



## Rāwhiti School

### MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON MONDAY 24TH FEBRUARY 2025 AT 6.00PM

**PRESENT:** Cheryl Lineham, Gareth Frew, Helen Hogarth, Jess Poff, Jody Hohaia O'Sullivan, Liz Weir, Lynette Money

**APOLOGIES:** Thomas Parata

**ATTENDANCE:** Kim Allen (Minute secretary); Lee Campbell (Parent observer)

#### 1. KARAKIA

#### 2. CONFLICT OF INTEREST

None

#### 3. MINUTES OF THE PREVIOUS MEETING

##### **Motion: Moved Liz**

*That the minutes of the Rāwhiti School Board meeting held on Monday 9th December 2024 be accepted as a true and correct record of that meeting.*

**Carried**

##### **Matters Arising**

- Principal discussed with accountant regarding adding chromebook/ipad upgrades in the budget
- Principal amended the wording on the whole data report

Usually at the first Board meeting of the year the board elect the Presiding Member for the forthcoming year, except in a triennial election year, therefore Cheryl Lineham will remain as Presiding Member until the next elections in September 2025.

#### 4. CORRESPONDENCE OUT:

None

##### **CORRESPONDENCE IN:**

- 3x staff leave requests (will be dealt with in-committee)
- MOE 5 year agreement property funding
- Racheal's resignation
- MOE sanitary products and school lunches costings.

## 5. PRINCIPAL'S REPORT

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

### Personnel:

Jody will be the Board representative on the recruitment panel for the bilingual vacancy.

### Legislation:

It was decided that the Board elections would be processed in-house again by Jude Bell, the returning officer. The date for elections will be 10 Sept 2025.

### Motion: Moved Helen Hogarth

*That the Board approves for the elections to be done online with a second option for the voting papers to be downloaded at the office for printing if parents are unable to vote online.*

**Carried**

### Motion: Moved Liz Weir

*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**

*The Board approves the closing of the school on Friday, April 11th for an MoE approved Teacher Only Day.*

**Carried**

### Health and Safety:

### Motion: Moved Liz Weir

*The board approved, via email, the risk management for the Year 7&8 overnight stay at Spencer Park.*

### Finance:

A board member queried the difference in the depreciation budgeted figure vs the actual. They also wanted to see the asset register. Principal said they would check with the accountant about the depreciation and possibly have them come to a meeting to explain, as well as provide the asset register.

### Motion: Moved Cheryl Lineham

*That Gareth be the Board representative to sign off the monthly accounts.* **Carried**

### Motion: Moved Liz Weir

*That the Board approves for all staff including relievers to be charged to "TS" and any overuse which cannot be managed within the banking staffing entitlement will be managed by charging our cheapest salary, either regular staff or relievers, to "BG" for sufficient time to clear or reduce the overuse by pay period 22 or pay period 26 at the latest. Where there is no suitable salary we will use the current MOE recovery rate for this purpose.*

*he elections to be done online with a second option for the voting papers to be downloaded at the office for printing if parents are unable to log in to vote online.*

**Carried**

**Property:****Motion: Moved Liz Weir**

*The Board approves the replacement of the Evaporator Fan Motor on the heat pump that heats the pool water, at a cost of \$3094.*

**Carried****6. SPECIAL ISSUES****2025 Delegations**

Principal presented the "Schedule of Delegations" document for approval. A question was raised if the \$800 figure for disposal of fixed assets was still a current amount as they felt it seemed low. Principal said they would confirm with the accountant.

A board member suggested the sentence in the Delegations To The Principal "The implementation of the collective and individual employment agreements for staff ensuring compliance" could read "Ensure compliance ..." rather than "Implement". It was decided the current wording portrayed all the meanings required.

**Motion: Moved Cheryl**

*That the Board approved and signed the delegations for 2025 on the basis that the disposal of fixed asset figure be checked with the accountant.*

**Carried****Code of Conduct**

Was read and signed by all board members.

**Analysis of Variance**

Principal presented the Analysis of Variance report. At the next meeting the new target group suggestions for 2025 will be presented.

**Community Consultation Feedback**

This Board must create/review new strategic goals for the next three years and they can use the community consultation feedback as the basis for the strategic goals. Principal will share the "Plan on a page" document for them to read. The Board agreed to have a special board meeting outside of the regular board meeting times to brainstorm strategic goals. Principal will look at people who might be able to come and help the Board work on the strategic goals.

**Waipara Year 5/6 Camp****Motion: Moved Cheryl Lineham**

*The Board approves the RAMS for the Year 5/6 Waipara Camp.*

**Carried****Flu Jabs****Motion: Moved Cheryl Lineham**

*That the Board approves to fund the flu jabs for all staff who want one.*

**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.
Personnel		
Accidents		

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 7.43pm

Confirmed .....  Date: 19th May 2025  
PRESIDING MEMBER

ACTION	PERSON
Check with the accountant about: <ul style="list-style-type: none"> <li>the disposal of fixed assets amount</li> <li>depreciation figures and possibly come to next Board meeting to answer queries</li> <li>providing an asset register</li> </ul>	Liz
Share "Plan on a page" with Board	Liz
Suggestions of people who might assist the Board on working on a new strategic plan	Liz