

MINUTES meeting of the Koraunui School Board on 09 November 2022

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1903

Agenda

2. Administration
3. Strategic decisions
4. Strategic discussions
5. Monitoring
6. Public excluded items
7. Other items

2: Administration

2.1 Present

Spencer Hiess [SH], parent representative
Dave Lamont [DL], Principal
Amber Pacheco [AP], parent representative
Chris Blazkow [CB], parent representative
Renee Madsen [RM], parent representative
Kris Dando [KD], parent representative

2.2 Apologies

Craig Gilmour [CG], staff representative

2.3 Declaration of interests

No new declarations.

2.4 Confirmation of previous meeting's minutes

Minutes of the previous meetings were reviewed with minor changes to the date referenced in the header, action points showing as being completed and a third action point being added for signing and forwarding documents for auditor.

Motion: That the minutes from the September 2022 meeting are approved as accurate with the above changes.

Proposed: SH Seconded: DL

2.5 Correspondence

The correspondence received was discussed.

2.6 NZSTA Training review

All members found the session beneficial. The discussions confirmed alignment for our BoT with the NZSTA best practice guides. The sessions discussion helped a little with understanding the policy vs procedure roles but more work on differentiating this will continue for newer board members. Future sessions will be shared when they are advertised and the BoT will look to complete these as a Board.

3.0 Strategic decisions

3.1: Strategic planning

Strategic plan updates are not due until the end of 2023 but the BoT will continue with current engagement plan for term 4 and will re-engage in early 2023 to capture any new voice. These can be used for 2023 planning and then expanded upon for 2024 onwards.

4.0 Strategic discussions

4.1 School docs.

Term 4 reviews are open, and feedback will be covered at the next meeting. Bank cards policy will be added now that Koraunui School have them. Minor updates to add BoT Chair included in notifications for 1 up and lost cards.

Motion: That the Bank Cards policy be adopted with minor changes (described above).

Proposed: DL Seconded: RM

4.1.2 KCC Policy update

KCC supervisor policy updates to include reference to 2IC being cover for programme supervisor in their absence.

Motion: That the KCC Policy be updated to reflect that the 2IC can act as cover for the programme supervisor in their absence.

Proposed: DL Seconded: CB

4.2: COVID response update

Increase in reported cases within schools in Stokes Valley. So far for Koraunui there have been two cases within school community but not with crossover at school in notification period. Any future cases where the student has been at school within 48 hrs of testing positive will be notified to the school community, following previous messaging guides.

5.0 Monitoring

5.1: Principal's Report

Report Discussed. 2 x permanent appointments confirmed. Shayne Davis and Ceri Giddens. Provisional staffing for 2023 sits at 14.4. Very similar staffing to current amount. Anticipated role of 227. Will be basing budget and plans on 193 (currently 196). PaCT assessment tool will be incorporated for 2023 for Mathematics. As an early adopter of this within the Kahui Ako – this will hopefully form a reporting pathway to Avalon and Taita. NZCER survey results discussed. Yrs 5 and 6 students surveyed. The equity funding notice has been provided. Will be more than previous funding under descale system. Like with staffing – is based on 227 students so will be basing funding expectations on 193 students.

5.2: Finance Report

The May 2022 Finance report was discussed. Special mention of the work done by Dave and staff to be currently tracking for a surplus end of year report.

Motion: That the October 2022 Finance Report is noted as read.

Proposed: SH Seconded: RM

5.3: Property Report

Discussed. Flood damaged classrooms will be reinhabited for T1 2023. Hall painting still TBC for remediation. DL will check and see if funding for Kowhai painting can be reassigned for roof of the hall. Kowhai painting will be deferred until after refurbishment planned for 2023/24. DL continuing to chase up with MoE for window replacement under COVID ventilation funding.

Motion: That the October 2022 Property Report is read and accepted.

Proposed: SH Seconded: CB.

5.4: Health and Safety Report

Discussed. Any head injuries (all minor) had parent notifications completed Dr's visits arranged as per parents' assessments.

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 project the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: SH Seconded: DL

The Board passed into committee at 2027 and out of committee at 2118.

7.0 Other Items (Board setup and Operations)

7.1 Bios

DL will provide his Bio to Spencer. Good engagement from community getting to know who the BoT are.

7.2 Meeting setup and content

Following some suggestions at the NZSTA course the following was decided:

Timing and day of the week for meetings will remain the same.

Meeting content – DL will provide reporting against Annual Goals at the second meeting each term.

The Board will adopt an end of meeting reflection process

BoT members will inform Spencer of any specific areas they wish to focus on through personal development or expertise.

DL will use the school card to purchase snacks/ light refreshments for the BoT during their meetings.

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 2134.

Minutes of the meeting of the Koraunui School Board 09 November 2022

List of action points - current

Number	Who		Status
17-08-22 #11	SH	Recognition of service for Gillian	• Awaiting start date reply
2022-11-09-#1	SH / DL	Update previous minutes and sign as final	•
2022-11-09-#2	DL	Email updated Bank Card policy to School Docs.	•
2022-11-09-#3	DL	Enquire into reallocating funds for painting Kowhai block into roofing for hall.	•
			•
			•
			•

List of recently completed action points

17-08-22 #7	ALL	BoT introduction notes and photo or short video to Spencer	• Completed
17-08-22 #8	SH	BoT introductions for newsletter and school Facebook page	• Completed
17-08-22 #11	SH	Recognition of service for Gillian	• Awaiting start date reply
28-09-22 #1	SH	Community consultation questions drafts	• Completed
28-09-22 #2	DL	Contact School Docs to update reviewed policies	• Completed
28-09-22 #3	DL / SH	Sign documents and forward to auditor	• Completed

Signatures

These notes are an accurate record of the meeting.

Spencer Hiess, Presiding Member

Spencer Hiess

Dave Lamont, Principal

[Signature]
07/12/2022

