

**Board of Trustees Meeting Agenda – DATE: 7 November 2018**

Open: Karakia Timatanga

**1. Administration**

- 1.1 Present
- 1.2 Apologies
- 1.3 Declaration of interests
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence – NZEI, Learning Support Announcement & Upcoming Rolling Strikes, NZSTA Membership Matters, October Issue & Election Update

**2. Strategic Decisions & Discussions**

- 2.1 Strategic decisions made if required
  - 2.1.1 Vision and Strategic Plan review discussion
  - 2.1.2 Policy review framework
  - 2.1.3 Policies for ratification
  - 2.1.4 COL

**3. Monitoring**

- 3.1 Principal's Report
  
- 3.2 Finance
  - 3.2.1 October Finance Report
  - 3.2.2 2018/19 Insurance Renewal
  
- 3.3 Property
  - 3.3.1 Property Report
  
- 3.4 Health and Safety

**4. Other items**

- 4.1

**5. In-committee items**

- 5.1 Internal Evaluation
- 5.3 Personnel
- 5.4 Student Engagement

**6. Meeting Closure**

- 6.1 Identify Agenda Items for Next Meeting

Karakia whakamutunga: Meeting closed \_\_\_\_\_pm

Note 1: Correspondence is listed on the back of the agenda

Note 2: List of current delegations attached to agenda

All reports associated with this meeting are available on-line, or in the school office during normal school hours.

**Associated meeting reports:**

**NOTE 1:**

**NOTE 2:**

BOT delegations:

**Chair:** Rachel

**Deputy Chair:** Craig

**Committees:**

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

**Portfolios:**

Civil Defence: Vera

Curriculum: Gillian

Property: Shane

Finance:

## Board of Trustees Meeting Minutes – DATE: 17 October 2018

Open: Karakia Timatanga: 7.00pm

### 1. Administration

1.1 Welcome board members

1.2 Present: Dave, Gillian, Di W, Shane, Vera, Craig

1.3 Apologies: Chris, Spencer

1.4 Declaration of interests

Move to give Diane Wright speaking rights both now and in committee as DP she will have relevant contributions. Moved/ seconded: Rachel/Shane

1.5 Confirmation of previous minutes:

Move that we confirm the previous minutes as true and accurate. Moved/ seconded: Rachel/Shane

Polyfest trust is signed off and has been sent for approval. Deficit in the Polyfest this year. Barbara has given all the paperwork over for auditing.

1.6 Correspondence: Rachel will forward NZSTA information to the BoT

NZEI are requesting a rolling strike. We need to vote on this issue once details are available.

### 2. Strategic Decisions & Discussions

2.1 Strategic decisions made if required

2.1.1 Vision and Strategic Plan review discussion: Need to assess what parents hope to see their children achieve during their time at Koraunui. We could send out a form and advise parents that we will be available for an hour before the next board meeting to answer any questions. Dave to draft form.

Rachel and Spencer attended a framework meeting and found it very positive.

2.1.2 Policy review framework: Di pulled up information from the MoE around search and seizure, complaints and communication guidelines to base our policies on. No policy guidelines around alcohol seem to exist.

2.1.3 Policies for ratification: None

2.1.4 COL: COL executive principals are both back from leave. They want to address succession planning and pathways for the COL.

### 3. Monitoring

3.1 Principal's Report: Documents distributed and gone over thoroughly. The mindset of staff to work together is at the maximum level which is very positive. PLD around digital curriculum is being organised.

Dave is looking at working in conjunction with local early childhood centres to try to improve the level of literacy and social interactions of children on arrival to school.

Dave and Gillian met with Shirley from MoE about moving to Level 3 in the Maori curriculum. Positive feedback was received and discussions around this transition and the PD required to achieve it.

Ed Psych has been in the school carrying out more observations around grief within the school. However, there was a lot of testing going on and not normal class situations.

Despite this, she believes that the feeling within the playground was quite settled and positive.

3.2 Finance:

3.2.1 September Finance Report: Documents distributed and gone over thoroughly. We still have a small surplus. A few coding errors were found, but this is being sorted. MoE has reimbursed the school for the board elections which should balance out any smaller issues.

Move that we accept the finance report as true and accurate. Moved/ seconded: Rachel/Craig

3.2.2 Auditor – Terms of Engagement & Pre-audit: Rachel to sign off.

3.3 Property

3.3.1 Property Report: Documents distributed and gone over thoroughly. Meeting with Ashby's and MoE was postponed. Currently awaiting reports on roofing, asbestos and asphalt.

Shane is researching playgrounds that meet Health and Safety requirements.

3.4 Health and Safety Report: No serious injuries.

4. Other items

4.1 Parent thank you and end of year staff function.

Move that we allow alcohol to be onsite during both of these events. Moved/ seconded: Rachel/Shane.

5. In-committee items

Move that the public be excluded from the following part/s of the proceedings of this meeting namely all agenda item 5. The grounds are that the matter is one of:

- personnel and the reason is to protect the privacy of the individual/s.
- that the exclusion of the public from this part of the proceedings of the meeting is necessary to enable the board to deliberate in private on its decision or recommendation. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.

Move that Dianne, as Deputy Principal, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item matters which will support the board's decision-making, and has speaking rights. Moved/ seconded: Rachel/Gillian

6. Meeting Closure

6.1 Identify Agenda Items for Next Meeting - none

Karakia whakamutunga: Meeting closed 9.16 pm

All reports associated with this meeting are available on-line, or in the school office during normal school hours.

## Koraunui School Principal

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**From:** Lynda Stuart <nzei@nzei.org.nz>  
**Sent:** Sunday, 4 November 2018 2:26 PM  
**To:** Koraunui School Principal  
**Subject:** Government announcement on learning support a big win for teachers and students

No Images? [Click here](#)



Kia ora Dave

I am delighted to be able to let you know that this afternoon the Prime Minister announced that the Government will fully fund the equivalent of 600 Learning Support Coordinator positions in 2020.

This is a big win for children and for teachers and principals. Having a funded LSC/SENCO position in every school is a core claim in our *Kua Tae Te Wā* campaign. The Government has promised further sector engagement in the rollout of the design and implementation of this commitment.

While today's announcement is good news and facilitation starts tomorrow, no new offers are on the table as yet to address either pay or time. The upcoming rolling strikes are therefore still proceeding.

The announcement signals a positive start to the week of facilitation with the Ministry over primary teacher and principal collective agreements.

The announcement is a constructive response from the government to the fact that the number of children with complex needs is growing while the LSC/SENCO job is currently being done on top of or squeezed in around the day job of principals, senior leaders and classroom teachers.

Although the current teacher shortage will make finding an additional 600 teachers challenging, the creation of this role will help support teachers and school leaders, and reduce their workload — so making the job of a teacher better supported and more appealing.

Despite the current teacher shortage, the NZEI member leadership agrees with the Government's position that the role must be filled by qualified teachers employed in and by schools. Those filling the roles need to be close to children and their whanau, understand the process of teaching and learning and be able to build capability in other teachers and education staff.

The need for professional learning and development was also recognised in today's announcement and I'm looking forward to NZEI's involvement in the design and rollout of this. No doubt this will be raised during facilitation.

Facilitation will be conducted by the Chief of the Employment Relations Authority, James Crichton, who can make recommendations about next steps.

The parties do not have to follow the Authority's recommendations, but they must consider them.

NZEI Te Riu Roa is committed to taking any recommendations from the Authority back to members to consider at the rolling strike meetings starting on 12 November. So it's important that primary teachers and principals attend your [local strike meeting](#) to have your say and vote on the next steps.

Some members have suggested wearing colours in solidarity with other members during the week. If you're keen, we suggest blue for Auckland on Monday 12th, green for the rest of the North Island on Tuesday 13th, red for Christchurch on Wednesday 14th, purple for the rest of the South Island, and yellow for Wellington on Friday 16th.

Thanks for all your efforts in the last few weeks in the *Kua Tae Te Wā* campaign. We know it is a busy time of the year. It was great to see members talking to parents and MPs on the Community Day of Action on Friday!

I especially want to take this opportunity to thank every member whose hard work and tenacity has brought us to this point - Liam Rutherford, Louise Green and their fantastic negotiating teams, along with member leaders and every member who has had conversations with their school communities, MPs and media to drive home the importance and urgency of this campaign.

We're not done yet, but this is a great win. Be encouraged!

Ngā mihi

## Koraunui School Principal

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**From:** Lynda Stuart <nzei@nzei.org.nz>  
**Sent:** Friday, 26 October 2018 12:00 PM  
**To:** office@koraunui.school.nz  
**Subject:** Upcoming rolling strikes

Unprecedented further strike action this term

No Images? [Click here](#)



Kia ora Board of Trustees Chairperson,

I am emailing to give you a heads up that our primary teacher and principal members have voted to undertake unprecedented further strike action this term. These will be rolling geographical one-day strike actions, details below. We will send out formal strike notices closer to the strikes in accordance with legal requirements.

Following our members' overwhelming rejection of the Ministry's second offer late last term, we conducted a secret ballot about further strike action. The ballot concluded late last night. Members voted in favour of further strike action.

We have also agreed with the Ministry of Education to today apply to Employment Relations Authority to enter into urgent 'facilitated negotiations', as part of our efforts to reach a negotiated outcome. The facilitation process will not halt the strike action, unless the Ministry tables new offers that can be voted on and are accepted before November 12.

The decision to take further strike action was not taken lightly as we are aware of the impact strike action can have. We need to ensure the Government understands how serious we are about the need for urgent changes now. Schools are facing a teacher shortage, with over half of schools reporting they didn't have enough teachers in term three. There has been a 40% drop in people training to be teachers, while school rolls continue to climb. The Ministry is currently engaged in a international recruitment drive, in a desperate bid to meet need. Schools struggle daily to find enough teachers to meet their relief teacher needs.

There is also a critical need for increased support for children with additional learning needs.

We need to make sure teaching is an attractive, sustainable profession so that we can retain and attract great teachers. This is what our campaign is all about.

## Strike Information

**The following days have been set:**

**Wider Auckland region** - Monday 12, November

**North Island** (except Auckland and Wellington) - Tuesday, 13 November

**Wider Christchurch region** (including Ellesmere, Ashley, Mid-Canterbury, Malvern, Hurunui and Aronui Tomua Waitaha) - Wednesday, 14 November

**South Island** (except wider Christchurch) - Thursday, 15 November

**Wider Wellington region** - Friday, 16 November



Members will strike based on which NZEI Area Council or city their school or kura is based in. Where there are “boundary” issues, [check out the map and table](#) and if you are still unsure, please contact [nzei@nzei.org.nz](mailto:nzei@nzei.org.nz). For schools that operate with satellites in other regions of the country than where their main campus or base is located, teachers working in the satellite locations will strike on the same day as other schools in the region where their satellite is physically located.

I get many messages of support from boards and questions about what else they can do to help our campaign. There is a [Facebook group](#) you may be interested in joining if you want to become more involved.

Thanks in advance for your support. I know that boards of trustees take on additional responsibility when our members are on strike.



## Koraunui School Principal

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**From:** NZSTA <feedback@nzsta.org.nz>  
**Sent:** Thursday, 18 October 2018 5:20 PM  
**To:** Koraunui School Principal  
**Subject:** Membership matters 18 October 2018



# Membership matters



**18 October 2018**

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### Addressing the teacher shortage

Minister Hipkins has released information about a new package designed to help schools find enough teachers over the next few years.

According to Minister's media release this week, new analysis by the Ministry of Education shows that 650 extra primary teachers and 200 extra secondary teachers will be needed in 2019.

The package includes

- A new grant to encourage schools to employ more teaching graduates. The grant is intended to "support schools to mentor beginning teachers, before they take on their own classes."
- Increasing the overseas recruitment target for 2019 from 400 up to 900.
- Increasing the number of Overseas Relocation Grants to match the increased recruitment drive and more availability of an up to \$3,000 per teacher finder's fee to help schools offset recruitment costs.
- Working with the Teaching Council to improve the support available to overseas-trained teachers, including a focus on induction that builds culturally responsive practices
- Expanding the Teacher Education Refresh (TER) subsidy so it can be accessed by overseas teachers to meet certification requirements with the Teaching Council. Further support will also be provided to teachers required to repeat or re-sit aspects of the TER programme, at no further cost.
- Changes to the criteria to enable more schools to access the 3R national fund - making it easier to recruit for staff in shortage subject and isolated areas.
- Additional funding for agencies to process more overseas teacher applications.

Read Minister Hipkins' [media release](#)

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## Teacher supply and demand planning tool

The Ministry has released details of a new planning tool designed to estimate the number of teachers that will be required in the future.

The Education Counts website says that “the tool calculates the number of teachers we expect to need in the future (demand) and compares this to the number of teachers we expect to have in the future (supply). It estimates these by looking at trends in our data – such as in the number of students in our schools and how many teachers are entering and exiting the workforce – and makes assumptions on how these trends will continue into the future.”

- **Read** Minister Hipkins' [media release](#)
- **Read** more about the [Teacher Demand and Supply Planning tool](#) on Education Counts
- **Download** a [summary](#) of the Teacher Demand and Supply Planning tool [pdf 195.2kb]
- **Download** [the technical report](#) [pdf 1.1mb]

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## Pitopito Korero - Key information for boards of trustees and principals

Read the latest [Pitopito Korero](#) updates for boards and principals from Secretary for Education Iona Holsted.

Noho ora mai

Na

Lorraine Kerr MNZM  
President



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You have received this email as a Member of NZSTA.

**Our mailing address is:**

New Zealand School Trustees Association

## Koraunui School Principal

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**From:** New Zealand School Trustees Association <reply@comms.nzsta.org.nz>  
**Sent:** Tuesday, 30 October 2018 1:46 PM  
**To:** Koraunui School Principal  
**Subject:** 2019 School Trustee Triennial Elections

To view this email as a web page, go [here](#).

2019 **SCHOOL  
TRUSTEE  
ELECTIONS**

**Elections update**



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30 October 2018

### **Memo 1: 2019 School Trustee Triennial Elections: Range of dates and recommended date**

Dear David,

NZSTA will once again be responsible for organising and supporting boards through the parent and staff triennial election process for boards of trustees.

#### **Range of dates**

The Act requires the election to be on a date fixed by the board within the range of dates specified by the Minister by notice in the New Zealand Gazette. The Minister has now gazetted the dates within which the elections must be held. These are from 17 May 2019 until 21 June 2019.

#### **Recommended election date**

**Friday 7 June 2019** is the recommended or "common" election date. This would allow both elections to be held during the school term and meet the time frame. Below are the deadlines if you're using this date (you can also use our election planner tool):

Event	Date
<b>Select Returning Officer by</b>	Wednesday 1 May 2019
<b>Close Main Roll</b>	Noon Wednesday 8 May 2019
<b>Call for Nominations by</b>	Friday 10 May 2019
<b>Close Supplementary Roll</b>	Noon Wednesday 22 May 2019
<b>Nominations Close</b>	Noon Friday 24 May 2019
<b>Voting Papers Sent by</b>	Wednesday 29 May 2019
<b>Election Day (voting closes)</b>	<b>Noon Friday 7 June 2019</b>
<b>Count Votes</b>	Thursday 13 June 2019
<b>Board Takes Office</b>	Friday 14 June 2019

#### Next steps for boards

Given it is almost the end of the year, we encourage boards to give thought now to their succession planning, election promotion and who to appoint as returning officer. Ideally the appointment (and letter of appointment) is done at the board's first meeting of the year, along with setting the election date. If you need any help, please contact us.

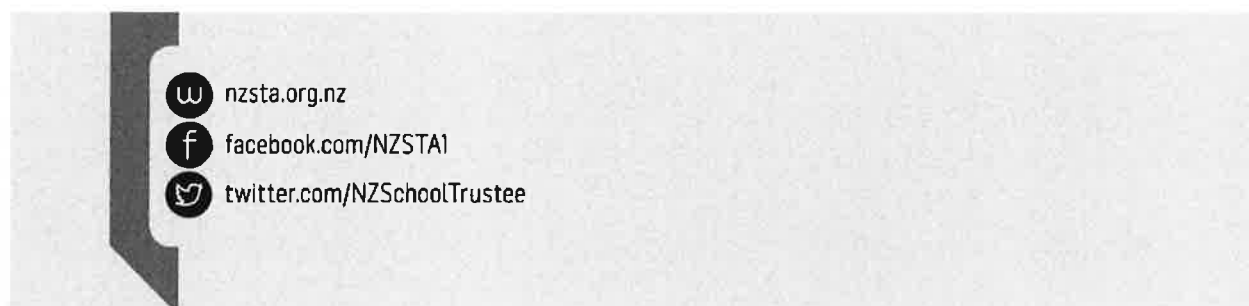
#### Advice from NZSTA

NZSTA will be setting up a temporary dedicated team to deal solely with election issues from early in the new year. We will be sending board chairs, principals and returning officers updates on getting ready for the elections. In the meantime, the Advisory and Support Centre (ASC) team is available to assist with any queries you may have.

We will provide you with further advice as it comes to hand. You can email us on [electionsAdvice@nzsta.org.nz](mailto:electionsAdvice@nzsta.org.nz) or call 0800 ELECTIONS (0800 353 284).

Kind regards,

NZSTA Elections Team



This email was sent to [principal@koraunui.school.nz](mailto:principal@koraunui.school.nz)

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 New Zealand

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## Koraunui School Principal

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**From:** Sonja Sundberg Carson <scarson@nzsta.org.nz>  
**Sent:** Wednesday, 24 October 2018 4:45 PM  
**Subject:** POSTPONING Mini Conference - No longer need to save the date.

Good afternoon NZSTA member board chairs and principals,

Unfortunately the NZSTA Wellington Wairarapa Regional Executive needs to postpone their Mini Conference till 2019. So you no longer need to "save the date" for 4 November 2018.

Thank you for the interest in the event, rest assured there will be an event next year. My apologies for any inconvenience this may have caused.

Kind regards,

**Sonja Sundberg Carson**  
Administrator and Regional Liaison

New Zealand School Trustees Association  
**Te Whakarōputanga Kaitiaki Kura o Aotearoa**  
Level 8, 142 Lambton Quay  
Wellington, 6011

Email: [scarson@nzsta.org.nz](mailto:scarson@nzsta.org.nz) | [www.nzsta.org.nz](http://www.nzsta.org.nz)  
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### **NZSTA 30<sup>TH</sup> ANNUAL CONFERENCE, 12-14 JULY 2019**

Preferred Partners:



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**PRINCIPAL REPORT TO THE KORAUNUI BOARD OF TRUSTEES.**  
**For the meeting of November 7<sup>th</sup>, 2018.**

**Presented by Dave Lamont. Principal**

**OVERVIEW**

We have 275 students as of today. This is 14 students lower than the same time last year.

**PERSONNEL**

- We have been working on our initial organisation for our classes for 2019 and the leadership team has considered a range of options in an effort to find the best solution that will allow us to meet the students needs. We still need to do some work to confirm this and aim to do so as soon as possible, so we can appoint teachers and allocate students to classes for 2019. Due to the confidential nature of this and pending appointments I will discuss this in-committee.
- The CoL and teachers have been advised that the teacher offered the Within School Teacher role for our school has accepted the position and we have notified Novopay of this as well. We will receive staffing for this position from the Ministry of Education from the beginning of Term 4. This position is fixed term through until the end of 2019.
- Banking Staffing – the October banking staffing balance is recorded in the finance report. We remain within the budget we set for relieving teachers for 2018 and I will continue to monitor this closely over the next 2 months. I will move teachers back to teacher salaries once we have balance d up our over use for the year.
- Teachers and Principals across New Zealand have voted in favour of a national rolling strike following the rejection of the last offer made by the Ministry of Education. School in the Wellington regions are scheduled for a full day strike on Friday 16<sup>th</sup> November. This will be publicised to our school community and if there are any changes to this the board and school community will be informed as soon as possible.
- We have submitted our Reading Recovery application for 2019. We have applied for 0.3 fte which will allow us to maintain Reading Recovery at the current level for 2018. I have confirmed with the Reading Recovery teacher that she will be returning next year. Results from this year will be presented at the December Board meeting.

**APPRAISAL**

- The principal appraisal process has continued with a meeting between me and my appraiser held on Monday of this week. A staff survey has also been sent to all staff seeking feedback on my performance this year in relation to the Principal Professional Standards and focus areas for 2019. Details of the principal appraisal to date will be discussed in-committee due to the confidential nature of the appraisal process.
- Staff appraisal has continued this term with meetings and observations being carried out this term.

**PROFESSIONAL DEVELOPMENT**

- Profession development continues to be focused on school-wide, individual and team/group needs.
- PB4L – have had our last PB4L team development day for this year with a wrap up of Tier 2 training and a planning session for 2019. In addition to this we have sent 2 of the leadership team along to a classroom problem solving day, 2 of the PB4L team are attending a Teaching for Positive Behaviour workshop and we have had a discussion with the PB4L facilitator about running a whole staff session as a part of our Staff Only Day at the beginning of 2019.
- The 3 teachers working through the Incredible Years Programme development workshops will complete this during Term 4.
- We have continued contact with an Educational Psychologist assisting us by observing structures across the school and following up from the workshop she ran about trauma last term. We are hoping to have one more observation session this term and a feedback session that will provide information about our practice and any changes that have been identified over the course of the year.
- A professional development application has been put into the Ministry of Education, that if successful, will provide us with inquiry time and advisor support as we establish our needs and those of our students as we continue with our move to Level 2 MMI for Te Puawaitanga o Te Kakano. We should hear whether we have been successful with this application by 16 November.
- We will be putting a professional development application in to the Ministry of Education for 2019 for support around growing our understanding of the Digital Technology Curriculum and implementation of this across the school.

## **STUDENT ACHIEVEMENT/ASSESSMENT**

- Following the collation of Term 3 reading, writing and maths data we have had discussions at staff and syndicate meetings and begun an internal evaluation process for writing to help us identify reasons that are contributing to the low achievement levels across the school. Initial findings are that there is a combination of factors that are contributing towards this including poor literacy skills at school entry, a lack of social skills with many children entering school, behavioural factors, lack of fine motor skills and attendance issues. We need to inquire further into these areas as well as our programmes, teaching and how we include student agency in the curriculum. We have used the evaluation model from the ERO School Evaluation Indicators publication to carry out this inquiry.
- We have carried out most of the standardised testing over the first 3 weeks of Term 4. We will analyse this data to identify trends and focus areas that will assist us in decision making about programmes of work the beginning of 2019. We have also contacted the NZCER Marking service about running a workshop for us about how to make the best use of the information available from the tests and reports as possible. We will look at doing this at the beginning of the school year next year.

## **HEALTH AND SAFETY**

### **TRIPS:**

- We have received the RAM's documentation for the Year 6 camp planned for this term. We will ensure everything is in place prior to the children leaving for this camp. Police vetting for parent helpers is nearly complete. We will ensure all parents receive appropriate results required to attend camp.

## **EMERGENCY DRILLS**

- NZ Shake Out Earthquake Drill – we took part in this nationwide event on 18<sup>th</sup> October. This went very successfully with everyone following the correct procedures during an earthquake. We were able to identify some parts of our procedures that could be made clearer. During an actual earthquake after school on 30<sup>th</sup> October KCC carried out a very efficient emergency procedure with staff and children following their procedures well.
- We have an unplanned fire evacuation on Friday 2 November when a child triggered one of the call points. This evacuation went very well, and we had the call point checked and secured by Wormald within an hour after the alarm being triggered.

## **BEHAVIOUR**

- We have continued to work with the RTLB and PB4L facilitators to discuss progress with some student behaviours we have been experiencing this term. This is a continuation of some of what we experienced in the first half of this year. We continue to work collectively to ensure we have the structures and systems in place to manage behaviours. We need to be aware of staff well-being as we continue to work in some challenging situations.
- Several meetings have been called this term with families of students whose behaviour has been challenging in an effort to get their support for how we are managing their children's behaviour at school. This has been variable depending on the family and their willingness, and sometimes ability, to manage their children.

## **2018 ATTENDANCE SURVEY**

- I have spoken with my senior advisor about our attendance and the results of the Term 2 survey. She is interested in inquiring further into these results and to see if there are areas that we can be supported in as we look to improve attendance at our school. She shared with me that nationwide trends are concerning with overall attendance at school decreasing over the time of the survey has been taken.

## **GENERAL:**

- Community of Learning – Principals meeting – held today with a range of topics covers as we look to move towards progressing our achievement challenge goals in 2019. At Teacher Only day has been set for Tuesday 4<sup>th</sup> June where all teachers from all schools in the CoL will join together for the first time. Details of this day will be finalised next year.
- Pre-audit process – We have sent away the documentation requested by our auditors as a part of the 2018 pre-audit. This was a relatively straight forward process and our auditor liaise with us and our accounts service should they require additional information.
- Polyfest – a deed for the THE HUTT VALLEY SCHOOLS POLYFEST TRUST has been submitted to the Charities Services. For the 2019 Polyfest and beyond all finances will go through the trust. Koraunui School will have representatives on the trust but will not be signatories for the trust.

Dave Lamont  
Principal



- Property meeting with Ashby Property Management and Ministry of Education

ILE Upgrade to Kowhai Block – this is the next major project planned as a part of our 10-year plan. We need to decide on what we would like to focus on with this upgrade. We have several options to consider including creating better access onto the deck from the classrooms, creating flexible learning spaces using some or all the classroom spaces, closing in sections of the deck to create more shelters outdoor spaces. Heat pump installation will be a part of this project. A floor plan is included in the board papers for us to consider possible options.

Heat Pump Upgrade – the heat pumps in Kamahi Block are due to be replaced. Classrooms in Kauri Block will be included in this upgrade as well.

Asphalt Replacement – the Ministry of Education will fund the replacement of the asphalt that is damaged. A CCTV inspection of the drains will be carried out before any earthworks begin to ensure the drains are clear and there are no unidentified issues with the drainage.

Roofing Repairs - an inspection has been carried out on the roofing of the entire school. Several areas across the school have been identified as needing repair, re-screwing of the iron or iron replacement. Ashby's are putting together a plan for the work that needs to be completed. If this exceeds the amount allocated for the project, it is likely that the extra funding will have to come from the ILE project.

Asbestos Removal – Ashby's have received quotes for the removal of asbestos identified in the report as needing to be removed. This work will be planned and carried out by a licensed removal company when the school is unoccupied.

Leak in the Meeting Room - This will be followed up by Ashby's to see what work was identified as needing to be done to rectify this issue.

Accessibility Ramp to Kauri Block – this project has been approved and is ready to go out to tender. It is likely the work will take place over the January break when there are as few people on site as possible.

- Work continues with the pool contractor to replace the filtration system that was purchased at the end of last year. Our caretaker is continuing to work and liaise with the contractor.
- I am continuing to talk with our caretaker about health and safety issues that have been identified by staff around the school. These are being addressed as they are identified.

### **Actions**

- Continue to work on ideas and plans for the playground area.

Report completed by Dave Lamont  
November 2018





# Koraunui School

Produced 2018-11-04



## Board Report

For period 2018-10-18 to 2018-11-04

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only		<u>3</u>		
Number of injuries/incidents said to require further medical investigation				
Number of serious harm injuries (reported to Work Safe)				

Comments on injuries

Completed by: Dave Lamont Position: Principal

Signed 

Date 04 / 11 / 2018