

## MINUTES meeting of the Koraunui School Board on 29 November 2023

### Meeting opening

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1.1 Karakia Timatanga

### Agenda

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

### 2: Administration

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#### 2.1 Present

Spencer Hiess [SH], parent representative

Dave Lamont [DL], Principal

Amber Pacheco [AP], parent representative

Chris Blazkow [CB], parent representative

Craig Gilmour [CG], staff representative

Renee Madsen [RM], parent representative

Kris Dando [KD], parent representative

#### 2.2 Apologies

Nil

#### 2.3 Declaration of interests

No new declarations.

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

Action points reviewed.

*Motion: That the minutes from the 1<sup>st</sup> November 2023 meeting are approved as accurate pending one change to the wording in the second motion under section 5.1.*

Proposed: SH Seconded: CG

## 2.5 Correspondence

The correspondence received was discussed.

## 3.0 Strategic decisions

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### 3.1 Charter, priorities for the year and annual goals

The Strategic Plan was shared on our school Facebook page by the board's presiding member Spencer Hiess, presenting the feedback we have received to date from our initial consultation and invited our school community to contribute to our strategic plan before it is finalised. We did not receive any further responses. However, some feedback is expected to come from Koraunui Marae as result of some recent engagement with the presiding member. We hope this can be a start to re-engaging the relationship with the local marae and our school community going forward. Strategic goals are due 31 March 2024.

## 4.0 Strategic

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### 4.1 School docs.

Term 4 school doc reviews are complete. A discussion was had about the curriculum and student achievement and what it looks like at our school.

The pool policy for School Docs and associated user agreement was discussed.

Dave is to ring the security company who already receives emergency calls for the school to determine if their number can be used as the emergency number in the pool user agreement. Dave is to email Amber the contact information for all pool committee members who expressed interest to organise training.

*Motion: We the adopt the school pool school docs policy. We accept the wording of the pool user agreement provided the minor changes we agreed and discussed.*

Proposed: SH Seconded: CD

## 5.0 Monitoring

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### 5.1: Principal's Report

Report Discussed.

There is a focus on staff wellbeing. There is no PLD funding at this stage for next year. Planning is underway for Dave's sabbatical and a handover is in place. In addition, there is a contingency plan to contact an experienced Principal to step in temporarily if there were to be any extended staff illness etc. Delegations for deputy principal and principal are also being addressed. There was also a review of reading, writing and maths data collected that highlights student progress for the year.

*Motion: We will put out a statement about the Alert Program through our regular avenues of communication.*

Proposed: DL Seconded: CG

### 5.2: Finance Report

The October 2023 Finance report was discussed.

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

Proposed: SH Seconded: AP

5.2.1 Draft Budget 2024

Discussed updates to the draft budget for 2024 since our last board meeting.

*Motion: That the 2024 Draft Budget is approved by the board and is to be send to Education Services.*

Proposed: DL Seconded: CB

5.3: Property Report

Discussed. Kowhai block refit is underway, carpet looks good. Now need to start the painting. The classrooms will be ready to be moved into at the start of Term 1. Still waiting to hear back about the drinking water fountains and the grant funding that was applied for to replace the playground matting. The Annual fire systems inspection has passed.

Batteries for the exit signs are \$250 per battery, we currently have 10. This is something we need to budget for and consider.

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

*Proposed: SH Seconded: KD*

5.4: Health and Safety Report

Discussed. Staff injuries were from a kid throwing a box near a teachers head and the second from a student charging a teacher whilst managing another child throwing stuff around that hit them. The teacher is currently undergoing Physiotherapy. One student experienced a broken arm.

5.5: KCC

5.5.1: KCC Health and Safety Report

Just one Incident has been reported, paperwork was reviewed, and the process followed.

5.5.2: KCC – Any other business

None.

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

Proposed: SH Seconded: DL

The Board passed into committee at 2052 and out of committee at 2110

**7.0 Other Items (Board setup and Operations)**

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7.1 Document Destruction

DL requests BoT approval for document destruction in line with MoE guides for the signing in and out sheets. Board approves destruction.

Proposed: DL Seconded: AP

**8.0 Items for next meeting.**

Nil

**9.0 Karakia Whakamutunga**

Meeting closed at 2120.

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List of action points - current

| Number      | Who     |  | Status        |
|-------------|---------|--|---------------|
| 10-05-23 #4 | DL & AP | School pool policy and guides  | • In progress |
| 29-11-23 #1 | DL      | Contact Security Company to determine if their number could be used as an emergency contact for the pool user agreement. | •             |
| 29-11-24 #2 | DL      | To send pool committee contact information to AP to organise pool training   | • Complete    |

List of recently completed action points

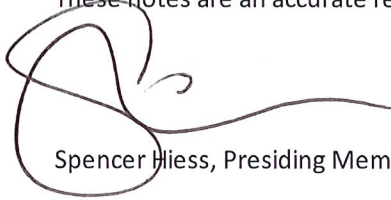
|             |    |  |             |
|-------------|----|--|-------------|
| 10-05-23 #2 | DL | Seek out restraint authorisation template from Principal peers | • Completed |
| 10-05-23 #3 | DL | Obtain KCC attendance dues reports for June meeting            | • Completed |
| 06-09-23 #1 | DL | Contact School Docs to remove RTL B policy                     | • Completed |
| 06-09-23 #2 | SH | Draft presentation for Strategic Plan review                   | • Completed |
| 06-09-23 #3 | SH | Reply to ERO re: Review  | • Completed |
| 06-09-23 #4 | SH | Sign off of Makahika RAMS for camp                             | • Completed |

|             |    |   |             |
|-------------|----|---|-------------|
| 01-11-23 #1 | DL | Pool Committee into newsletter                                | • Completed |
| 01-11-23 #2 | SH | Update remuneration policy including Pool Key for BoT members | • Completed |
| 01-11-23 #3 | SH | Add KCC to Open and In Committee templates                    | • Completed |
| 01-11-23 #4 | SH | Share Strategic Consultation documents                        | • Completed |
| 01-11-23 #5 | SH | Update Principal / Deputy Principal delegations for 2024      | • Completed |

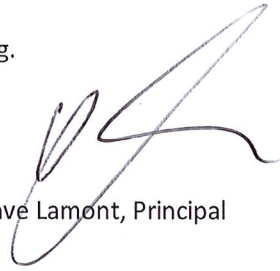
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**Signatures**

These notes are an accurate record of the meeting.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Spencer Hliess, Presiding Member

A handwritten signature in black ink, featuring a large, sweeping loop that curves upwards and then downwards to the right.

Dave Lamont, Principal