryl

That the minutes of the Rāwhiti School Board meeting held on Monday 19th June 2023 be accepted as a true and correct record of that meeting. **Carried**

Matters Arising

- H&S meeting held with Dean
- Cheryl still to compare Code of Conduct documents.

4. CORRESPONDENCE IN:

- Thank you from Helen Parata
- NZSTA Collective Agreements update
- Sharon Robertson variation to working hours
- NZSTA Board Matters circular
- Parent complaint

CORRESPONDENCE OUT:

- Acknowledgement of complaint

5. PRINCIPAL'S REPORT

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

Motion: Moved Cheryl

That the 2024 dates be set as 31st January – 17th December 2024

Carried

That the next Teacher Only Day be Thursday 16th November 2023

Carried

Liz advised the Eastern Sports after school care van crashed into the front fence and the quote to repair the fence is \$1900 which Eastern Sports will pay.

6. SPECIAL ISSUES**EOTC Training**

Tim completed the workshop and suggested all Board members understand the procedures. There are some key questions to consider which will go to Paul once feedback is received from Dean. The document is a work in progress. Tim, Paul, Helen H and Elizabeth (on the Health & Safety committee) have all completed the training.

RAMs for Year 7/8 Ski Trip & Year 4 Noho Marae

The new format of the risk management plans still includes student's names so Liz will work through a version for the Board to approve without names on it. Paul now going on the ski trip.

It was suggested evaluations of the RAMs be completed after trips.

Motion: Moved Cheryl

That the RAMS for the ski trip and noho marae are approved.

Carried

External Health & Safety Audit

Dean has completed the audit and the report is accepted as read. The report included areas to focus on. EdPro have been sent the report and they will formally respond around the areas that involve them/the caretaker. As good practice the caretaker should go to the Health & Safety meetings so Paul will arrange this.

Motion: Moved Cheryl

That every three years a Health & Safety audit be carried out.

Carried

Strengths Coaching

All Board members have now completed their strengths assessment. The next step is a 90 minute session with all Board members together. Liz will look at Monday night options and check availability with everyone.

Mid Year Data

The mid year data report is accepted as read. Liz is considering analysing studio-by-studio data for end of year in case high achievers are hiding pockets of under achievers.

Strategic Goal #3 Update

The strategic goals updates are taken as read. Liz met with ‘Papier Mache’ who will look at our communication tools (Hero, email, website etc) and make recommendations.

Liz is also considering surveying the community to see if they know and understand the strategic goals. During the learning conversations might be a starting point for this.

The PTA are working on some upcoming community events such as a book fair, quiz night and the Christmas raffle. They are also looking to upgrade the sound system in the hall.

Motion: Moved Liz

That the quote of \$6500 be accepted to engage Papier Mache’s services. Carried

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.
Accident		
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.

The meeting closed at 7.50pm

Confirmed  Date: ^{11th} 18th September 2023
 PRESIDING MEMBER

ACTION	PERSON
Compare draft and previous code of conduct documents	Cheryl
Arrange new RAMs document format for the Board removing students names	Liz
Develop evaluation process of RAMs/SAPs after the event by lead teacher	Liz
Invite caretaker to health and safety meetings	Paul (via Liz)
Check availability for a 90 minute strength training session with trainer and board members	Liz
Community feedback on Strategic Goals	Liz