

MINUTES Newton Central School Board of Trustees
Tuesday 24th August 2021

Apologies: Kiri

Attendance - trustees: Hannah, Moa, Riki, Kim, Chris, Margie, Dena, Rebecca, Geoff and Sarah

Start Time: 7.01	Led by:	Discussion:	Action/who:
Karakia: Hannah			
<p><u>1. Administration</u></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 NZSTA Registration</p> <p>1.6 Blurbs for BOT Website</p> <p>1.7 BOT Code of Conduct – Review of NZSTA draft</p>	Chairs	<p>1.2 – 29th June Minutes signed? <i>Not yet due to Alert Level 4 challenges</i></p> <p>1.4 Any declaration of interests?</p> <p>1.5 Are all BOT members now registered with NZSTA</p> <p>1.6 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>1.7 NZSTA Access to Code of Conduct review here. <i>Note link to the survey in the correspondence below.</i></p> <p><i>We encourage individual BOT members to review the survey.</i></p> <p><i>We will use the interim code of conduct until the NZSTA document is complete</i></p>	<p>Motions approved:</p> <p>1.1 Minutes of the 29th June BOT hui are approved.</p> <p>1.4 There were no declarations of interest</p>
<p><u>2. Strategic Decisions</u></p> <p>2.1. 2021 & 2022 school calendar</p> <p>2.2. Decision on of pursuit of designated character</p>	Riki	<p>2.1 Riki to provide draft of 2022 calendar for discussion</p> <p>2.2 SCOT Analysis of Designated character options.</p> <p><i>see 3 for further insights</i></p>	<p>Motions Approved:</p> <p>2.1 Approval for draft calendar 2022 as presented.</p> <p><i>Teachers only day scheduled 10/09 to be transferred to 2022.</i></p>

<p>3. <u>Strategic Discussions</u></p> <p>3.1. Code of Conduct</p> <p>3.2. Alternative Constitution</p>	<p>BOT</p>	<p>3.1 Next steps of NCS BOT Code of Conduct. Where to next?</p> <p>3.2. Discussion on plans for alternative constitution</p> <p><i>Suggestion is to begin exploring the concept . We need to develop a constitution that meets the unique setting of NCS. Volunteers: Te Whao Members are committed to researching this concept. The opportunity for feedback will be provided at each BOT meeting. Expectation is a clear time limit on this.</i></p> <p><i>Riki, Hannah & Moa to consult directly with the MOE on guidelines.</i></p>	<p>Motions Approved</p> <p><i>3.1 Agreed to conduct and use a Code of Conduct created by NCS BOT in the interim until the NZSTA Code of Conduct is formalised and issued to all school boards.</i></p> <p><i>3.2 That the board moves ahead with exploring the concept of formalising an alternative constitution.</i></p>
<p>4 .<u>Te Whao matters</u></p>		<p><i>See above</i></p> <p><i>Te Whao hui this week.</i></p> <p><i>Discussion around risks on high level of interests in enrolments. Need clarity around Tono process.</i></p>	
<p>5. <u>Other Business</u></p> <p>5.1. Principals Appraisal</p> <p>5.2. Gifting Review</p> <p>5.3. Staffing</p> <p>5.4. Student numbers & Ballots</p> <p>5.5. Property Updates</p> <p>5.6. Grant Applications:</p>		<p>5.1 Welcome - Carolyn Marino. <i>Not able to join us. She has met with other SLT members this week and is re-scheduled to join the next BOT Hui on 28th September</i></p> <p>5.2 <i>If all staff were to leave, the total liability would be \$19,641 The board have considered the situation and feels no further action. However, we need to consider the impact of the fringe benefit tax. Geoff to explore this further with Elizabeth Mc Kendrey and report back.</i></p> <p>5.3 – Resignation – Richelle Edwards</p>	<p>Motions Approved:</p> <p><i>5.3 The board accepts the resignation of Richelle Edwards.</i></p> <p><i>5.4 The Board supports Anneke’s application to seek study leave.</i></p> <p><i>5.5.3 The board approves Programme Maintenance as our preferred painters.</i></p> <p><i>5.6 Milestone Foundation: 25 Ipads That the Newton Central BOT resolves to apply to the Milestone Foundation for funding towards 25 Ipads at a total cost of \$16,419 exc GST.</i></p>

<p>5.7. DEANZ</p>		<p>5.4 – Request for study leave 2022 – Anneke Brouwers</p> <p>5.5.1 Modular update - Pending feedback from Council, Engineers, architects etc to building on top of Rm14.</p> <p>5.5.2 Room 7&8 - unable to complete the roof, pending due to Alert Level 4.</p> <p>5.5.3 Painting and washing of school. Received 3 quotes and timeline for work follows: 1) To do preferably EOY 2) RM15&16 October 3) All school December during Christmas break</p> <p>5.5.4 School Playground Could be other costs (Demo & Excavating) Hannah and Moa to look at the Procurement plan and make a decision. Riki to research who will own the playground.</p> <p>5.6 PTA are looking at accessing grants for funding</p> <p>5.7 Discussing concerns of the Health and Safety and sustainability of the compost bins.</p>	<p>Pub Charities: 25 That the Newton Central BOT resolves to apply to the Pub Charity Limited for funding towards 25 Chromebooks at a total cost of \$8,866 exc GST.</p> <p>The Newton Central BOT resolves to apply to the Trusts Community Foundation Limited for funding towards a compost bin at a total cost of \$2,400 exc GST. Action on this is incumbent on the MOU between the school and DEANZ being approved by the Co-chairs and the principal.</p> <p>5.7 DEANZ The Memorandum of understanding to investigate by co-chairs as Health and Safety being a main component to explore. Riki to make a final decision with co-chairs, subject to approval.</p>
<p>6. <u>Financial</u></p>	<p>Geoff</p>	<p>6.1 July Monthly Report 6.2 Audit decisions for 2022 The BOT acknowledges our obligations and will await to engage with our proposed auditor when the time comes.</p>	<p>Motions Approved: That the financial report be received.</p> <p>That the Board supports the continuation of the school donations scheme in 2022.</p>
<p>7 <u>Correspondence</u> (listed below Minutes)</p> <p>7.1 Correspondence In</p>	<p>Riki</p>	<p>See list below:</p>	

7.2 Correspondence Out			
8. <u>Agenda Items for Next Meeting</u>		<ul style="list-style-type: none"> • Discussions regarding Draft letters for distribution: <ul style="list-style-type: none"> ○ Friends of NCS fund <p><i>Riki sent out a statement regarding donation options to the community in late June.</i></p> <p><i>Riki to coordinate with Hannah to ensure our written statements regarding donations meet MOE guidelines.</i></p> <p><i>Items to be reviewed by HA for legal perspective and recommendation.</i></p> <p><i>ACTION: Complaints procedures and ensure this is addressed at the next hui</i></p> <p><i>Information: NZSTA webinars available online for Board members. Pay particular attention to new treaty legislation</i></p>	
Whakamutunga: Marge Time finished: 9.27pm			
Note 1: Correspondence Listed Below			

Inward Correspondence:

2/07/2021

[in NZ](#)

06/07/2021

08/07/2021

11/08/2021

[audits](#)

[FW- Follow up OIA request for information – How ...chools](#)

[2020 school audit delays, late\(1\)](#)

[1392 Attendance Term 1 2021 Supplementary](#)

[Arrangements for the 31 December 2021, 2022, and 2023](#)

13/08/2021

[Member Only Board Matters - 13th August](#)

Outward Correspondence:

NA

NEXT MEETINGS:

Please review Meetings document [here](#).

STATUS OF ACTION ON DECISIONS

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)	See names	One done, one started, one to do
24/8/20	Resolve billboard situation to remove	Riki	Sarah will become involved
15/05/20 18	EXIT interviews to be conducted	Riki and Hannah	Kiri now taking this role
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	Next Board hui
11/09/20 18	Arrange parent survey re online achievement reporting Link to questions	Hannah, Kim,	In progress
24/11/20 20	Spread Special Character info to whanau	Christine, et al	in progress
23/2/21	comms re special character	Christine	in progress
25/05/21	meet with Gavin Pollard (MoE)	Riki/Margie	in progress
30/3/21	principal to arrange meeting for Te Whao with Te Kawehau Hoskins	Riki	new

*I certify that these minutes were approved as a true and correct record of the Board of Trustees meeting of Newton Central School, **dated 24th August 2021***

Signature / Name

Co-chair _____

Co-chair _____

Date: _____