

**Normanby School Board of Trustees Meeting
13 June 2019**

Signed _____

Dated _____

Meeting commenced: 6:23pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Rachel Augustine, Shane Poingdestre, Sheree Ogle, Mesina Fabish, Clarissa Dravitzki (Staff Rep), Kay LePine (Minute Secretary)

Apologies:

Nil

Declaration of Conflict of Interest/Pecuniary interest:

Nil

No in-committee required.

Reviews

Governance Review:

BOT Self Review

Nil

Special Topics:

Swimming Pool

Nothing to report. Sheree has had no response from Hugh Barnes to her email. Maz will phone him.

Flat Insulation

Sheree has booked it in – they will probably do it about mid-July.

BOT Election

No election was required so Sheree, Vicki Roberts and Angelika Fowlie are the new trustees. Two nominations were received for the staff representative – Tash Campbell received 8 votes to Clarissa's 5 votes so Tash is the new staff rep.

The new board takes office 14 June. Maz and Janelle will meet with the new trustees for an induction on 9 July.

Maz thanked Shane, Rachel and Clarissa for all their time and effort on the Board.

The Board agreed that having an election every 18 months was working well.

Principal's Report

The roll is 159 compared to 162 this time last year.

NAG 1

Y6 Camp

A second newsletter was distributed this week following a meeting held to discuss fundraising opportunities.

Reading Recovery Report

This was a very in-depth report. Maz will give Liz some feedback from the Board.

Janelle suggested the Board give written feedback on reports received from staff – 3 or 4 sentences would be all that is required. This would create a connection between staff and Board.

Janelle suggested having a report from the Student Council in the future.

Puanga Overview

This was written by Tina with input from Clarissa and Tash.

Reporting to Parents

Reports will be issued on the last day of term. Learning conferences will be held the first Wednesday of Term 3 from 9am to 8pm

The PTA and Board will provide a meal for staff. The PTA will be in touch with trustees with suggestions on what to provide.

NAG 2 & 2A

PTA

At their meeting last night the PTA agreed to put new sand in the sandpit, purchase sand toys and build a small sandpit by Matariki.

They have made a \$6,000 donation to van expenses.

A licorice fundraiser is planned for term 3.

They decided against building an outdoor stage due to the expense and the amount of use it would get. They would prefer to spend their funds on something that would get more use.

School Docs

No feedback has been received from the Board on policies up for review. Sheree will record some feedback so Janelle can check if she's able to view it.

Maz suggested the Emergency/Evacuation Procedures could be reviewed by the management team.

The policies will be signed off at the July meeting.

Rachel suggested having an evaluation form to complete following an evacuation. Janelle to action.

A suggestion was made to store supplies in the hall in case a lockdown is held there.

Rachel suggested there should be access to medication/inhalers during a lockdown. Janelle will investigate.

Tsunami and Volcano Danger

Clarissa provided a map from Civil Defence which showed our school is not in the tsunami or volcanic danger zone so we don't need a specific emergency plan for these two events.

Recommendations:

- To develop a reverse evacuation plan

NAG 3

BOT PD

NZSTA Governance Essentials PD is being held on Monday 5 August, 7 – 10pm at Hawera High School.

Sheree is not available. Janelle, Vicki and Angelika will attend. Janelle will check with Tash.

NAG 4

Building Defects from 2017

Five Ministry people, two from Livingston's and the Project Manager attended a meeting with Janelle yesterday.

There are still issues with one girl's toilet leaking and the boys' urinal (water not stopping). The Ministry will pay to have the girls toilet fixed. Janelle will send an email about the boys' urinal.

Sale of School Flats

Alison Smith from Mills Gibbon First National has viewed the flats. She will write up a report and can meet with Board members to answer any questions.

Janelle reported that selling the flats would be a long process – from 1 to 2 years. The money would go into 5YA funds. We would need to seek permission from the Ministry to sell.

7:00pm – meeting stopped for a dinner break

8:20pm – meeting resumed

School Donations

In the recent budget the government announced that additional funding of \$150/student would be provided to replace parental donations. Schools would receive their additional funding in January 2020 if the Boards agreed to not ask parents to pay donations. Boards would need to opt in to the scheme by 14 November 2019. More information will be provided in July.

It was agreed we would need all the facts before making a decision as we would need to ensure we could still ask parents for money for trips/camps etc. The scheme would be in our favour if we could still charge for these.

10/5 Year Plan

Janelle presented a table of six options from cheapest to most expensive for the Room 5/6 refurbishment.

Janelle has received a letter from the Council itemising four areas in which we didn't get consent because they require further information.

The tenderers have been asking when a decision will be made and have been told that we're hoping to make a decision tonight.

Property Plan of Action

Janelle has created a Property Wish List (Priority List from 1 - 13) as a starting point.

There still needs to be consultation with the staff and Board.

Financial Implications of Room 5/6 Refurbishment

We have \$86,000 in a term deposit which is tagged for painting.

We have an approximate balance of \$311,000 as of 31 May.

Our budget is \$100,000 deficit (worst case scenario).

We also need to keep \$100,000 aside for contingency funds.

At our current balance that would leave us with a surplus of \$111,000. We also received \$22,000 in June which goes into our operations grant – this was from staff being on sick leave for longer than 8 days.

Sheree asked what other known expenditure we have coming up that isn't building related, such as replacing the vans. Janelle said we could get sponsorship for these. She has spoken to Adrienne Cooper about making grant applications. We would need to check if the vans are financially beneficial to the school before purchasing replacements.

The Board were also concerned that the consent issues would add extra cost to the project. Janelle will clarify with Gina that the quote is what we pay unless something untoward arises.

The Board unanimously agreed to Option 1: This option is for the full project to be completed at a total cost of \$127,000 with a Board contribution of \$73,000 required and MOE 5YA of \$54,000.

The project will have to go to the Ministry for approval as the cost is over \$100,000.

Property 101 Workshops

Janelle will attend. Sheree will check her availability.

NAG 5

Digital Technology

Clarissa will ensure all staff have signed digital use agreements by the July Board meeting.

NAG 6

School Recapitation

An application form has been received.

Janelle suggested putting this on hold until our new trustees take office.

Assurances

The following will be completed and assurances given at the July Board meeting:

Implementation Audits and Reports

- Abuse Recognition and Reporting
- Evacuation Procedure/Emergency Kit
- Risk Management
- Health Education

NAG 7

School Charter

Janelle continues to update the charter.

Kahui Ako Update

Janelle and Maz have signed an agreement to approve going to a third round of applications for appointing a Lead Principal.

Moved that the Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

Moved that the June accounts be passed for payment: \$5,450.61.

Payment for the roof leak was queried. Janelle explained that we pay for it and then are reimbursed by the Ministry.

May VISA balance: \$147.69

Balance of accounts as at 31.05.19

BOT account:	\$311,975.91
Investment account:	\$86,000.00

As at 31 May 2019 we have spent 41% of what we had budgeted for the year compared to 42% of the calendar year gone.

Actual available funds as at 31 December 2018 were \$286,188

Budgeted available funds as at 31 December 2019 are \$168,423

Actual available funds as at 31 May 2019 are \$276,177

Budgeted available funds 31 May 2019 are \$247,991

M. Fabish/C. Dravitzki

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/C. Dravitzki

Matters Arising:

Nil

Job Sheet:

- Clarissa and Mesina to give their BOT folders to Janelle
- A copy of Ka Hikitia was included in the Principal's Report
- Janelle will include Angelika's profile in the next newsletter
- A BOT drive has been set up
- The 2018 Financial Statements have been uploaded to the Ministry portal
- Clarissa will add the new trustees to the trustee emails and remove those who are leaving

Correspondence:

Inwards

- Education Gazette - 3 June
- Visa statement - May
- TSB May 2019 bank statement
- May Financial Management Report
- STA News - May

BOT Emails

NZEI – Amended notification of Paid Union Meetings for Support Staff (Board Chair)

NZSTA – Central West Region Term 2 Newsletter (Full board)

NZSTA – Governance Essentials PD in Hawera 5 August (Full Board)

Board Correspondence Received (filed)

Nil

Outwards

Email to Hugh Barnes re swimming pool (Sent by Sheree 29/05/19)

Late correspondence

Nil

Ministry BOT tracking sheet completed for May.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting:

Wednesday 3 July 7pm. Sheree will attend.

Next meeting: Monday 29 July 6pm (Maz will email the new trustees with the details)

Meeting closed: 9.26pm