



## Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

*Growing together as one... To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.*

Board of Trustees meeting Wednesday 10 March 2021

Agenda	Minutes	Mover / seconder	Action
Present	Jacqui Tutavake (School Principal), Carla Bleriot (Presiding Member), Troy Mills, Alex Bonham, Marina McCarthey, Charmaine Newson		
Apologies			
In attendance	Sisilia Eteuati		
<b>Financial Services form to be filled out and signed (attendance)</b>			
Welcome / Speaking rights	Motion:	Moved by: 2nd by: Carried:	
Confirmation of Minutes	Motion: That the minutes of 3rd of February be adopted as a true and correct record of the meeting.  Motion:	Moved by: Alex 2nd By: Charmaine Carried: Unanimous  Moved by: 2nd By: Carried:	Action: Board to get a copy of the draft minutes within a week of the Board Meeting. Jacqui to Action.



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<p><b>Matters arising</b></p>	<p>Rumaki - follow up Finance report states that the Pacific Innovation Fund was \$20-30,000.00. It will actually be \$46,000.00 Green Gorilla is no longer being used. Waste Management have taken over the rubbish removal. Insurance was revisited re % of buildings that the school owns. School approached re using the hall on Sundays. <b>Motion:</b></p>	<p><b>Moved by:</b> <b>2nd By:</b> <b>Carried:</b></p>	
<p><b>Correspondence:</b> • list emailed before meeting [please email prior to the meeting any mail you may want to see. Most mail is in use once it arrives at school]</p>	<p><b>Motion:</b> That the correspondence as tabled be received.</p>	<p><b>Moved by:</b> Carla <b>2nd by:</b> <b>Carried:</b> Unanimous</p>	
<p><b>Principal's Report:</b></p>	<p><b>Motion:</b> That the Principals Report as tabled be received. Marina asked if it was possible to get a breakdown of other ethnicities within the whole school formal data for the Board. Jacqui to provide. Staff hui reviewing communication with parents during lockdown. Everyone felt that they were streamlined throughout the school. Parents wanted to share what their kids were doing during lockdown. School looking at ways to do that in future. Siblings having similar activities was a positive. Marina asked about white supremacy link in the report. How do we expect teachers to have competency in this area. Marina has repeated she would like the Board to learn more about</p>	<p><b>Moved by:</b> Charmaine <b>2nd By:</b> Marina <b>Carried:</b> Unanimous</p>	<p>Jacqui to look into Board members attending a conference for NZSTA in April. Look at whether it's possible to do just one day.</p>



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		<p>cultural intelligence. Can the Board get someone in to inform the Board more around this.</p> <p>School Charter: Marina felt she was not provided sufficient opportunity to participate on the March 1 submission to MOE.</p> <p><b>Agenda for next meeting.</b> The Board will make a start on what this would look like and where to go from here re cultural capacity across the board for all units</p> <p>Jacqui to give an update at next meeting re experience with Boards as there will be new members about how the board can support the Principal and School management re:committees etc. Discuss how the Board can work efficiently and bring strengths to the table.</p>		
<p><b>Finance Report:</b></p> <p>Finance report feedback - Dec 2020 report</p> <p>2021 Budget Approval</p>		<p>1. <b>Motion:</b> That the Finance Report as tabled be received.</p> <p>There is a surplus of just under \$47,000.00. Approx \$37,000.00 is from fundraising for the canopy and will be used for that.</p> <p>New summary of the report which will be easier to understand. Will be available for the next meeting.</p> <p>Still need someone to come and educate the Board on budget reports. May find someone at the NZSTA conference. We need someone with educational background and finance.</p>	<p>1. Moved by: Carla 2nd By: Carried: Unanimous</p>	



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	<p>There is a fuller report with details which could be included in the printout for the Board. Jacqui to check columns with percentages to add.</p> <p>2. <b>Motion:</b> The budget as presented and discussed and updated this evening be approved.</p>	<p><b>2. Moved by:</b> Carla <b>2nd By:</b> <b>Carried:</b> Unanimous</p>	
<p><b>Property Report:</b> Property report feedback</p>	<p><b>Staff rep re phase 3 of Build:</b> Teachers have asked what is happening to the now office building. The ropu in the prefabs have been promised new buildings. Ministry have said the buildings will be refurbished. Teachers and whanau are not happy with this. Would the Board go to bat to have new buildings built? Jacqui provided this update.</p> <p>This building was to be 3rd stage of new school. Ministry says it's a rebuild and have given 5YA funds which would not cover a new building. Jacqui will follow up with Brenda. She is going to Wellington in two weeks and will find out who to talk to regarding this issue. Potential to talk to local MP. Marina has contacts in the Pasifika community that she could talk to when appropriate.</p> <p>Carla requested an update on the new build eta and finances around this so Board can make an informed decision. Clarify with the community that the Board is not happy with the situation and working on a solution where we may need community support. The Board agrees that the situation is unacceptable and will be looking into the matter further.</p>		<p>Troy will get some prior history on this matter. Carla and Jacqui to draft an update.</p> <p>Jacqui to send out invite to BOT look round new building before opening.</p> <p>Invites: Talk to parent groups about possible invitees and the Aoga and Kohanga</p>



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		<p><b>Time frame for new building:</b>          Tuesday 30th March: Blessing and breakfast.          Thursday 1st April: Shift in.          Friday 9th April, opening.</p>		
<p><b>Policy Review:</b>          Policy sub-committee plan          (Alex/Marina)</p> <p>1. Home Learning</p>		<p>Homework policy historically at RRS is there is a no homework policy.</p> <p>Teachers can provide readers and other resources to help with their learning.          Policy needs to reflect this. Naming of the Policy may change. May differ between ropu. The wording of the policy needs to reflect what happens in the home.</p> <p>Home Learning Policy.  <b>Motion:</b> Approve the Home Learning Policy with changes as agreed.</p>	<p><b>Moved by:</b> Alex  <b>2nd By:</b> Charmaine  <b>Carried:</b> Unanimous</p>	<p>Action: Type up the policy into a pdf and post online in googledocs.          Make people aware of it.          Look at home Learning Policy for COVID          Lockdowns.          Alex to follow up with Jozie re 12 Policies.</p>
<p><b>Other Items</b></p> <p>1. Principal Appraisal          2. By-election          3. Cyber-bullying Education          Any other general items</p>		<p>1. Survey to go out to Teachers re appraisal. Questions stay the comparatively same to get consistency. Colene is Jacqui's appraiser. Board members are surveyed/and a selection of parents are interviewed. Colene has also done a walkthrough with Jacqui. Board chair has a sit down with appraiser to discuss as well. Two year cycle is generally the norm so this would be the last cycle with Colene.</p> <p>2. By-election: Close of nomination is Sunday 14th March.</p>	<p><b>Moved by:</b>  <b>2nd By:</b>  <b>Carried:</b></p>	<p>Action: Porn. How does the school handle this and how to communicate with parents regarding positive protocols. There is a new sex education curriculum initiative out as well which</p>



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	<p>3. Cyber Bullying: Porn. How does the school handle this and how to communicate with parents regarding positive protocols. There is a new sex education curriculum initiative out as well which can be brought th the Board. Jacqui and David will look into this at a later date.</p> <p>Other items: farewell dinner for Jozie and Peter, Wednesday 17th March. If you would like to come to dinner please contact Jacqui and Carla</p> <p><b>Motion:</b></p> <p><b>Motion:</b></p> <p><b>Motion:</b></p>	<p><b>Moved by:</b></p> <p><b>2nd By:</b></p> <p><b>Carried:</b></p>	<p>can be brought to the Board. Jacqui and David will look into this within the next 3 months.</p>
<p><b>Personnel</b></p> <p><b>1. Staffing update</b></p>	<p><b>Personnel issues to be discussed.</b></p> <p>MOVED that the public be excluded pursuant to section 48 of the Local Government Official Information &amp; Meetings Act. The reason being to discuss a matter of personnel and the ground is to protect the privacy of individuals. The BOT went into committee at 8.40pm and came out of committee at 9.14 pm .</p> <p>Marina McCartney and Sisilia Eteuati left the meeting at 8.40</p>	<p><b>Moved by:</b></p> <p><b>2nd By:</b></p> <p><b>Carried:</b></p>	



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<b>Meeting Closed</b>		<b>Motion:</b> to extend meeting to 9.00pm - extend until 9.30 Close 9.15pm	<b>Moved by:</b> Carla <b>2nd By:</b> <b>Carried:</b> Unanimous	
<b>Next Meeting:</b>		14 April 2021		

Carla Harris Bléniot

14/04/21