

## MINUTES meeting of the Koraunui School Board on 15 September 2021

### Meeting opening

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Karakia Timatanga

Meeting opened at 1905

### Agenda

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

#### 1.1: Administration

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##### 1.1 Attendance

###### *Present*

Spencer Hiess [SH], Chair

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Amber Pacheco [AP], parent representative

Craig Press [CP], parent representative

Johnson Taea [JT], parent representative [online]

###### Apologies

Chris Miller [CM], parent representative

##### 1.2 Declaration of interests

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No new interests were declared.

##### 1.3 Declaration of interests

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(1900-2000) The meeting attendees watched a New Zealand School Trustees Association presentation on effective governance focusing on strategic planning and reporting. The attendees discussed the ideas for improved community engagement in the presentation.

##### 1.4 Confirmation of previous meeting's minutes

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Minutes of the previous meeting (August 2021) were unavailable for review and will be considered at the November meeting.

## 2.0 Correspondence

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The correspondence received was discussed. This included discussion about the clarity and timeliness of information on Covid-19 related issues provided by the Ministry of Education.

The extensive demographic data provided by the Ministry of Education in response to DL's query about sources of data for an environmental scan was discussed. This included roll information about the three Stokes Valley schools and the number of pupils who live in Stokes Valley who attend schools outside of Stokes Valley.

## 3.0 Strategic decisions

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### *3.2 School Docs policy library – discussion about the Behaviour Management Policy and the Concerns and Complaints Policy*

The Board discussed the above documents. No required changes were identified. Questions in the feedback focused on what systems are in place for recording information about behavioural incidents and complaints, and how bullying is managed. This led the Board to discuss the capabilities of the ETap system and the role of the red card system as part of a graduate approach to behaviour management.

*Action point: 2021-09-15 #1 DL to send an invitation on Facebook seeking feedback on behaviour management.*

*Action point: 2021-0-15 #2 GM to organise a print off of the complaints process chart*

## 4.0 Monitoring

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### *4.1 Principal's report*

The principal's report for September 2021 was read and discussed. Items for particular discussion included the appointment of Paul Bannister as the new teacher for Room 12, online learning during lock down, the pending meeting with the Education Review Office and the plans to change providers for the Year 6 Camp as there has been no reply from the Wairarapa Outdoor Education Centre despite sending multiple messages.

DL also confirmed that a full review of Koraunui Care Centre bad debts / non payment of fees has been completed. This has identified debts of between \$10 and \$600 with some repayments being reliant on WINZ assistance.

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

Proposed: CP Seconded: JT.

### *4.2 August 2021 Finance Report*

The August 2021 Finance report was discussed. DL noted there are some coding issues to be corrected. The overall financial position remains on track for being within budget at year's end.

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

Proposed: SH Seconded: AP.

#### 4.3 Auditor letter of engagement from

Deloitte's letter of engagement was discussed. It was agreed that Deloitte has proven to be professional and practical, but the Board was dissatisfied at the \$1,000 increase in audit costs.

*Action point: 2021-0-15 #3 DL to write to Deloitte seeking an explanation for the \$1,000 increase in costs.*

*Action point: 2021-0-15 #4 DL to contact other local principals to find out if their schools are facing similar increases in costs.*

*Motion: That the Board agree to engage Deloitte as the auditors for 2021 subject to receipt of an explanation about the reasons for the increase in costs.*

Proposed: CP Seconded: GM.

#### 4.4 September 2021 Property Report

The September 2021 Property Report was read and discussed. The discussion covered the pool upgrade and the extent of available funds for developing a playground. A revised quote for work on the pool shed, circa \$70,000, is expected to be received shortly.

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

Proposed: SH Seconded: CP.

#### 4.5 September 2021 Health and Safety Report

The health and safety report was read and discussed.

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

Proposed: SH Seconded: CP.

### 5.0 Grant applications

The Board considered the following grant applications for submission and agreed for them to proceed:

<b>Provider</b>	<b>Amount</b>	<b>Purpose</b>
Lion Foundation	\$5,000	Literacy and mathematic curriculum resources (Numincon and structured literacy)
One Foundation	\$25,000	Playground
Pelorus Trust	\$5,000	Year 6 Camp
Pub Charity	\$18,000	20 iPads, life proof covers and charging trolley

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Air Rescue	\$3,000	Emergency carry packs and supplies for classrooms and offices
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*Motion: That the Board agrees for the above grant applications to be submitted.*

Proposed: SH Seconded: CP.

**6.0 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 2135 and out of committee at 2140.

**6.0 Karakia Whakamutunga**

Meeting closed at 21.45.

## Minutes of the meeting of the Koraunui School Board 15 September 2021

### List of action points - current

Number	Who		Status
2021-09-15-#1	DL	to send an invitation on Facebook seeking feedback on behaviour management.	• Pending
2021-09-15-#2	GM	Organise a print off of the complaints process chart	• Pending
2021-09-15#3	DL	Write to Deloitte seeking an explanation for the \$1,000 increase in costs.	• Pending
2021-09-15#4	DL	Contact other local principals to find out if their schools are facing similar increases in costs.	• Pending
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

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2021-02-10 #1	DL	Update the school website with change of Chair.	• Complete
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**Signatures**

These notes are an accurate record of the meeting.



Spencer Hiess, Chair

Dave Lamont, Principal



03/11/2021