

MINUTES meeting of the Koraunui School Board on 14th June 2023

Meeting opening

1.1 Karakia Timatanga - Amber

Meeting opened at 7.04

Appoint Amber as presiding member proposed: DL seconded: KD

Agenda

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

2: Administration

2.1 Present

Dave Lamont [DL], Principal

Amber Pacheco [AP], parent representative

Chris Blazkow [CB], parent representative

Kris Dando [KD], parent representative

Craig Gilmour (CG), staff representative

2.2 Apologies

Renee Madsen [RM], parent representative

Spencer Hiess [SH], parent representative

2.3 Declaration of interests

No new declarations.

2.4 Confirmation of previous meeting's minutes

Minutes of the May 10 board meeting were confirmed as accurate.

Motion:

Proposed: AP Seconded: CB

Registering NZSTA training for board, more info to come.

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Discussion around using the pool and hiring out, more information to come.

2.5 Correspondence

The correspondence received was discussed.

NZSTA updates that have come through – new code of conduct for Boards has been shared by NZSTA. This will be confirmed and emailed to all board members before 21 June. Board members will need to read and agree to the code of conduct. Spencer will follow this up.

3.0 Strategic decisions

3.1: Charter, Priorities and Annual Goal Development

School Charter has been sent in to the Ministry of Education this week.

4.0 Strategic discussions

4.1 School docs.

For trip related sign offs, if there are overnight trips / hazardous areas being visited will need board approval.

We have reviewed the EOTC policy in school docs and approve it for use.

4.2 Recapitulation

Year 7/8 bilingual space is being discussed amongst the community. Waiting on more feedback from the community before any decisions are made.

5.0 Monitoring

5.1: Principal's Report

Report Discussed.

Roll – Pre-enrolments are looking good for term 3 and 4. Our roll should be sitting around 200 by the end of the year.

Personnel – keeping an eye on the staff and ensuring they are looked after.

Teachers have accepted negotiations and have settled – no further strike action or paid union meetings. Principal negotiations are continuing.

Curriculum – collecting mid-year data currently, will bring to the next board meeting to share what it is looking like. Mid-year reports will be out to parents by beginning of term 3.

Structured literacy workshops were successful at start of term 2 – more schools within KA using this approach also.

No More Marking tool – Sharron and Tim working behind the scenes on this. Making teachers jobs easier/ more accurately moderate maths.

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Behaviour – PB4L team ran a staff meeting – good refresher for the staff – helping understand our kids and their behaviour patterns.

Over 50 percent of our tamariki on special needs register – senior advisor and service manager need to understand the tamariki we have and their needs, especially moving in to Intermediate and Secondary Schools.

Professional Development – need to get physical restraint training done before Feb 2024 – several staff still to do this.

Finances – Pixsy Case management – nothing received from previous correspondence – will keep the board posted if something comes about this. The science night was well attended and a sense of community.

Samoan Speech Language Competition – Three tamariki went to Bishop Viard for competition. They represented Koraunui extremely well, was an amazing opportunity.

Camp – Year 6 hui was had with parents – forms were handed out, police vetting forms need to be in ASAP end of term 3.

Motion: The board approves us going to Makahika Outdoor Pursuits Centre for our Year 6 Camp 2023 between 7th and 10th of November

Motions: DL Second: AP, KD, CG, CB. All in favour

Physical Restraint Letter Support Staff – we have reviewed a draft and approved it for use.

Kāhui Ako – needs register. Our LSC collated tamariki within KA and the needs some of these tamariki have. How are we addressing these needs, what can be done differently?

5.2: Finance Report

The May 2023 Finance reports were discussed. In a positive financial position again due to tight monitoring by DL.

Motion: That the May 2023 Finance Report is noted as read.

Proposed: AP Seconded: KD

2022 Audited Accounts

The report noted only one recommendation. That we ensure we have processes in place to check accuracy of the payroll reports and can provide assurance to the board that this is in place and processes are being followed. We will take the auditors through this process during the next audit.

Annual Report 2022

2022 was a good year as far as finances go. We ended the year with a surplus that meant we were in a stronger overall financial position.

Motion: That the 2022 audit report and annual report is noted as read.

Proposed: DL Seconded: CB

5.3: Property Report

The flood damage money that has been paid out by the school is being reimbursed by the MoE. The PE Shed watertightness issue is another problem – water appears to be coming in underneath the internal stone walls as well as through the external wall – in hands now of project manager. The drainage work is now done and helping with getting surface water off the school grounds. We will be deferring asphalt project and the funds for this will be put towards the Kowhai Block upgrade – the MoE has approved additional funding for this project.

Fencing project- we are hoping this can start from tomorrow 15/6/2023

IT equipment senior classrooms – decision to be made as to what Kaiako would like in coming days re smart boards.

DL has had conversations with the Hutt City Council and Mike Rathbone about a project they are trialling in schools in the Hutt Valley in an effort to reduce carbon footprint of schools. This involves installing heat pumps and removing gas boilers along with replacing lighting with LED lights. It is planned that there will be no initial cost to the school. they will carry out investigations to work out if it is viable to make the changes.

Boiler room leak – this will be included in the classroom refurbishment project and will be fixed at the same time using 5YA funding. An assessment has been carried out and quote provided to our project manager.

We need to consider options for the playground matting under the playground outside Kowhai block. This is at end of life and is becoming an issue with it slowly slipping down the slope. If it becomes dangerous we may need to cordon it off. No MoE funding is available for playgrounds.

Motion: That the June 2023 Property Report is read and accepted.

Proposed: AP Seconded: KD

5.4: Health and Safety Report

Discussed. Mainly falls and trips with minor bumps. All head injuries have parents/caregivers notified.

Staff member attacked by a young child.

Staff member slipped in the toilet because of liquid soap on floor. Bar soap now in toilets

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

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Meetings Act 1987 (LGOIMA) are to project the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: AP Seconded: DL

The Board passed into committee at 2045 and out of committee at 2105.

7.0 Other Items (Board setup and Operations)

Nil

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 2105

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List of action points - current

Number	Who		Status
10-05-23 #1	ALL	Register for NZSTA training	• Cancelled due to KA specific session being run instead
10-05-23 #2	DL	Seek out restraint authorisation template from Principal peers	•
10-05-23 #3	DL	Obtain KCC attendance dues reports for June meeting	•
10-05-23 #4	DL & AP	School pool policy and guides	•
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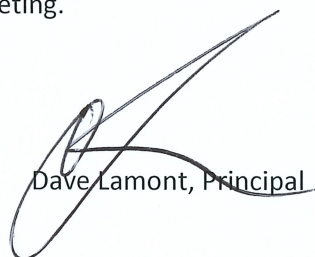
List of recently completed action points

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


Dave Lamont, Principal

