

MINUTES Newton Central School Board of Trustees
Tuesday 29 June 2021

Apologies: Chris, Sarah

Attendance - trustees: Moa, Hannah, Riki, Kim, Becky, Geoff, Margie (Zoom), Kiri (Zoom)

Start Time:	Led by:	Discussion:	Action/who:
Karakia:			
<p>1. Administration</p> <p>1.1 Minutes from last meeting are a correct record</p> <p>1.2 Signing of hardcopy of last minutes</p> <p>1.3 Matters arising from minutes</p> <p>1.4 <i>Declaration of Interests:</i></p> <p>1.5 Appointments</p> <p>1.6 NZSTA Registration</p> <p>1.7 Blurbs for BOT Website</p> <p>1.8 Agreements for Co-chairs, Secretary and principal to meet</p>	Chairs	<p>1.2 – 25th May Minutes signed?</p> <p>1.4 Any Declaration of interests?</p> <p>1.5 Te Whao Urutaki nominates Dena Jacob to the BOT</p> <p>1.7 Please ensure your BOT profiles are posted into this Dropbox Folder by 20th July so these can be added to our school website.</p>	<p>Motions approved:</p> <p>1.1 That the minutes of the 25th May BOT hui are approved.</p> <p>1.5 That the BOT co-opts Dena Jacobs onto the Board of Trustees.</p>
<p>2. Strategic Decisions</p> <p>2.1. 2021 & 2022 school calendar</p>	Riki	<p>2.1 NZEI Accord release Days and impact on school calendar - likely to be the very first day of term 4</p> <p>2022: would like to have the NZEI days on the same day as the secondary schools</p>	<p>Motions Approved:</p> <p>The BOT approves an additional Teacher only Day in Term 4, in accordance with the NZEI accord.</p>
<p>3. Strategic Discussions</p> <p>3.1. Code of Conduct</p> <p>3.2. Induction Processes</p> <p>3.3. Special Character – Reflection on 9th June Hui with MOE</p>	BOT	<p>3.1 Continuation on the development of a NCS BOT Code of Conduct. Where to next? HA to circulate prior to the next hui for group discussion</p>	<p>Motions Approved</p>

	<p>3.2 Review on our Induction Processes and next steps</p> <p>3.3 Reflections on hui</p> <ul style="list-style-type: none"> - SCOT Analysis based on information received - Next steps <p><u>Reflections on hui:</u></p> <ul style="list-style-type: none"> • Designated character is going to be a lot harder to achieve than thought: didn't consider us to be significantly different, or that the co-governance goes through the entire curriculum • Requirement of the network of schools around us to agree to designated character is also seen as a big hurdle as they would have to pick up our zone • The fact that we have a special programme should be enough to protect it in and of itself, but didn't say what would happen if our in zone roll grew astronomically • Not being able to incorporate any zone into the designated character meant that it seems even harder to implement • adoption of an alternative constitution could be another path for us to go down: this would cement the co-governance model • timing is around a year: first consult is at the Board level, then the community, then the outside community • NCS model is considered to be the gold standard of schools, rather than a designated character <p><u>Next steps:</u></p> <ul style="list-style-type: none"> • Te Whao is having a further hui about options that are available • Tamaki Herenga Reo could give us a strong voice • Te Whao to come back with some considerations 	
<p><u>4 .Te Whao matters</u></p>	<ul style="list-style-type: none"> • Hui this Saturday re designated character. Graduate profile is on 	

		the agenda, as is the Te Whao booklet	
<p>5. <u>Other Business</u></p> <p>5.1. Kahui Ako Update</p> <p>5.2. Staffing</p> <p>5.2.1.Exit interviews</p> <p>5.3. Property Updates</p> <p>5.3.1.Block 8</p> <p>5.3.2.New Modular buildings</p> <p>5.3.3.Covered area</p> <p>5.3.4.Fencing</p> <p>5.3.5.Review NEGP Report on Auckland</p> <p>5.4. Principal Wellbeing report</p> <p>5.5. NZEI Puotonga Report</p> <p>5.6. Pool open for summer</p>		<p>5.1 Tamaki Herenga Reo formation</p> <p>5.2 Maternity leave notifications: Claudia and Saskia, both due in November.</p> <p>In committee: 20:15 Out of committee: 20:34</p> <p>5.2.1 Exit interview update</p> <p>5.3.1 Block 8 in on track for completion at the end of Term 2.</p> <p>5.3.2 Report on Modular update from MOE. MOE approved 2 x modular classrooms, to be delivered and operational by beginning of Term 2 2022.</p> <p>- Board recommends Principal to push for the modulars to be put on Room 14 site. Engineers etc. will be on-site in the next few months, planned demolition will be during the summer holidays.</p> <p>5.3.3 Covered area is still awaiting Council approval. If this is done before Term 2 holidays, installation will begin.</p> <p>5.3.4 Approval for fencing area completed. Implementation planned during school time</p> <p>5.3.5 NEGP Noted that this needs to stay on the agenda and the Board needs to be addressing this issue each hui.</p> <p>5.4 Report on Principals in NZ makes for some stark reading. The principal asks that the BOT considers this report when looking at what actions they are putting in place to support him.</p> <p>Principal's appraiser would like to meet with co-chairs prior to the next hui, and address the Board. Board to consider</p>	<p>Motions Approved:</p> <p>5.3.2. The Board recommends that the Principal continues to engage with the MoE as much as possible to address NCS property issues, both in the short term and the long term.</p>

		<p>process once this appraisal round has been completed to see what the optimal structure is for the appraisal, e.g. timing, whether an external provider is necessary, etc. Principal asks that the Board reads this report closely – this can then be considered as to how to support him.</p> <p>5.5 Discussion regard Puotonga report</p> <p>5.6 Parent on PTA is wanting to drive this forward: Board is happy to receive recommendations from parent (covering risk, operational procedures and financials) on opening the school pool over summer if the parent wants to present anything.</p>	
<p>6. <u>Financial</u></p> <p>6.1. Financial report</p> <p>6.2. Fundraising and optional donations</p> <p>6.3. School Audit</p>	Geoff	<p>6.1 Financial report here.</p> <p>Board consideration around retiring staff: a number of long-term staff are coming up that could be impacted by the leaving gift calculations. The Board asks the Principal to provide further details around the leaving gift policy and discuss next hui.</p> <p>6.2 Board needs to review ASAP. Seek feedback from our community on the donations scheme. Moa/Hannah/Geoff to draft update to community on donations.</p> <p>6.3 Audit review - Leaving gifts</p>	<p>Motions Approved: That the May 2021 Financial Report be approved.</p>
<p>7 <u>Correspondence (listed below Minutes)</u></p> <p>7.1 Correspondence In</p> <p>7.2 Correspondence Out</p>	Riki	See list below:	
<p>8. <u>Agenda Items for Next Meeting</u></p>		<ul style="list-style-type: none"> • 2022 school calendar • Leaving gift: consider what is the potential risk, and wording around the policy, esp. eligibility • School donations 	

		<ul style="list-style-type: none"> • Designated character • Principal's appraisal 	
Whakamutunga:			
Time finished:			
Note 1: Correspondence Listed Below			

Inward Correspondence:

28/05/2021	Principal Health & Wellbeing Survey
02/06/2021	Auditor General information
08/06/2021	National Education Growth Plan Update Auckland Report
11/06/2021	NZEI Puotonga Report

Outward Correspondence:




20/06/2021	Newton Annual Report
20/06/2021	Newton Rep Letter 2020

NEXT MEETINGS:

Please review Meetings document [here](#).

STATUS OF ACTION ON DECISIONS

Key:

	In progress, progressing well or is not urgent
	In progress but is becoming more urgent; failure to complete
	Urgent: may have significant roadblocks, timeframes are tight as failure to complete is having significant impact

hui	action	who	RAG status
24/08/20	Engage specialist to review Support Staff structure	Riki	Urgency diminished; will wait for NZEI process
24/08/20	Draft thank you letters to: Tipene (Hannah), Sheila (Hannah), Andrew Melville (Kiri), Tiopira (Moa), Vasiti (Moa) and Christine (Hannah)	See names	One done, one started, one to do
24/8/20	Resolve billboard situation to remove. Next action to contact APN/subsequent company and ask for the ownership of the billboards	Riki / Sarah	Sarah will become involved

15/05/2018	EXIT interviews to be conducted. Hannah and Kiri to report back at next hui (24 August)	Kiri and Hannah	
24/08/20	Riki to invite Māori medium staff to a BoT meeting each year to discuss pedagogical and curriculum plans on an annual basis.	Riki	Proposed for 26 October
11/09/2018	Arrange parent survey re online achievement reporting Link to questions	Hannah, Kim,	Hannah and Kim to raise questions/conduct survey early term 3.
24/11/2020	Spread Special Character info to whanau	Christine, et al	No longer required
23/2/21	comms re special character	Christine	No longer required
25/05/21	meet with Gavin Pollard (MoE)	Riki/Margie	COMPLETE
30/3/21	principal to arrange meeting for Te Whao with Te Kawehau Hoskins	Riki	In progress – awaiting Te Whao confirmation
29/06/21	BoT profiles to be completed updated by next hui	All	
29/06/21	Hannah/Moa/Riki to ensure that Dena is inducted prior to the next hui		
29/06/21	Riki to distribute information to BoT members around Tāmaki Herenga Reo		

*I certify that these minutes were approved as a true and correct record of the Board of Trustees meeting of Newton Central School, **dated 25th May 2021***

Signature / Name

Co-chair _____

Co-chair _____

Date: _____

APPROVED