



Rāwhiti School

MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON MONDAY 26 FEBRUARY 2024 AT 6.00PM

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

APOLOGIES: Thomas Parata

ATTENDANCE: Kim Allen (Minute secretary); Joanne Cameron (Presenting)

1. KARAKIA

2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

3. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Liz

That the minutes of the Rāwhiti School Board meeting held on Monday 4th December 2023 be accepted as a true and correct record of that meeting.

Carried

Matters Arising

- At the first Board meeting of the year the board must elect the Presiding Member for the forthcoming year. Jess nominated Cheryl, and she accepted. Jody nominated herself for Deputy Presiding Member and with no other nominations, she accepted the position. Briar was nominated for the position of Treasurer and accepted the position.
- The Code of Conduct document will be kept as the current document and incorporate anything new from the other document.
- Aabaas confirmed the gate will not shut if something is in the way of the sensor.
- Youth Alive were not interested in a before school programme due to resourcing issues and lack of demand for it. Eastern Sports didn't respond about a before school breakfast option.

4. CORRESPONDENCE OUT:

- Response to parent about Before School Care

CORRESPONDENCE IN:

- Confirmation of across Kahui Ako teacher role criteria
- MOE Financial end of year journal entries for period products and school lunches
- Letter from parent (will be read in-committee)

5. PRINCIPAL'S REPORT

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

Legislation: The union has advised of upcoming paid union meetings and the Rawhiti School teachers will be attending the meeting on the 19th March at 1.30pm so school will close early at 1pm. If children are unable to be collected, supervision will be provided for them until 3pm.

Health & Safety:

The fire drill was completed on 15 February 2024.

Usually the high risk activities such as camps or activities close to the water come to the Board for approval. Paul is wondering if standard operating procedures can be written for high risk trips that are approved by the Board at the beginning of the year and the teachers will complete individual safety plans for each activity.

Motion: Moved Cheryl

That the Board approves for standard operating procedures to be written at the start of each year for high risk activities which the Board will approve.

Carried

6. SPECIAL ISSUES

2024 Delegations

Liz presented the "Schedule of Delegations" document for approval.

Motion: Moved Cheryl

That the Board directs that, except where the Board at its discretion otherwise determines, the Deputy Principals shall, in the absence of the principal from duty and for the full period or periods of such absence, perform all duties and powers of the principal.

Carried

Communications Review Feedback

Joanne from Papiermache discussed the scope of work carried out and the recommendations as a result of the communications review carried out at the end of last year. Next steps are Liz will update the strategic goals and annual plan and discuss the findings with all staff.

2023 Analysis of Variance

Liz presented the 2023 Analysis of Variance report.

Strategic Goals

Liz to update the goals by Friday and get them confirmed with the Ministry. These will be filtered through to the annual plan which will be finished by the next Board meeting.

Building Project Update

The Ministry was clear at the meeting that if any tenders were outside of the budget given, their bid would not be considered. The business cases are to be submitted to the Ministry by July. Feedback on the location options by 22nd March. Traffic management meeting this week. The timeline for the new building is approximately:

- Design August 2024 - August 2025
- Start building Christmas 2025
- Build all of 2026
- Occupy space in 2027

Community Use of the School Pool

Sub-committee are still working on it.

7.50pm Jody left the 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.
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 7.52pm

Confirmed  Date: 25th March 2024
PRESIDING MEMBER

ACTION	PERSON
Code of conduct document to be updated	Cheryl and Briar
Update strategic goals with Communications Review recommendations	Liz
Discuss Communications Review recommendations with staff	Liz, Paul, Helen P
Research public use of school pools	Briar, Jody
Update strategic goals and send to Ministry	Liz