

MINUTES meeting of the Koraunui School Board on 11 August 2021

Meeting opening

Karakia Timatanga

Meeting opened at 1910

Agenda

1. Administration
2. Strategic decisions
3. Monitoring
4. Public excluded items
5. Other items

1.1: Administration

1.1 Attendance

Present

Spencer Hiess [SH], Chair

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Chris Miller [CM], parent representative

Amber Pacheco [AP], parent representative

Craig Press [CP], parent representative

Johnson Taeao [JT], parent representative

1.2 Declaration of interests

No new interests were declared.

1.3 Confirmation of previous meeting's minutes

The minutes of the Board's May 2021 meeting were discussed and approved subject to minor updates.

The discussion confirmed that SH has written to former member Shane Doherty thanking him for service to the Board [action point 2021-05-19-#1] and that DL will write to the Ministry of Education requesting assistance / advice about how to undertake an environment scan as part of predicting future changes in the roll [action point 2021-05-19-#2].

Motion: That the Board agrees to accept the minutes of the May 2021 meeting subject to the minor changes discussed.

Moved: GM. Seconded: DL.

2.0 Correspondence

The correspondence received was discussed and it was agreed that the Board will need to set a date for the 2022 board election.

3.0 Strategic decisions

3.1 Destruction of archived documents

The Board agreed to DL's request for the Board's agreement for the following archived documents to be destroyed:

- Daily attendance registers prior to 2013
- Enrolment forms prior to 2013
- Enrolment record E19/22A prior to 2013

Motion: That the Board agrees to the destruction of the list archived documents,

Moved: DL. Seconded: SH

3.2 School Docs policy library – discussion about the Classroom Release Time Policy, and the Alcohol, Drugs and Other Harmful Substances Policy

The Board discussed the above documents. No required changes were identified.

3.3 Health Consultation

The Board discussed the results of the 2021 Health Consultation survey. 12 responses were received. Responses identified that respondents rated mental health, hygiene and physical safety as the most important areas of health education, and learning to swim was the health programme with the biggest impact. Nine of the 12 respondents also supported sexuality education being delivered to co-ed groups of pupils.

3.4 School Leaders Survey by the Education Review Office

DL discussed the above upcoming survey.

3.5 Board by-election

The Board briefly discussed the recently completed by-election for two parent roles on the Board. The discussion emphasised the positive response from the school community and that there were no procedural or logistical problems in the conduct of the by-election.

4.0 Monitoring

4.1 Principal's report

The principal's report for August 2021 was read and discussed alongside accompanying mid-year achievement data. The discussion included discussion about role of the DMIC approach, the recent audit report and the reduced operational impact of participating in Polyfest now that it is managed by an independent trust.

Motion: That the August 2021 Principal's report is noted as read.

Proposed: CP Seconded: SH.

4.2 Audited 2020 accounts and annual report

The recently received audited accounts for 2020 were discussed. No items for action were identified.

4.3 June and July 2021 Finance Reports

The June 2021 Finance report was discussed including the need for ongoing spending constraints. The July 2021 report had not been received by the date of the meeting.

Motion: That the June 2021 Finance Report is noted as read.

Proposed: CM Seconded: GM.

4.5 August 2021 Property Report

The August 2021 Property Report was read and discussed. The discussion covered the pool upgrade and the extent of available funds for developing a playground.

Motion: That the August 2021 Property Report is read and accepted.

Proposed: CP Seconded: SH.

4.4 School Playground Project

The Board discussed the importance of waiting for a new quote for the pool shed to know what funding will be available for the playground project. It was agreed that the Board would discuss the proposals for the playground that had been received.

4.4 August 2021 Health and Safety Report

The health and safety report was read and discussed.

Motion: That the August 2021 Health and Safety Report is read and accepted.

Proposed: CP Seconded: SH.

5.0 Public excluded items

Motion: That the public be excluded from the in-committee proceedings of this meeting. The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are to protect the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: CP Seconded: SH

The Board passed into committee at 2130 and out of committee at 2145.

6.0 Karakia Whakamutunga

Meeting closed at 21.50.

List of action points - current

Number	Who		Status
2021-05-19-#3	DL	Contact the Principal of Tui Glen School to discuss how Tui Glen works with Koraunui Marae including key contacts	• Pending
2021-05-19-#4	SH	Contact Chris Miller, ahead of the next Board meeting, to discuss how to build a working relationship with Koraunui Marae.	• Pending
2021-05-19-#5	DL	Check on the required process for consulting with parents about the Health Education Curriculum.	• Pending
2021-05-19-#7	CP	to contact at least three potential suppliers for the School Playground Project.	• Pending
2021-05-19-#8	CP	Check the accuracy of the coding of one of the incidents logged in the May 2021 Health and Safety Report.	• Pending
2021-03-24-03	DL	Organise for updated details about the membership of the Board to go on the school website.	• Pending
2020-09-09#4	DL	Report back once the capability of the parent portal to include Etap data	• Pending

List of recently completed action points

2021-05-19-#1	DL	Contact the Ministry of Education to verify what sources of information are generally used to support an environmental scan.	• Complete
2021-05-19-#2	SH	Email Shane Doherty acknowledging his resignation and expressing thanks for his contribution	• Complete
2021-05-19-#9	SH	Contact Bruce Hewitt and formally engage him to run the bye-election process.	• Complete
2021-05-19-#6	DL	Discuss the Protected Disclosures Policy with staff.	• Pending
2021-03-24-01	SH	Consult with the Board members absent from the March 2021 meeting on Teresa's interest in joining the Board and options for fulling the vacancy.	• Complete
2021-03-24-02	DL	Liaise with NZSTA about options for fulling the vacancy.	• Complete
2021-02-10 #4	DL	Place a notice about the review of the Homebased Learning and Finance policies in the school newsletter	• Complete
2021-02-10 #3	SH	Complete an initial review of the Homebased Learning and Finance Policies and send to Board members	• Complete
2021-02-10 #2	DL	Advise NZSTA of change of Chair	• Complete
2021-02-10 #1	DL	Update the school website with change of Chair.	• Complete

Signatures

These notes are an accurate record of the meeting.

Spencer Hiess, Chair

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line.

Dave Lamont, Principal

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a horizontal line.

03/11/2021