

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6.15PM ON 08 DECEMBER 2020  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**PRESENT:** Andrew Barker, Ben Naylor, Adele Mitchell, Leroy Lewis, Jude Borcherds, Joy Banks, Shirelle Hamilton (minute secretary).

**MINUTES OF LAST MEETING HELD 11 NOVEMBER 2020.**

*Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Leroy. All in favour.*

**MATTERS ARISING:**

**Board Motions to Review**

Hall hire pricing, Andrew to send letter advising of increase Term 3. Investigating pricing	Andrew Barker/Shirelle	Completed with new fees emailed to hirers 23/11.	Term 4
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**Matters Arising**

**Climate Change School**

Vicki Buck is coming in to talk to us. She would like us to make a decision about the MOA. Teachers and children work cooperatively. Children get to do what they want. How do we do that? Former Avonside site available 2022. Trying to acquire extra land next to it. A range of schools involved. Property etc covered by Ao Tawhiti School. Create anything, doesn't matter what but just action. Climate action fund at less \$50,000 a year. Our contribution is to provide a teacher to take students. Discuss with other teachers the outcomes of their sessions. Work off each other's ideas. No contribution required. Our contribution is our teaching staff. Only one school has declined so far. Why wouldn't we do...Vicki could not give any reason why not? No risk to our school. Kids are willing to make things happen. Curriculum written by teachers. Student driven. NCEA based.

Memorandum to sign. Discussion around the pros and cons.

[Climate Change School MOA](#)

*Andrew moved that the memorandum be signed, Ben seconded. All in favour.*

## **PTA REPORT:**

See Treasurers reports attached

## **PRINCIPAL'S REPORT:** Reported in Principals report

### **General**

- Staff / BoT function Pegasus Arms at 14 Oxford Terrace for the night of Saturday 19th December 7:00 - 10:30ish all board invited.
- Carpet Quotes

*Andrew moved accept Woody's quote to clean carpets, Ben seconded, all in favour.*

- *PTA Report*
- [OSCAR Report](#) - Quote for hand dryers - *Shirelle email Woody*

### **2020 Waitākiri School Board Strategic Review - Draft Report**

Please see the draft Review [here](#). It was shared after the last BoT meeting for review / comment. Please comment before BoT meeting so any amendment can be made prior to the meeting.

Discussions made around the clarification of some of the review.

Wellbeing of SLT, having breaks etc how do workarounds this  
Charter- needs rework to make it clear, make it easier to understand and practice. Needs reformatting. Digestible for staff. Clarifying the charter. Add number 9 and everything to be pushed down. "How does this meet our charter or strategic plan?"

*Ben moved that we accept the report and recommendations plus one , seconded by Joy. All in favour.*

*Ben moved that 2021 is used to work through and act on the recommendations . Andrew seconded. All in favour.*

*Point 9 to be drafted over the next couple of days and then put out to staff before the end of the year.*

Two minutes for 10 days PB4L, each teacher has a wee marker for each student and marks off when you have done the 2 for 10.

### **Draft Strategic Goals**

Please look at the [Draft Strategic Goals](#) They have been condensed into four major goals. We are still working on the wording. Any inspiration accepted.

### **School Survey**

Please see the [Edited school survey for parents](#). I would like this to go out to the community before the end of the year.

Survey to be sent out to parents. Will be included in our strategic plan. Andrew to add to the post saying how this will be used.

## **School Transport**

This is the link to the survey:

[https://christchurchcc.au1.qualtrics.com/jfe/preview/SV\\_5iDg7rKSNq6qZ1P?Q\\_CHL=previe w&Q\\_SurveyVersionID=current](https://christchurchcc.au1.qualtrics.com/jfe/preview/SV_5iDg7rKSNq6qZ1P?Q_CHL=previe w&Q_SurveyVersionID=current)

It's an online survey with 2 branches (Parents and Students). So I suggest the BOT members answer the survey first as parents, then again as if they are students. I am happy to add/delete/amend any questions as requested.

The survey will be ready to go live at the schools' request but I would suggest setting the scene with parents first before sending it out, then providing a deadline for responses (1-2 weeks). The student survey can be done within class and it's up to you whether you wish all students to complete or focus on your seniors.

Will be sent out beginning of the new year. Will be led by a Unit leader.

## **NAG 1 CURRICULUM**

### **Reports**

- [Learning Support Coordinator / Learning support report](#)

Presented by Dianna. Diana responsible for ORS feud children. Hgh need - teacher aide funding half day specialist teacher funding, Outreach program, Ferndale School. 2 days. Cindy's job is keeping the learning support register. The five areas of need, register needs to be kept in these areas. 243 children have received support. Only 14 are ministry funded. Students are in the register for a variety of reasons. MOE , RTLB, Mana Ake, Reading recovery, are some of the response providers. Hero program, play based approach, trying to get students into the classroom. Another good resource is a UK based assessment, LUCID ability. Can identify other needs dyslexia etc. Cindy now is able to test students for this. Ears and eyes tested to eliminate these problems.

ESOL - students getting help from LA's.

Many different professional developments were given this year.

Children transitioning to new schools eg Chisnallwood extra help to transition to the new school.

Learning profiles for some of the students moving onto new studios. Completed by the child and Cindy and sometimes the teacher. Teachers can be aware of any challenges etc the student may face and can be able to understand the students needs. So teachers can know these students interests etc better.

Identified some areas to be improved on for Learning assistants. A survey was done earlier in the year. PD held on teacher only days.

- [Culturally responsive practice](#).- report by Joy Williams

Report written by Joy Williams. Adele said heavily on Maori and Pacific students, need to include all cultures. Writing into our strategic plan to cover all cultures. Kahui Ako focuses a lot of Maori and pacific students currently. Amount of Maori and Paicfic students increasing.

- [Wellbeing](#) - reported by Matt Bush

Kindness week- various activities

Barry the bucket filler is very popular. Competitions with students.

Pataka Kai- cupboard needs to be open for set hours, perhaps road patrollers could unlock it  
REAL challenge around well being

Adele asked how the board can get more involved in Wellbeing. Awareness and front of mind. As a board it should become more front of mind for everyone.

## **NAG 2 DOCUMENTATION & SELF REVIEW**

### **Reviews complete:**

1. Child protection policy - Need to unpack at the start of the year Keeping ourselves safe every second year. Puberty every second year. Highlight the child protection policy to staff each year.
2. Appointment procedures - no comments - generic policy
3. Learning support - Needs Upgrading- needs a sentence to update roles.

New reviews for this term: Close at end of term

**Classroom Release Time / Timetable -Board and staff**

**Salary Units / Management Allowances-Board and staff**

**Privacy-Board**

## **NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL** - covered in Principal's report

### **Lesley Keats Resignation**

Please accept this letter of resignation from my position of Learning Assistant at Waitakiri Primary School, effective from 16th December 2020.

My decision to resign was made after many months of careful consideration. I have had a long association with first Windsor and then Waitakiri so my resignation is tinged with sadness. My job has been both challenging and highly rewarding. I have really enjoyed being part of the Burwood team over the last few years and have been well supported by all the amazing teachers in our studio.

My next chapter includes the privilege of enjoying nature and our great outdoors at my leisure and most of all spending precious time with my family, especially my three grandchildren.

I will however miss all those little faces immensely and their lovely morning greetings as well

as my friends, some of which have become very close.

I would prefer to slip out the door quietly on the last day of term and would rather there be no acknowledgement of my time spent here at Waitakiri.

Thanks Andrew, Waitakiri's a pretty amazing school!

Sincerely

Lesley Keats

*Adele to write Lesley a letter from the Board.*

### **New Teacher to replace Anna Bailey**

Emily Johns won the permanent position. This left a fixed term position that was filled by Jasmine Secord. ( a strong second year teacher )

### **Executive Officer**

The Novopay side was won by Lesa McKenzie

The Finance side of the position was won by Kerrie Cady, a very experienced executive officer from Bluestone School in Timaru

[Letter from Richard Patton affirming the appointment process](#)

Joy Banks has requested to work for 4 days again next year. Marchelle to cover the 1 day.

*Andrew moved that Joy employed for 4 days per week. Seconded by Ben. All in favour.*

### **NAG 4 FINANCE AND PROPERTY-** covered in Principal's report

Assurances:  
Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

### **Draft Budget**

Over the course of 2020 we have worked really hard to reduce our costs. Chrissie has done a great job of reviewing contracts and getting funding / grants. We have applied for a decile review and were declined. We have applied for a staffing / funding review and were successful, this has helped. We have come through 2020 well.

Our budget in its current state has a deficit of -\$137,774.00. This is with as many cuts to spending as possible. We need to make a decision if we are happy to have a deficit for 2021 and if so how much. If we are to reduce the deficit we will have to reduce support staff hours. There are many forms that this could take.

\$12k international, cover wages for International coordinator 2020  
\$5k attendance, to provide help with attendance next year  
\$15k ORS behaviour, students coming through next year

Our current working capital is \$781,077.88

Learning assistants funding for them? Options below:

Run a deficit budget of \$160000 and to reduce cost overall. Admin team, ask if anyone is willing to reduce hours. Learning assistant to come in later if CRT on that morning. Try to reduce costs in support staff area.

**Option 1**

Not reemploy the 4 fixed term learning assistants. This would save \$78,000. Some have been with us for three years.

**Option 2**

Not reemploy some of the fixed term learning assistants. This would save \$78,000

**Option 3**

Reduce the hours of all Learning Assistants and keep the 4 fixed term LA's

**Option 4**

Reduce the hours of all Support Staff

Decided to run at a deficit for 2021.

**[Draft Budget](#)**

**School Donation**

Please see the **[Donation Proposal](#)**

Based on schools with the same decile as ours, it would be realistic to increase our donation to the amount of **\$130.00 for 1 child or \$200 for a family.**

*Andrew moved that we increase the donation amount to \$130 for 1 child or \$200 for a family. Adele seconded the motion. All in favour.*

Hello Andrew

In order for me to be able to obtain access to the Westpac Online banking and signing authority, the BoT will need to approve this. Hopefully I will be able to get the Westpac documentation sorted over January, as their paperwork is certainly becoming more complex.

Eg

**MOTION:**"The board of Trustees approves that Christina Balloch is removed as an authorised signatory from the Waitakiri School bank accounts and online banking authority and Kerrie Cady is added as an authorised signatory with access to Westpac Online Banking.

*Moved: Leroy Lewis      Seconded: Ben Naylor*

*All in favour*

### **NAG 5 HEALTH AND SAFETY**

We need to schedule a meeting for early next term - February 2021.

Two children have been stood down.

*In committee: 9.33pm*

*Out of committee: 9.40pm*

### **NAG 6 ADMINISTRATION**

Ben went through Andrew's appraisal from Faye Le Cren. Andrew has met all of his goals. Has a really good relationship with the Board Chair. Ben said that Andrew is a "doer". Has full support for Ben. Can just catch up with Andrew for a chat , Ben will back him up 100%. Having each other's back.

The Board asked if there was anything else to support Andrew Andrew said he is very happy with the support of the Board.

*Moved to accept the report Ben Naylor, seconded by Joy Banks. All in favour.*

**Calculation in Hours for BoT - to complete in google doc at the end of the meeting**

**2020 Board Meetings (6.15pm) - next meeting - NEXT YEAR!!!!**

**MEETING CLOSED : 10.01pm**

.....Chairperson

|

.....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6.15PM ON 11 NOVEMBER 2020  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** Opened with a Karakia led by Andrew.

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Jude Borchers, Joy Banks(minute secretary).

**APOLOGIES:** Adele Mitchell

**MINUTES OF LAST MEETING HELD 22 September 2020.**

*Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Leroy. All in favour.*

**MATTERS ARISING:**

**Board Motions to Review**

Hall hire pricing, Andrew to send letter advising of increase Term 3. Investigating pricing	Andrew Barker/Shirelle		Term 1
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Rolled over until Term 1 2021

Look at support staff who are about living wage/top of band	Next board meeting 26 May	Next Finance meet	
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Completed and discussed last meeting.

Board to pay for to replace tree in Te Ao Marama	Board or Glennys	Under Action	
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Completed prior to last meeting

[Parking /Traffic issues plan to be presented by Sarah Cooper](#)

**Sarah Cooper**

**Community Travel Advisor**  
Travel Demand Management

**Power Point to be shared by Sarah + Pamphlet**

**Set Up - Data Collection - Analysis/Action Planning - Implementation - Monitor/Review**

Change occurs over a 2 - 3 year period. Holistic approach - School Ethos and Organisation, School Community and Partnership, School Curriculum

Connect - Be Active - Take Notice - Keep learning - Give (Not just about Safety)

Benefits - use cycleways, good for the environment, makes you feel great, more time with whānau, anyone can do it, saves money, the more who participate - the safer it becomes, less traffic around schools.

Shirelle has registration information. Maybe develop the survey before the end of the year (Sarah to send template to us) so they we are ready to implement it at the beginning of 2021.

***Andrew moved that we engage with the programme. Seconded by Ben.***

## **PTA REPORT:**

See Treasurers reports attached

## **PRINCIPAL'S REPORT:** Reported in Principals report **Positive Behaviour For Learning PB4L -**

We have had the MoE presentation to all staff and 100% of staff voted in favor for the programme. About 25 staff want to be on the PB4L team.

## **NAG 1 CURRICULUM:** - Reported in Principal's report

### **Reports**

- **E-learning report** - Jody and Matt happy to answer any questions - Really pleased with the PD and learning that has occurred through having Mandy Dempsey in the school. Very positive report, thanks.

***Ben moved that we continue to buy iPad as opposed to leasing. Seconded Leroy.***

- **Integrated learning review** - Appreciate how strategies of Story Telling have been used throughout the year. Next year the intention is to 'plug the gaps' for such things as Keeping Ourselves Safe and other topics and programmes that may have been left behind as a result of our PBCurriculum. Thanks Joy for you work with this.
- **Enviro** - presentations for students on the team covering various aspects of - Environment Team work. Andrew thanked them for the efforts - very proud of what they have been doing. Children's parents attended too.

***Adele - would you please write to the students from the Environment Team and thank them for their presentation tonight. Andrew to put parts of the report into the newsletter.***

## **Reports tabled and discussed.**

I recently received the finished findings produced for us by Evaluation Associates, for the **Puna Kōrero: Whānau Voice Project**. You can see the completed report attached (merging us and another Kāhui Ako) by Dr Melanie Riwai-Couch.

Below are links to slideshow presentations which break down the findings, flowing from the work of our within school teachers, as well as a link to an explainer video for the project.

These resources are designed to give a 'snapshot' of our how Māori and Pasifika whānau are feeling and seeing things at the current time.

Places you could use these resources include, but are not limited to:

- Board of Trustee Meetings
- Senior Leadership or strategic planning hui
- Engagements with whānau hui or rōpu
- Staff groups or hui

## **NAG 2 DOCUMENTATION & SELF REVIEW**

**Board Review Information / Discussion** Ben appreciated the involvement and engagement from all, especially the focus groups. Some elements have been actioned or begun already. What next - Ben to share the whole document with the assurance group. Review Board members to share the individual column with the individual focus group, including the operational and strategic themes. Board to re-read and consider the document - feedback through group email if there are any questions or clarification to recommendations. To be tabled at the next BOT and recommendations voted on.

**2020 Decile Review – applications close 21 September MoE has said we will hear by the end of the year**

**School Survey Discussion** Andrew shared the data from the survey. Interesting to note the slightly lower response from Māori whānau. Interesting that relationships and wellbeing feature more highly than curriculum. Decided to share the information from the survey as themed/general statements and actions to be implemented. Some information could be used to refine the strategic plan. Could be shared in our Newsletter.

**I would like to see us have a clear pathway to collaboratively develop our charter for 2021 and beyond based on the information we are receiving.** Andrew has shortened strategic goals and grouped them appropriately. Some information could be included via hyperlinks. Goal is to make the document more compact and concise. Jude, Ben and Andrew to work on this and establish direction, ensuring strategic goals are high level.

### **Reviews complete:**

- Learning Support – Board, staff, and parents
- Appointment Procedure – Board
- Child Protection – Board and staff

Reviews attached to folder

**New reviews for this term: Close at end of term 4**

**Classroom Release Time / Timetable - Board and staff**  
**Salary Units / Management Allowances - Board and staff**  
**Privacy - Board**

**NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL** - covered in Principal's report

**Novopay / Executive Officer Position**

Thank you for your email to NZEI Te Riu Roa

Based on the information you have provided, the person employed in the position has resigned. Since this resignation it is proposed to alter the role to be undertaken as two separate roles. There is nothing to prevent you from changing the empty role.

You will need to advertise both positions separately. Advertising both roles is indicated in 2.2.1 of the support Staff Collective Agreement, but not obligatory.

If you would like to discuss this further please call 0800 693443 and speak to an Advisory Officer.

ngā mihi,

Vanessa Greig

2.2.1 Where an employer intends to fill a position that is vacant in the school (other than with a fixed term employee) the employer shall wherever practicable, notify or advertise the vacancy in a manner sufficient to enable suitably qualified persons to apply for the position.

**Andrew moved that we advertise two positions, seconded by Joy** One NovoPay and the other as the Executive Officer.

On the appointments committee I would like one BoT member, one SLT myself and one independent, non voting member - Faye Le-Cren etime. ( she knows our school ) Leroy, Andrew and an external person will conduct interviews.

**Swim Coach -**

Assurances: Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

**NAG 4 FINANCE AND PROPERTY-** covered in Principal's report

Figures from Monty Report dated 31.10.20

Income	Actual \$1,015,171.07	Budget \$1,124,545.74	Difference \$109,374.67
Expenditure	Actual \$884,891.51	Budget \$1,202,555.00	Difference \$317,663.49
<b>Surplus</b>	<b>Actual \$199,512.57</b>	Budget \$1,250.74	

We have received additional income totalling approx \$68,000

(URF, Covid Funds, RTLB, Extra SER/ORS/ESOL)

These reports also include funds received to pay for TAPEC (\$85,000) which wont be seen until the November reports are out - Income is showing in these reports but funds still to pay out

OSCAR Income and Expenditure is both down, but they still balance out to generate a similar profit as predicted, currently of around \$70,000. This may change as the year progresses.

We need to allow for the estimate of \$75,000 for Bank Staffing To Also Come Out, which is why our expenditure in this area is so low.

The current surplus figure will drop in next months reporting when we have paid out the TAPEC wash up wages and continue to pay out our overuse in Bank Staffing for the remainder of the year.

End Of Year surplus may end up sitting around \$30,000 - just an estimate and hard to know for certain with the variance of Bank Staffing usage and wash up pay to LA's and some end of year costs still to be spent.

Everything else is tracking really well, albeit a difficult year to make predictions.

Expenditure Variances To Report Are Minor and Explained - Should be sitting at 75%

*We did lower our budget figures because we expected a difficult year and despite being frugal some things have still gone over.*

Special Programmes (fish oil, student council and ferns badges, lego)

	Actual \$3084	Budget \$3000	103%
Well Being	Actual \$1220	Budget \$1000	122%
Special Needs Resources	Actual \$4006	Budget \$3000	134%
Arts Music Choir	Actual \$156	Budget \$100	157%
Sports PE	Actual \$1615	Budget \$1000	162%
Travel Reimbursement	Actual \$782	Budget \$500	156%
Gifts (will spend more still)	Actual \$518	Budget \$500	104%
Office Printing Stationery	Actual \$3777	Budget \$3800	99%
Hospitality (will spend more still)	Actual \$2917	Budget \$3000	97%
Hygiene (received top up for this)	Actual \$8756	Budget \$8500	103%
Building Grounds (necessary)	Actual \$13079	Budget \$13000	101%
Caretaker Equipment (had ride on costs)	Actual \$1418	Budget \$300	473%

**Term Deposit**

The predicted earnings from interest in our term deposit will be different due to interest rates dropping dramatically. This will be the case for 2021 year as well. Current term deposit interest rates do not even match the rate of inflation, so not a really good investment.

A suggestion would be to look at alternative investments and an idea could be a school house. This would generate rate and well as attract capital gain. The responsibilities could be shared between the Finance person (paperwork, contracts etc) and property check possibly by Woody?

***Ben moved that we explore the purchase of a property, seconded by Jude.***

**Bank Staffing**

We need an average of 29.36 to end with a zero balance by 26/1/1010 or pay period 22, 2021.

At the moment we owe \$61,000. We have \$75,000 left in the budget to cover this.

To reduce this we have moved the following staff to Bulk Grants

Nikki Gosden

Emily Kendall  
Tor McMath  
Emily Smith Johns  
Jasmin Martin also for 3 pays

### **Insurance**

Insurance for building and contents cover needs to be renewed.

When reviewing our policy and evaluating whether the cover is adequate we look at our asset register. Currently our contents (less all new buildings covered via the Ministry) have a cost value of about \$2.6 million - this is the cost of buying all items as new.

The closing book value is about \$1.25 million - this is what the value of these items are worth now as they are secondhand and have depreciated.

Currently our insurance policy has insured the contents for an amount of \$1,390,000.

In the event of a total loss where all contents are completely destroyed the cost to replace every single item that we have would be around \$2.6 million - so we would be underinsured. However, the likelihood of a total loss where all the contents are completely destroyed is very unlikely. Even in the serious event of a fire or flood the chances of every item being completely destroyed is very slim.

The increased cost in premiums to increase the contents cover is below:

Current insured amount of **\$1,390,000 = \$5789.00** (exc gst) premium

Insured amount increased to just **\$1,690,000 = \$7019.00** (exc gst) premium

***Difference of \$1230.00 (exc gst) to increase by just \$300,000***

On this basis the BoT is happy to agree to continue to insure the school contents for the total sum of \$1,390,000.

***Leroy moved that the insurance cover remains the same, seconded by Ben***

### **Xmas Function**

Could we please have \$1000 - this is approx \$20 / head.

***Ben moved that this amount be approved and doubled \$2000 seconded by Jude. Ben will let Jody know.***

### **Update on Climate Action Campus**

The Red Zone Land

LINZ and CCC have agreed we apply for a short term lease on the Red Zone land from LINZ while CCC gets their longer term application process sorted.

This will be done in the name of the MOE as a Crown to Crown lease for the short term. It still won't get considered til February so the start date for any work on the Red Zone land attached to Avonside GHS site won't get under way til mid next year .

### **Memorandum of Understanding**

Anita Yarwood ( new director of Ao Tawhiti from next year ) and I are meeting Coralanne on some details of funding on Friday this week , and then Ao Tawhiti's BOT meets next week as well

We will shortly send you out an invite to a meeting where we sort out the Memorandum of Understanding which then goes to the MOE ... we will have one in draft form so we aren't starting with a blank piece of paper and go through the financial implications etc which look pretty good for contributing schools

## Grants

We have a draft budget which we will share at that meeting as well so you can see what we are seeking , and we have already put in an application to the City Council's first round of its Sustainability Fund which focuses on climate change . That one will be considered in December . We are also looking at a number of other funding sources eps for the capital items such as greenhouses, canoes etc. We have a possible ongoing revenue source to fund an administrator on site , and Ao Tawhiti will fund the site director

## Media

We've deliberately kept this out of the media until leases etc signed but there are now a heap of people who've been consulted ( which is a requirement of the Red Zone lease ) so we want to get everything sorted before there is any sort of media release .

## Name

For the moment it's the Climate Action Campus .We met with Arapeta Reuben from Ngai Tahu who was keen to include medicinal and curative traditional remedies, gave us information on the Mahinga Kai teacher we were seeking , and is going back to a number of others at Ngai Tahu .

## Risk Management

- Hazards are being monitored
- Emergency Evacuation / Emergency Kit – Staff and students have completed trial evacuations each term, the emergency planning and procedures are up to date and in hard copy, and that the emergency kit has been checked and contains all items (and that these are up to date).  
Emergency Planning and Procedures have been printed out and distributed to all rooms.
- **SUE Reports – Assure the board that a board member has checked the processes and authorisations used to make payments to staff members, and particularly the payments made to the principal and others in the school with payroll responsibilities.**
- All staff have completed the appraisal process or this will be done in coming weeks for the current year, and attestations are up to date.
- Teacher Registration and Police Vetting – All teaching staff are certificated, and therefore vetted.
- Length of School Year – School has been open for the statutory number of half-days and hours per day in the current crazy year. School will be open for 380 half days in 2021.
- Reading Recovery – Report to the board from the Reading Recovery teacher on the implementation of the Reading Recovery programme.
- International Students – Assure the board that the Code of Practice self-review attestation will be submitted by the due date. Note that due to COVID-19, the 2020 due date has been deferred to 1 December.

Reported and attested.

## **NAG 5 Health and Safety**

**NAG 6 ADMINISTRATION** - covered in Principal's report

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)  
**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 9:49 pm**

.....Chairperson I  
 .....Date  
 Ben Naylor

**Waitākiri School Board of Trustees  
 MINUTES OF BOARD MEETING  
 HELD 6.15PM ON 22 September 2020  
 WAITĀKIRI PRIMARY SCHOOL  
 170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** Opened with a Karakia led by Andrew.

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Shirelle Hamilton (minute secretary).

**APOLOGIES:** Joy Banks

**MINUTES OF LAST MEETING HELD 18 August 2020.**

***Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Leroy. All in favour.***

**MATTERS ARISING:**

Hall hire pricing, Andrew to send letter advising of increase Term 4. Investigating pricing	Andrew Barker/Shirelle	Ready for Term12021?	Term 3
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Look at support staff who are about living wage/top of band	Ongoing		
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Board to pay for to replace tree in Te Ao Marama	Board or Glennys	Completed	Plaque for Glennys
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**PTA REPORT:**

No report

**PRINCIPAL'S REPORT:** Reported in Principals report  
**Positive Behaviour For Learning PB4L -**

The MoE has approved us for PB4L. We now need to have a staff vote after a MoE presentation, we need 80% staff support to proceed. I'm confident that we will get this.

**NAG 1 CURRICULUM:** - Reported in Principal's report

**Attendance**

Looking good on 94%. Over 100 students who do not have 90% attendance have had a letter sent out to them. Building awareness. Teachers are to keep an eye on at risk students , so those who are having a lot of time off.

**Principal Conference**

Around the wellbeing of principals. Catching up on ideas from other principals and offloading. Andrews appraisal over the last two years, has covered his well being. Board chair wrote a letter about Andrew which he was given when he got to his accommodation. Andrew thanked Ben for his words.

**NAG 2 DOCUMENTATION & SELF REVIEW**

**Board Review**

All reviews are now complete. Ben has spoken with Faye who does Andrews appraisals as she has a general understanding of who we are. An external and individual person, removed from Waitakiri. Made the decision not to speak to the outside teacher who had left Waitakiri. Spoke with Chisnallwood learning assistants coordinator. Good operational ideas have come out of the review. And overall some good stuff to come out of the review. Draft report will be ready for the first board meeting of Term 4. Staff have appreciated having a voice. Two union reps have been kept up to date to make sure that review is on track. Review doesn't need to be a massive report. An executive summary will be plenty!

**2020 Decile Review – applications close 21 September MoE has said we will hear by the end of the year .** Really not sure what outcome to expect from the review.

### **School Survey**

119 responses thus far. Will push it out for this week and close off on Friday. Statistics looking good so far. Would be interesting to see the breakdown of some of the graphs. Andrew will do some analysis of results.

I would like to see us have a clear pathway to collaboratively develop our charter for 2021 and beyond based on the information we are receiving. Jude and Ben have asked for the Charter to be reduced and concise. How we, as a board, use the plans and charter. Ben would like to have set up a foundation before the new board is elected.

### **New reviews for this term: Close at end of term 3**

- **Learning Support – Board, staff, and parents**
- **Appointment Procedure – Board**
- **Child Protection – Board and staff**

### **NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL - covered in Principal's report**

1. Resignation of Glennys Hill - see letter in BoT folder
2. We have three staff members who are pregnant, three fixed term positions to appoint and the gap left by Glennys to fill. Positions closed Friday the 18th. We will have a strong field of keen internal applicants.
3. With Sophie O'Rourke ( team leader ) pregnant we will appoint a team leader internally. Carmen was selected as Otakaro team leader for 2021.
4. We are working through the new wage grading with the Learning Support Staff.
5. We hope to have teaching teams confirmed by the end of the term.

6. Matthew Bush is a preferred applicant for one of the Ōtākaro Community of Learning | Kāhui Ako; Across Kāhui Ako teacher roles. This means that he will be out of the studio 2 days a week. Matt Bush has been appointed to this position. Well done Matt.

Assurances: Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

**NAG 4 FINANCE AND PROPERTY-** covered in Principal's report

**Finance:**

	<b>Figures Taken From Report Dated End August</b>		
	Budget	Actual	Percentage
Income	\$1,203,805.74	\$974,377.57	81 %
Expenses	\$1,202,555.00	\$792,974.19	66 %
Surplus/deficit	\$1,250.74	\$181,403.38	

**Current Account Balances: Reported on 17.09.20**

\$525,103.25	Main Trading Account
\$43,340.46	Student acct (25)
\$121,147.19	OSCAR acct (26)
\$464,928.41	Investment acct
<b><u>TOTAL \$1,154,519.31</u></b>	

**OSCAR Summary**

	<b>Figures Taken From Report Dated End August</b>
Income	\$221,735.75
Expenses	\$162,895.19
Surplus	\$58,840.56

**PTA Total Bank Balances \$**

**Exceptions (new exceptions since last report)**

<u>Area</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>	<u>Reason</u>
SEG.ORS Wages	\$250,000	\$221,292.93		89	
Hospitality	\$3,000	\$2,590.34		86%	
we reduced our budget but have had the same costs					
Hygiene	\$8,500	\$8,112.42		95%	
Covid but we are receiving money towards this overspend					
Grounds Maintenance	\$13,000	\$11,061.36		85%	
Grounds costs that Woody incurs are not avoidable					
Caretaking Equipment	\$300	\$1418.38		473%	
Budget not enough to cover ride on mower and blower servicing and repairs					
Sport & PE	\$1000	\$1615.96		162%	
Budget was stopped and there were some things we had to buy					

**Working Capital:** \$878,588.31

**Chrissie Notes:**

*We have received unexpected additional funding from various sources this year. Some of this funding makes our revenue figures look better than they are, because these funds will be used for actual costs. These additional funds are:*

\$6397.55	ACC Payments For Mandy Hadfield
\$960.00	Te Runanga For Te Reo Teacher Release
\$83,270.43	TAPEC - First Instalment for LA Wages Increase

*We have also received additional funding which is not allocated to actual spending, so is surplus to what we have allowed for in our revenue budget:*

\$34,400	Urgent Relief Fund - Some of this has to be spent on certain things such as LA and counselling - however, we had planned to spend these funds anyway so this is a bonus!
----------	--

*Still to come (in October Ops Grant) are the following additional funding amounts:*

\$6,045.22	International Student Funding To Assist in loss of IS Revenue
\$6,416.52	Cleaning Funding to Assist with additional cleaning costs and sanitiser

*Requested but not confirmed:*

We have pleaded our case to get additional funding for International Student Relief and we are still waiting to hear back - Hopefully another \$6000 - \$8000

**Due to the extra funding we have received we will most likely finish the year with a surplus - We need to be mindful that these additional funds are one offs because of covid and will not necessarily be funded next year - We need to be mindful of this when working out a forecasted budget for 2021 as this year has been unusual in terms of lost revenue and gained grants To also be considered is that we still have 3 (possibly 4) full time international students asking for come next year. I have not allowed for this income anywhere as its too unreliable. Whatever we get will be a bonus income to allocate to spending in the 2022 year.**

## **Staff Function**

Dear Waitākiri School Board of Trustees

This year has been a challenging year for the Waitākiri Staff, as it. has been for everyone. We would like to finish our year with an evening of camaraderie, music, food and wine. We have been able to book the room upstairs at the Pegasus Arms which is a central location for everyone and means groups can go out before or after our event if they so desire. Having the venue to ourselves means people can mingle and mix without the constraints of a sit-down dinner where you tend to only talk to the person next to you! Everyone will purchase their own drinks and we will have platters available for everyone to eat. In consulting the staff people were quite keen not to have to prepare anything but also keep the costs down and we believe this caters for that.

We are requesting a donation from the BOT to go towards the platters. We are trying to keep the cost down as much as possible and any support would be greatly appreciated!

Thanks for your time.

Wendy du Toit (on behalf of Waitākiri Staff)

***Board has supported this. Andrew to come back with the amount.***

## **Bank Staffing:**

We currently owe \$58,000, we have \$75,000 in teacher release that will cover this. Term 4 will be our most expensive term as we take on additional New Entrant teachers. We are putting in an application

to the MoE each fortnight for additional staffing and are receiving additional each time. Our expenses reduce over the Christmas holidays and are lower at the start of the year as we don't have the additional New Entrant teachers.

## **Property:**

### **Bike compound**

Warner is too expensive.

Junior - Will match existing 1.6m high \$11,890. Would look better

KC Fencing - Black Wire mesh 1.8 high \$7,526. Would cost less than other options.. Can hang scooters on the wire fence.

***Andrew moved that we go with KC Fencing. Seconded by Ben. All in favour.***

### **New Build**

Reynold Construction has been appointed and will complete the majority of the work over the Christmas Holiday period.

Pataka Kai cupboard has been delivered. Awesome job or it. Donation of \$200.00 requested but \$500 to be donated to the Menz Shed.

Whare proposal to go outside of the Windsor studio. Costing provided \$2318.82. PTA approached to pay for it but they don't have the funds currently and are happy to reimburse.

***Andrew moved that we recommend the building of the Whare and for school to pay the cost. Adele seconded the motion. All in favour.***

**2021 Proposed Budget** - covered in Principal's report.

Deficit \$22000 if nothing changed. If our decile changes we would have a surplus \$55956.00. Nothing to be done at this stage, just for information purposes at the moment.

Will look at the budget next term. Look to see if there are any changes that may need to be made to it.

## **NAG 5 Health and Safety**

Had a meeting this month, nothing to come from this.

Health and Safety meeting completed

### **Mana Ake**

In this context, **Impact Lab's GoodMeasure calculation resulted in a social return on investment for Mana Ake of \$1:\$13.32**, meaning that for every dollar invested in Mana Ake, \$13.32 of measurable good is delivered to New Zealand society. This equates to \$117,075,157 every year.

However, the evaluation team also note in their report that the real-world impact of Mana Ake is much greater, as the initiative touches the lives of all primary school aged children in Canterbury.

**NAG 6 ADMINISTRATION** - covered in Prinicipal's report

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 7.42pm**

.....Chairperson            I  
.....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6.15PM ON 18 AUGUST 2020  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** Opened with a Karakia led by Joy.

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary).

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 30 JUNE 2020.**

***Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Leroy. All in favour.***

**MATTERS ARISING:**

Suanne Presented PB4L: covered in principals report

Suzanne came in to present PB4L-SW, introducing it to the committee, behaviors teaching and acknowledging behaviours. It is Ministry programme. Takes time to develop and implement. School wide program, 80% of staff need to be on board. Learning assistants and admin included.

Tiers one to three. Two years on Tier 1. Data driven. Hero covers some of this data. All schools in Kahui Ako are on PB4L. Covers Problem behaviors as well. Minor, major and crisis. Whole community on board, put focus etc in newsletters. Does it fit in with Strategic plan. Ben wants the board to think about that when looking at the plan. Andrew asking if the Board is happy to support PB4L. All agreed it looked good.

**Andrew moved to PB4L for 2021.. Ben seconded. All in favour.**

**Board Motions to Review**

Hall hire pricing, Andrew to send letter advising of increase Term 3. Investigating pricing	Andrew Barker/Shirelle		Term 3
Look at support staff who are about living wage/top of band	Ongoing		
Board to pay for to replace tree in Te Ao Marama	Board or Glennys	Under Action	

**PTA REPORT:**

No report

**PRINCIPAL'S REPORT:**

***In committee: 6.46***

***Out of committee: 7.26pm***

Presented by Andrew Barker. See google doc.

Decile review: implications around this: seen as a less desirable school. Zoning should not influence that. Internationals are still attracted to Waitakiri. Drop to decile 7 allows for donation scheme.

***Ben: Motion to go ahead with the decile review and Shirelle to get figures to see benefits and costs around fees. Seconded Adele. All in favour.***

Climate change Campus team of children to go on program. Is this something that potentially we would like our children to be involved in? Ben is comfortable investigating this further. It fits with our school vision.

***Ben moved that Andrew writes a letter to say it fits with our school vision and we are interested in learning more about this opportunity. Joy seconded. All in favour.***

## **Focus Groups**

Some of the Focus groups have been completed and are being appreciated by staff. Meeting with union reps to keep us honest. Added to scope around Te Reo and Te Maori . Andrew and Cindy have had a meeting with LA's. Jude and Ben took Senior leadership sessions. Ben got lots of good information out of it. Great ideas coming through. Great insight into the Senior Leadership team. Jude and Kaye are meeting with the Admin team. Jacqui and Ben have sessions with teachers and head teachers. Andrew has enjoyed sessions with Learning Assistants. Jude said it was very interesting. Ben thanked Jude for her time that she has put into this. Reports to be written up and presented to the Board by second meeting Term 4. Worthwhile tasks.

***Moved by Ben that the Principal's report be accepted, seconded by Joy.***

**NAG 1 CURRICULUM:** - Reported in Principal's report

**Matauraka Mahaanui** **Information / Discussion**

### **Matauraka Mahaanui**

Continue to grow this area. Really good document to refer back to. Fits into the review. Next step will feed into our strategic planning, and measured each year. Chisnallwood is our buddy school. Full Hui day with all Kahui AKo. Look for strengths etc at other schools and share ideas. Meet with the team to look at our strengths etc.

Whanau advisory group to go through the document. Find out what they would like to see in this document.

Andrew would like to send the survey out to the whole school. Only 7 responses from the survey sent from Kahui AKo. Jude asked what we would like to do with these questions. Look deeper in answers, may pick up on things we haven't noticed, like unhappiness etc. Crafted with demographics and then present to the board before sending out.

A few formalised programs that we need to implement. Survey about Health. Perhaps split surveys so no overload which may affect results.

## **NAG 2 DOCUMENTATION & SELF REVIEW**

### **Documentation and Self-Review Policy (Board only) [Information / Discussion](#)**

Board discussion around results of review. Use simple language so that the community will digest it easier. Charter covers strategic ideas but do we have this knowledge available. Charter was initially made from both communities, Windsor and Burwood would have lots of ideas from each school. Now we are Waitakiri. Can we simplify this document?

Charter and strategic plans to be digestible so people are interested in this. The review may help with this and take the key bits that are working and take them forward and understand the Charter. Will take a bit of time to sort this. Early next year we want to have a look at it and find out the best way to attack it. Things in place that are really good already. Linking things that are working now. We have loads of information being gathered, need to look at it and then share with the school community.

### **Assurance Employer Responsibility Policy [Information / Discussion](#)**

#### **New reviews for this term:**

- **Learning Support – Board, staff, and parents**
- **Appointment Procedure – Board**
- **Child Protection – Board and staff**

## **NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL** - covered in Principal's report

Some Oscar staff to get increase. 11 Oscar staff up to living wage.

***Andrew moved that this increase be approved. Seconded by: Joy. All in favour***

## **NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL**

#### **Assurances:**

- **Risk Management** – Identified hazards are being monitored and/or controlled. We are due for another meeting this term
- **Surrender and Retention of Property and Searches** – We have covered procedures relating to search, surrender, and retention with all teachers. We ensure that a written record has been kept of all instances of search, surrender, or retention

of property. **We have not confirmed that all authorised staff have confirmed their status in writing,**

- **Physical Restraint** – All procedures relating to physical restraint have been followed. One team has been recently trained in restraint, another will be later in the year.
- **School Swimming Pool** (if applicable) – Ensure that a full risk management and safety assessment of the pool compound is completed as part of the annual health and safety review. See **Swimming Pool Management and Maintenance** on your site and Ministry of Education's [Swimming pools at schools section](#). Report to the board. **Woody to follow up**
- **International Students** We complete a self-review of how we meet the Code of Practice outcomes. Chrissie has documentation. **This has already been completed for the 2020 year**

Assurances: Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

#### **NAG 4 FINANCE AND PROPERTY-** covered in Principal's report

##### **Finance:**

Taken from reports printed as at end of July 2020 (58.3% way through the year)

	Budget	Actual	Percentage
Income	\$1,203,805.74	\$735,915.74	61%
Expenses	\$1,202,555.00	\$708,472.62	59%
Surplus/deficit	\$1,250.74	\$27,443.12	

##### **Current Account Balances as at 31st July 2020**

	\$346,656.15	Main Trading Account
	\$83,186.54	Student acct (25)
	\$218,140.10	OSCAR acct (26)
	\$462,676.51	Investment acct
<b><u>TOTAL</u></b>	<b><u>\$647,982.79</u></b>	

##### **OSCAR Summary**

Income ASC \$93,696.63      BSC \$36,076.22      HP \$54,385.18  
**TOTAL \$184,158.03**

Expenses      ASC \$75,169.50      BSC \$9,780.10      HP \$60,278.47  
**TOTAL \$145,228.07**

**Surplus      \$38,929.96**

##### **Funding Applications**

## **There are currently two opportunities to apply to additional funding:**

**Urgent Response Fund** has been established to respond to the impact of the Covid lockdown on children and young people. Schools can apply for funds to assist with attendance issues, support well-being and engagement in learning.

There is \$5.5 million for Canterbury schools which is around \$35,000 each school.

Applications require details/evidence of that support/response that you are asking to have funded - there is criteria.

I have submitted an application requesting an amount of \$79,160 (inc gst) backed up with a detailed account of why we need these funds and how they would be used. I have no idea what our chances are of getting funding, but it's worth a try and I've gone for the top dollar. If we are successful in receiving this funding it is vital we spend the money on the areas for which I have claimed.

*We will receive \$34,400 for this year and can reapply next year. We have just found out 17th August 2020*

## **Strategic Recovery Plan For International Education**

A recovery plan to support the rebuild, recovery and reset of the international education sector.

Divided into 3 areas: sector stability, strengthening the international education system, transforming NZ's approach for a more robust sustainable future.

## **2020 and 2021 Budget**

We have been fortunate in the 2020 year to receive the wage subsidy funding which has helped us stay on top of our figures. That, along with being frugal and still having some international student income, has meant that we are on track to end the 2020 financial year in a solid state without a huge deficit.

In looking forward to the 2021 year we have started a spreadsheet with forecasted estimates for how the 2021 figures will look. Taking into account no international income. If we spend the same as we currently do we are looking at a deficit of approximately \$120,000. Of course there are ways we could look at more cutbacks and possibly will receive the funding from applications mentioned above. However it is important we look at how our finances will look long term. The few unknown areas are whether the MoE will continue to fund the increase in the LA wages after the initial 3 years. Also, whether we apply for a new decile rating ... figures below indicate what that may look like ... these figures are not concrete but based on MoE calculators ...

Difference in Ops Grant between Decile 8 and Decile 6 approximately \$37,000 (inc gst) \$32,173 (excl gst)

Switching decile rating means we can opt into the donation scheme making a difference of about \$78,000 annually.

TOTAL OF THESE TWO \$110,173 (excl gst)

## **Property:**

### **New Build Timeline**

- 26/08/2020 at 5pm - RFT Closes on GETS

- 01/08/2020 at 9am - RFT Evaluation Meeting (review tenders, recommend a contractor)

Allow 1-2 weeks for preparation of MOE project forms, project negotiations, school to sign off project forms and submit to the Ministry for approval. (01/08/2020 - 11/08/2020)

Allow 2-4 weeks for Ministry approval. (11/08/2020 - 09/10/2020).

- 12/10/2020 - Appoint contractor. Allow time for contractor to organise materials/suppliers and compile a construction programme.
- Construction to begin at the start of November 2020.

With regards to the above, to be as realistic as possible, therefore I agree the external storage could be undertaken during Term 4 and the Learning Support in the Christmas holidays.

**Bike compound**

A couple of bikes stolen recently. Hopefully with the details we have he will be caught for this.

Fence needs to be 1.6 - 1.8 to prevent theft. Shirelle had emailed for pricing 18/08/20.

**NAG 5 Health and Safety**

We are in Alert level 2. All level 2 protocols have been put in place again. Staff and community have been awesome. Organise for ipads incase a change in Levels happens.

We have had 4 stand downs in recent weeks, may be related to anxiety around Covid.

**In committee: 9.01pm**

**Out of committee: 9.14pm**

**NAG 6 ADMINISTRATION** - covered in Principal's report

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 9.15pm**

.....Chairperson                    I  
 .....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6.15PM ON 30 JUNE 2020  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** Opened with a Karakia led by Joy.

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary).

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 26 May 2020.**

***Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Joy.***

**MATTERS ARISING:** Teacher aides voted for agreement. Ministry covers this increase.

**PTA REPORT:**  
No report

## **PRINCIPAL'S REPORT:**

Presented by Andrew Barker. See google doc.

***Moved by Ben that the Principal's report be accepted, seconded by Joy.***

**NAG 1 CURRICULUM:** - Reported in Principal's report

**Māori Strategic Planning:** Kāhui Ako all to work together on this. Talk about strengths and share them together. We are still teaching Year 6 things that they learned back in earlier years. e.g days of the week, months etc. Experienced teachers can teach Te Reo not just Rihari. Not always being followed through. Te Reo should be included in all aspects of the day. Challenging for some to teach it because of a lack of confidence. Raise expectations of our teachers. 4 staff members are doing additional training. Ben would like to see learning and using Te Reo in more areas, functional language is more beneficial. Cultural Diversity policy, how does this fit in with this?

## **Puna Korero**

Study done on how our Maori/Pasifika students are doing, Survey to go out to these students in the Kāhui Ako to find out this information. Survey is anonymous. Follow up with answers? Need to have the opportunity to discuss any concerns. Any concerns then the school would get contacted to follow up on them. Possibility of sending out survey to all students not just Māori/ Pasifika students. A national report will be sent out, strengths based. Each school will get their own answers. To be completed by August. Good generalised insight to where we are at.

## **Attendance data:**

Maori/Pasika students - our absences are going ok across the whole school at 90%+.

**Student Management System:** Teething issues with reports and other things meeting Wednesday with Hero to try and sort some of these issues.

**NAG 2 DOCUMENTATION & SELF REVIEW** - Reported in Principal's report

Recognition of Cultural Diversity draft to be approved. Ben asked the question of adding aspirations, something to build on. Joy and Andrew will have a look at this draft and add into this and then will share with the board to get their approval.

Comment from Ben," We can't expect our staff to teach unless we expect our staff to grow." Ensure that we are including all cultures in the review.

**Term 2 2020 SchoolDocs Policies & Procedures up for review** - close at the end of term 2, will be reported at first meeting of term 3 2020.

- **Documentation and Self-Review Policy (Board only)**
- **Assurance Employer Responsibility Policy**

Assurances:Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

**NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL** - covered in Principal's report

Zoe has resigned and we have advertised her swim teaching position on Trade me.

Pay equity for Teacher aides: really positive result.

**NAG 4 FINANCE AND PROPERTY-** covered in Principal's report

**Finance:** Going well.Surplus now \$22000.

**Property:** Final plans through and then out to tender. Sheds to be started in term time next term. Then start on the Learning Support area will start in September/October holidays.

**NAG 5 Health and Safety**

Ben and Andrew going to an Emergency management preparedness meeting MoE provided. Other Board members asked if they would like to go also, no takers.

In committee: 7.37pm

Out of committee: 7.51pm

**NAG 6 ADMINISTRATION** - covered in Principal's report

Review to be explained to the staff tomorrow 01 July. Will go along with the Internal

Evaluation template from ERO. Meetings held in the different areas of admin, teachers and learning support will be discussed at future committee meetings.

Is all technology across the Kahui Ako the same? No they aren't but it has been discussed. Is this something that is going to happen? Ipads work really well for our age group of children, apps etc. Chromebooks used at Chisnallwood. Within the Kahui Ako there will be differences. We could let parents know about the different devices used at the schools. Andrew will have the conversation with the Kahui Ako to make parents aware and so they can make decisions around what device to purchase.

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 8.29pm**

.....Chairperson

.....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6.15PM ON 30 JUNE 2020  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** Opened with a Karakia led by Joy.

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary).

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 26 May 2020.**

***Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Joy.***

**MATTERS ARISING:** Teacher aides voted for agreement. Ministry covers this increase.

**PTA REPORT:**

No report

**PRINCIPAL'S REPORT:**

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Review to be explained to the staff tomorrow 01 July. Will go along with the Internal

Evaluation template from ERO. Meetings held in the different areas of admin, teachers and learning support will be discussed at future committee meetings.

Is all technology across the Kahui Ako the same? No they aren't but it has been discussed. Is this something that is going to happen? Ipads work really well for our age group of children, apps etc. Chromebooks used at Chisnallwood. Within the Kahui Ako there will be differences. We could let parents know about the different devices used at the schools. Andrew will have the conversation with the Kahui Ako to make parents aware and so they can make decisions around what device to purchase.

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 8.29pm**

.....Chairperson

.....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6.15PM ON 26 May 2020  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** Opened with a Karakia led by Joy.

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary).

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 30 April 2020.**

***Moved by Ben that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Joy.***

**MATTERS ARISING:**

Covid -19 update - reported in Principals report.

Children started off well but now quite challenging. Good at hygiene. 95% of children back. Community doing well with social distancing.

**PTA REPORT:**

No report

**PRINCIPAL'S REPORT:**

Presented by Andrew Barker. See google doc.

***Moved by Leroy that the Principal's report be accepted, seconded by Joy.***

**NAG 1 CURRICULUM:** - Reported in Principal's report

- Deleted staff only days in Term 2
- Reviewing what reporting will look like, due to lockdown and new system in place, put back to Term 3 week 3.
- Kahui Ako looking at work around Maori and Pasifika culturally responsive practice across the Kahui Ako. Tamara Rochford Kerr has been engaged to work with us.
- New student management system, Hero  
Using this as our main form of communication  
Also used for reporting.

**NAG 2 DOCUMENTATION & SELF REVIEW**

**Term 2 2020 SchoolDocs Policies & Procedures up for review** - close at the end of term 2, will be reported at first meeting of term 3 2020.

- **Documentation and Self-Review Policy (Board only)**
- **Assurance Employer Responsibility Policy**

Assurances: Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

**NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL**

*In committee: 6.37pm*

*Out of committee: 6.56*

**NAG 4 FINANCE AND PROPERTY-** covered in Principal's report**Finance:**

New information: Oscar wage subsidy promised twice verbally, now turned down because Oscar staff are under IRD number for Oscar but paid for by Novapay..

Andrew spoke to someone at IRD to look into it. Looking how we can make this happen. Andrew will keep going on this to get answers to this issue.

Additional funding has been announced.

Donations letter ready to sign out, Ben has completed.

**Property:**

New build plans attached to principals report.

Change of plan for learning support area, fencing changed to hedging.

Maintenance plan: school support will do a quote for budgeting.

**NAG 5 HEALTH & SAFETY-** covered in Principal's report

***In committee: 6.57pm***

***Out of committee: 7.10pm***

**NAG 6 ADMINISTRATION**

**Calculation in Hours for BoT** - to complete in google doc at the end of the meeting

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 7.54pm**

.....Chairperson  
.....26/05/2020.....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 3.30PM ON 30 APRIL 2020  
VIA ZOOM AS IN LOCKDOWN  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:**

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary). Christina Balloch

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 21 April 2020.**

**MATTERS ARISING:** Finance only meeting

Finances 2020

**PTA REPORT:**

## **PRINCIPAL'S REPORT:**

Presented by Andrew Barker. See google doc.

## **NAG 1 CURRICULUM:**

## **NAG 2 DOCUMENTATION & SELF REVIEW**

## **NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL**

Above items not discussed as just a Finance meeting.

## **NAG 4 FINANCE AND PROPERTY**

**Financial report:** reported by Andrew, reported in Principal's report.

Chrissie investigated the deficit with our accountant.

2018 we ended paying \$175,000

2019 only budgeted \$50,000.

Depreciation was actually \$164,000 but only budgeted \$50,000.

Estimate for this year \$130,000 deficit, have only budgeted \$50,000

Building is the large chunk of depreciation, however this needs to be done. Going into this year's budget based on figures from last year's budget, not actual financial report. Allowed another \$50,000 but have realised not enough so extra \$50,000 budgeted for.

Our figures have taken a dive because of this and also because of international students, approx \$50,000 dropped off from Covid-19 and also Oscar closing during lockdown period . Andrew will look at the new budget and then this will be put in place. We will track from this figure, which should be pretty accurate. We can't guarantee the figures but should be close enough.

Our Depreciation figure has been calculated by the accountant.

Surprising amount of money for the deficit so this was quite unexpected. We don't want to be in this position again.. We have great accountants and we are audited every year. If there was reason for the auditor to be alarmed they would let us know but to date they have not. We have not gone through the 2019 accounts and are yet to do this. We have been hit hard financially because of the loss of income due to Covid-19.

Maintenance plan: to be prepared for maintenance that will be due eventually. The ministry budget gives an amount for this but as we are new we don't have this in place currently. We should be starting to plan for this

***Moved by Andrew to work with school support and the MoE to develop. We currently do not have a maintenance plan as we are a new school and receive no funding for maintenance. Seconded by Ben. All in favour.***

Updated figure of \$132301.00 deficit for 2020 year.

Look at looking at cutting back on expenses. Learning support area. At merger we had an extra \$100000 to cover this but with disruption in international and Oscar and other things we may need to look at Learning Support.

Andrew, Ben, Jude and Chrissie to look at the budget to try and find areas to cut back on.

Draft budget to be sent out to Board members to look over before meeting again.

***Ben moved that Ben and Jude to learn more about the finances. Joy seconded. All in favour.***

Chrissie discussed getting revenue for internationals first and then spend it on Learning Support, the following year. So we have funds available first before employing the learning assistants for the year and then getting an unexpected loss, like what has happened this year.

All Learning assistants now above living wage. Look at support staff individuals wages who are above the living wage. Put on the agenda to discuss at the next meeting.

School van is on hold because of our budget deficit.

\$400,000 for new building, verbal approval given, so Andrew asked for written approval.

Motions need to be passed but we need the accountant to go through finances before getting these signed off.

## **NAG 6 ADMINISTRATION**

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 5pm**

.....Chairperson

.....01/05/2020.....Date

Ben Naylor

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 3.30PM ON 21 APRIL 2020  
VIA ZOOM AS IN LOCKDOWN  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:**

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary).

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 03 March 2020.**

***Moved by Joy that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Jude.***

**MATTERS ARISING:**

**In committee from last meeting ongoing discussion**

**PTA REPORT:**

See PTA Treasurer's report

### **PRINCIPAL'S REPORT:**

Presented by Andrew Barker. See google doc.

***Moved by Ben that the Principal's report be accepted, seconded by Joy.***

Kahui Ako Memorandum of Agreement needs resigning.

***Andrew moved that it be signed off. Joy seconded.***

### **NAG 1 CURRICULUM:**

**Learning from home-Covid 19.** Reported in Principal's report

Feedback from Joy: Long unusual kind of day, high and lows. Neat having parents involved. Has been good but different from usual teaching. Feedback from parents is pretty good. They are realising how hard it is to teach! Negative comments are not coming through. All pretty positive. No pressure on kids with online learning.

Once this is all over maybe be a chance to look and see what went well and what didn't. Afterwards is probably the best time to reflect. Early days yet. A survey probably is not the best idea right now as many emails etc going out to parents. However, Andrew thinks we should get feedback earlier rather than later. In the next community newsletter we will be asking parents for feedback to teachers.

Ipads, this was a huge task to enter data, collect, clean and collate ipads etc. Over 70 iPads sent out.

Teachers to engage with the parents of students who haven't been participating in online learning.. Just checking without pressure to see if there are any issues.

Principal's report covers how it will work with students returning when in Level 3. Contract tracing register to be set up.

Specific items for each child to be brought from home eg hand towel, drink bottle etc. Plan for parents not to come into the school. An idea around whether we have different drop off and pick up times for bubbles. Senior leadership to finalise plans around this.

Busy time for Andrew, many different aspects and groups to have contact with. Lots of information coming through.

### **NAG 2 DOCUMENTATION & SELF REVIEW**

**Term 2 2020 SchoolDocs Policies & Procedures up for review** - close at the end of term 2, will be reported at first meeting of term 3 2020.

- **Documentation and Self-Review Policy (Board only)**
- **Assurance Employer Responsibility Policy**

Assurances:

Woody and Andrew do a hazard check weekly and note/fix anything that needs action.

Update from last meeting: Download emergency contact list to Shirelle's laptop desktop once a month in case of system issue. Reception to do this, preferably monthly to keep up to date with new enrolments. This has now been actioned and will be ongoing each month.

### **NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL**

**All Staff being paid for lockdown.** Reported in Principal's report

Wage subsidy applied for Oscar staff. Haven't received it yet.

***In committee: 3.44pm Out of committee: 3.45pm***

As it is a longer term, planning for giving staff time off near the end of term to have some wellbeing breaks. Queens Birthday long weekend, report writing Friday, no Kahui Ako conference now so do we need an extra time off over this time. Leave pencilled in as an option and revisit closer to the time, drip feed a few staff in and out. May keep the Friday closed. Working with other schools to work this out, better option to have all schools having the same time off. Report writing still going ahead? Reopen the school for the second teachers only day, keep Friday closed for report writing and investigate any needs around this time. Need to keep an eye on staff around this time to see if everyone is tracking ok.

### **NAG 4 FINANCE AND PROPERTY**

**Financial report:** reported by Andrew, reported in Principal's report.

Annual finance report to be investigated by Andrew as no report since Maree left. Deficit to be looked into by Andrew as it unexplained at the moment.

International students and Oscar are not currently bringing in funding. International students to get reimbursed as closure due to Covid-19. Admin fee will not be reimbursed.

***Ben moved that reimbursement be given to international students, seconded by Adele. All in favour.***

Oscar closed until at least Alert level 2. Funds obviously down because of this. Freeze on spending because of these areas. Budgets still held for studios but most other spending on hold.

International will be strong in the future, when things turn to normal.. As will Oscar programme once will get down to Level 2.

***Moved by Ben that the Financial report be accepted, seconded by Joy All in favour.***

***In committee: 4.12pm***

***Out of committee: 4.15pm***

### **Property upgrade**

Reported in Principal's report:

\$400,000 to be spent and the project will take most of that. Bike shed enclosure and upgrade of support area. Cindy to get a new office, \$15000 for a space for our Learning Coordinator. Mana Ake and CMM use our rooms. Not always enough space for meetings. This will address this problem with more offices to be included in this area. Learning support area will be an inviting space for parents to come in with children and a nice familiar space. Reading recovery will stay in this area still. This building is still currently owned by the Ministry. May be sold to the school eventually but not in the short term. A sensory - calming room will be included. Closer for Vicki to supervise. Music room will be sound proofed so it is not too noisy for others in the immediate area. Play area to be incorporated in this area, sandpit, swing and water play area. Fenced off. Reusing fencing from the back of the hall, soften it so it will not look like the children are fenced in. The area is to be fenced to keep general school students out of this area. Ben commented on a really good looking plan for this area. Team leaders have given feedback and fully support this area.

The Board needs to approve these plans. Andrew would like to look at budget cutting to the plans as it is too close to the \$400,000.

**Architect fee - \$34712.75**

***Moved by Andrew, seconded by Ben, all in favour with view of cutting back plan, some off for contingency.***

The budget for this work has come from the Ministry, funded for upgrading of property only.

Extension to the hall storage. Currently very small, chairs take up most of the room. Can be accessed from outside the hall also. And storage outside Windsor for Discovery gear.

### **NAG 5 HEALTH & SAFETY**

**Term 1 2020 SchoolDocs Policies & Procedures up for review** - closed at the end of term 1, will be reported at first meeting of term 2 2020.

- Separated Parents, Day to Day care & Guardianship-all good

- Staff leave-all good
- Recognition of Cultural Diversity- may be too generic. Needs personalised and updated. Recognise the international students.

**Action required for the Cultural Diversity - Joy Williams, Joy Banks and Andrew Barker**

*In committee: 4.51pm*

*Out of committee: 4.55pm*

**NAG 6 ADMINISTRATION**

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 5pm**

.....Chairperson Ben Naylor

.....21/04/2020.....Date

**Waitākiri School Board of Trustees  
MINUTES OF BOARD MEETING  
HELD 6:15PM ON 03 MARCH 2020  
IN THE MEETING ROOM AT  
WAITĀKIRI PRIMARY SCHOOL  
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

**WELCOME:** opened with Karakia led by Joy

**PRESENT:** Andrew Barker, Ben Naylor, Leroy Lewis, Adele Mitchell, Jude Borchers, Joy Banks, Shirelle Hamilton (minute secretary).

**APOLOGIES:** none

**MINUTES OF LAST MEETING HELD 03 December 2019.**

***Moved by Ben Naylor that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Leroy.***

Enviro report presented by Glennys and Nikki- explained activities for this year.  
**Adele to write Thank you letter to the Enviro Ferns for presenting.**

**Board to cover cost of replacing tree that has died in Te Ao Marama.** This will be from funds previously allocated to purchasing trees.

Ben also spoke of other means that we can use for families to purchase goods whether it be from Enviro Ferns or other sales . Electronically as people don't carry cash these days. Separate bank account for the Enviro Ferns to use.?

Kaye Royle presented Maths report.  
Jacqui discussed the Literacy report.

**MATTERS ARISING:**

Election of Board Chair. Ben re-elected as Board Chair.

**PTA REPORT:** no report

**PRINCIPAL'S REPORT:**

Presented by Andrew Barker. See google doc.

***Moved by Andrew that the Principal's report be accepted, seconded by Leroy.***

**NAG 1 CURRICULUM:**

Enviro, Literacy and Numeracy Reports delivered. These were quality reports.

**NAG 2 DOCUMENTATION & SELF REVIEW**

Jude asked the question around EOTC, has the board delegated approval. The answer is yes, larger trips like the ski trip, camp etc. Board assesses these trips in depth before they approve them.

Sun Protection: Teachers trying their best to get children to wear hats, it's a community exercise to teach our children to wear their hats. Most of the children are wearing them. Sunblock is available in studios/office.

**Term 1 2020 SchoolDocs Policies & Procedures up for review** - close at the end of term 1, will be reported at first meeting of term 2 2020.

- Separated Parents, Day to Day care & Guardianship
- Staff leave
- Recognition of Cultural Diversity

Assurances:

Woody and Andrew do a hazard check weekly and note/fix anything that needs to be actioned.

Download emergency contact list to desktop once a term in case of system issue. Reception to do this, preferably monthly to keep up to date with new enrolments. This has now been actioned.

**NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL**

Chrissie to get funding for her phone as International co-ordinator \$50 per month.

**Andrew moved, Ben seconded.**

#### **NAG 4 FINANCE AND PROPERTY**

**Financial report:** reported by Andrew, reported in Principal's report.

Operate at a deficit of \$55000. Looking at ways to cut costs.

Cleaning contract, put out for pricing. Photocopier up for renewal at the end of this year.

Adele talked about power pricing, approved suppliers of electricity, as a consumer you chose a preferred supplier and they take a cut of 10% and it goes to charity, to fund counselling for children in Canterbury. Ben suggested hold off while Enviro Ferns look at energy or pass onto the Ferns for them to investigate.

Staff study through University. Andrew moved that ½ tuition be paid for a maximum of one paper per year per teacher. Most PD courses are paid by school. Maybe some scholarship plan from the Board. Needs more discussion around this idea. What options are available, PD budget, Board scholarship? Come back next meeting with options.

Andrew seeking payment to go on a conference in Auckland, course paid for, flights only. **Moved Andrew, Joy seconded.**

Andrew seeking Boards approval to go to a conference in Melbourne, CPPA. Funded from PD budget, approx \$3000. **Moved Andrew, seconded Leroy.**

**Moved by Joy that the Financial report be accepted, seconded by Leroy. All in favour.**

#### **Property:**

The Ministry said that we can't build onto the hall. Our footprint is too big. The Ministry came out for a look. Andrew thinks maybe if we put a Cultural influence to it stating our Maori population is growing so we would like to use it as a Whare, this may help with their thinking. They will let us do extensions to shed and storage. If they won't let us do the hall extension, we can do a smaller extension to put retractable seating in. The Ministry is happy to allow the smaller extensions to storage etc. Another idea is Shade sails.

Andrew is going back to the ministry to find out about the extensions. Adele raised the question, Is it of benefit to the Ministry to own the older buildings. Oscar could purchase their building, therefore not in our footprint?

Approve storage sheds, bicycle shed as per plan.

Andrew moved to go ahead with these builds, Leroy seconded. All in favour.

If hall is not approved, thoughts on a swimming pool, 15 metres. 200k for pool only. Seems a good idea.

We have an Autistic child who may run away, gates are needed, however they are not compliant currently as well as some fencing. If over \$2000, the ministry will pay to make it compliant. The Property Manager, Yvone, is coming to have a look to price fixing gates and fencing to make safe Wednesday 04 March.

### **NAG 5 HEALTH & SAFETY**

*In committee - 8.36pm*

*Out of committee - 9.14pm*

Nothing else to report.

### **NAG 6 ADMINISTRATION**

Nothing discussed

**2020 Board Meetings** - all meetings are at 6.15pm (unless otherwise stated)

**Calculation in Hours for BoT** - share the google doc at the end of the meeting for all to complete.

**MEETING CLOSED : 9.17pm**

.....Chairperson  
03 March 2020.....Date

Ben Naylor