

MINUTES meeting of the Koraunui School Board on 14th February 2024

Meeting opening

1.1 Karakia Timatanga
Meeting opened at 7.10

Agenda

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

2: Administration

2.1 Present

Gillian McPeake [GM], Principal (Acting)
Chris Blazkow [CB], parent representative
Kris Dando [KD], parent representative
Craig Gilmour (CG), staff representative
Renee Madsen [RM], parent representative
Spencer Hiess [SH], parent representative

2.2 Apologies

Amber Pacheco [AP], parent representative

2.3 Election of Presiding Member for 2024.

Election run by CG. Single nomination by CB for SH. Seconded by RM. Nomination accepted by SH.
Unanimous vote.

2.4 Declaration of interests

No new declarations.

2.5 Confirmation of previous meeting's minutes

Minutes of the November 2023 board meeting were confirmed as accurate.

Motion: That the November 2023 meeting minutes are a true and accurate reflection of the meeting.

Proposed: SH Seconded: CB

2.6 Correspondence

The correspondence received was discussed. GM will have the ERO report loaded onto the school website and updated into the school newsletter.

3.0 Strategic decisions

3.1: 2023 Analysis of Variance.

Results discussed. Not all targets met but shifts towards targets were noticed across almost all students. Attendance issues meant that some students were not able to achieve near the aspirational goals. Overall writing results have identified that a key area for focus in 2024s targets and goals will be writing.

3.2: Charter, Priorities and Annual Goal Development

Will be prepared for next meeting.

4.0 Strategic discussions

4.1 School docs.

SH to email out login details and current review topics. All members will complete review.

4.1.1 KCC external review feedback

External review report yet to be received. DL will share once received. Review process discussed as new process for several BoT members.

4.2 Board Code of Conduct

Review of the MoE Code of Conduct for State School Board Members completed. All have signed a 2024 copy. AP will complete and return. SH will upload into BoT Documents.

5.0 Monitoring

5.1: Principal's Report

Report Discussed.

Roll of 176 is OK, several new students (both planned enrolments and unknown) have started this year across different year groups. All staff except one have completed the restraint training. Final staff member will be training ASAP. DMIC will continue in 2024 to maintaining the positive shifts seen in maths, especially for Māori and Pacifica students. First DMIC PLD session occurred on teacher only days before Term 1 began to start the year with fresh momentum.

[Te Ara Whakamana \(Mana Potential\)](#) PLD session also held in Teacher Only days before Term 1 start. This programme, aimed at self-identification and management of behaviour aligns well with other tools used at Koraunui. This will expand the Choice Theory and PB4L that staff and children already have in their kete. The programme is used in other areas across whole Kahui Ako.

5.2: Finance Report

5.2.1 The December 2023 Finance report was discussed. In a positive financial position again due to tight monitoring by DL.

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

Proposed: GM Seconded CG

5.2.2 The January 2024 Finance report was discussed. Very little entries so far.

Motion: That the January 2024 Finance Report is noted as read.

Proposed: GM Seconded: KD

5.2.1 Draft Budget

The draft budget for the remainder of 2023 discussed. Requires tight financial management but also provides contingency for Kowhai block contributions.

Motion: That the revised 2023 budget is supported.

Proposed: DL Seconded: CB

5.3: Property

5.3.1 Property Report

Property project manager has been on leave so no updated for the PE Shed flooding investigation work, also noted that summer holidays would have restricted required parties for any work to progress.

Kowhai block upgrade largely completed. Whiteboards on site, to be installed in next few days. Lovely re-opening ceremony held on first day of term with all students celebrating and walking through classrooms. Lots of waiata and karakia to impart mauri into the reinvigorated spaces. Matting under the bottom playground continues to be of concern – grant application support request received to help replace this (see 5.3.2).

Replacement drinking fountains are currently held up by supplier issues. Messaging to remind children to continue to bring drink bottles will occur.

Motion: That the January 2024 Property Report is read and accepted.

Proposed: SH Seconded: CG

5.3.2 Fundraising

Grant application sought to apply to Kiwi Grant Foundation for \$30,000 to go towards replacing the unsafe safety surfacing for the bottom playground.

Motion: The BoT approves the above application to Kiwi Grant Foundation.

Proposed: SH Seconded: Unanimous

5.4: Health and Safety Report

Discussed. All head bangs received ice packs and parental notifications. 1 x staff injury was a slip from a chair.

5.5.1 KCC – Health and Safety

8 minor injuries – mainly consisting of scooter based bangs and accidents.

5.5.2 KCC – Other Business

Nil

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: SH Seconded: KD

The Board passed into committee at 2004 and out of committee at 2050

7.0 Other Items (Board setup and Operations)

7.1 Board Delegations

The Board confirmed delegations carry over from 2023, noting the motion from 2023 that provides Principal Delegations to GM while in her role as Principal (Acting) and Deputy Principal delegations to CG while completing Deputy Principal duties.

7.2 BoT Membership Contact details

Confirmed nil changes to members contact details. School email addresses will continue to be primary means of communications for correspondence.

7.3 2024 Board Meeting Dates

Confirmed as still suitable. Any apologies will be communicated to SH in advance of meeting.

7.4 BoT Member Vetting

In line with cyclical MSD review into KCC – Vetting for BoT members discussed. All BoT members will complete vetting forms and provide these and required ID to Gillian for Vetting to take place. GM will confirm if CG requires updated vetting to be completed as part of new role as BoT Staff Rep.

7.5 BoT Secretary Position Advert

BoT discussed the opportunity to fill the vacant (long term) position for BoT Secretary to free up admin responsibilities from SH and GM. RM will create a draft Job Advert and send to SH and GM for review between meetings.

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 2105

Minutes of the meeting of the Koraunui School Board 14th February 2024

List of action points - current

Number	Who		Status
14-02-24 #1	SH	Send School Docs login details and review schedule	• Completed 21/02
14-02-24 #2	ALL	Complete School Docs review	•
14-02-24 #3	ALL	Complete and return Vetting forms with Required ID	•
14-02-24 #4	GM	Confirm if CG requires updated Vet for BoT / KCC element	•
14-02-24 #5	RM	Draft Job Advert for BoT Secretary	•
			•
			•
			•
			•

List of recently completed action points

10-05-23 #4	DL & AP	School pool policy and guides	• Complete
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.	• Complete
29-11-24 #2	DL	To send pool committee contact information to AP to organise pool training	• Complete
			•
			•
			•

Signatures

These notes are an accurate record of the meeting.



Spencer Hiess, Presiding Member



Gillian McPeake, Principal (Acting)

