

## MINUTES meeting of the Koraunui School Board on 3 November 2021

### Meeting opening

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Karakia Timatanga

Meeting opened at 1915

### Agenda

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1. Administration
2. Strategic decisions
3. Monitoring, parent representative
4. Public excluded items
5. Other items

#### 1.1: Administration

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##### 1.1 Attendance

###### *Present*

Spencer Hiess [SH], Chair [online]

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Amber Pacheco [AP], parent representative

Craig Press [CP], parent representative

Johnson Taea [JT], parent representative [online]

###### Absent

Chris Miller [CM], parent representative

#### 1.2 Declaration of interests

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No new interests were declared.

#### 1.3 Confirmation of previous meeting's minutes

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Minutes of the previous two meetings (August 2021 and September 2021) were reviewed and approved subject to refreshed page numbering and the correction of one typo (change "role" to "roll").

*Motion: That the minutes from the August 2021 and September 2021 meetings are approved subject with minor corrections as discussed.*

Proposed: GM Seconded: DL.

## 1.4 Correspondence

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The correspondence received was discussed. This resulted in a discussion about the requirements of the vaccine mandate and its likely impact on staffing.

*Action point: 2021-11-03 #1 DL to ascertain the vaccine status of the delivery drivers for the school lunch programme.*

## 2.0 Strategic decisions

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### 2.1 School Charter

The Board discussed the timing for updating the school charter with the move to a new system of Education Review Office reviews in 2023. It was decided to keep the current charter through 2022 and to fully review it in time for the 2023 review.

### 2.2 Board Assurance Statement

The Board needs to complete a Board Assurance Statement for 2021 by the end of calendar 2021. It was agreed that AP, JT and SH would work together to complete the document.

### 2.3 School Docs policy library

The Māori Educational Success and Harassment policies were due for discussion but members had not read the policies prior to the meeting. It was also questioned if all of the 2018 governance policies had been replicated in the School Documents Library.

*Action point: 2021-11-03 #2 SH to check if all of the 2018 governance policies have been replicated in the School Documents Library.*

*Action point: 2021-11-03 #3 SH to send out a reminder to members to review the Māori Educational Success and Harassment policies before the next meeting.*

## 4.0 Monitoring

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### 4.1 Principal's report

The principal's report for November 2021 was read and discussed. Items discussed included:

- the anticipated pressure on teacher aide roles in 2022 given the reduction in funding with decline in the roll – will require an approximately 10% saving in spending on teacher aides
- the special arrangements for this year's end of year graduation ceremony as the usual event at Taita College is not possible - Covid-19 level 2 rules limit is ≤100 people).
- the inclusion of structured literacy in the senior-school teachers' professional development.

DL requested the Board's approval for him to formally take up the position of lead principal in the Taita-Stokes Valley Kāhui-Ako / Community of Learning in 2022. DL has been performing many of the functions of the role without disruption to his other duties.

*Motion: That the Board agrees to Dave Lamont taking up the position of lead principal of the Taita-Stokes Valley Kāhui Ako / Community of Learning for 2022.*

Proposed: CP Seconded: SHT.

#### *4.2 October 2021 Finance Report*

The October 2021 Finance report was discussed. DL noted there are some coding issues around Koraunui Care Centre rent. The overall financial position remains on track for being within budget at year's end.

CP asked about the background to a (\$29,404) balance on the capital item outgoing cash line. DL agreed to investigate.

*Action point: 2021-11-03 #4 DL to look into background to (\$29,404) balance.*

*Motion: That the October 2021 Finance Report is noted as read.*

Proposed: DL Seconded: AP.

#### *4.3.1 Playground – mitre 10 competition*

Mitre 10 is running a competition offering \$100,000 for a winning school playground.

*Motion: That the Board agree for Koraunui School to submit an application to the Mitre 10 playground completion.*

Proposed: CP Seconded: GM

#### *4.3.2 Playground – selection of preferred option*

DL explained that feedback was obtained from the pupils on the two playground proposals submitted by Park Supplies and Playgrounds – Option 1 in a red colour scheme and option 2 in a green colour screen. Both options were popular with a slight preference for option 2.

The Board discussed how this could be funded and agreed to use the remaining \$70,000 in School Investment Package Funding, \$10,000 in Koraunui Parent Group funds raised during recent years' gala, or if successful, funding from the application to the current Mitre 10 competition.

*Motion: That the Board agree to engage Park Supplies and Playgrounds to install the proposed playground "option 2 – green playground" as detailed in quote #00002965 dated 22 September 2021 subject to:*

- (1) confirmation of final pricing, and*
- (2) Ministry of Education sign off on the related procurement documents.*

Proposed: DL Seconded: JT

#### *4.4 October 2021 property*

The October 2021 Property Report was read and discussed. The discussion covered the final costings for the pool shed and drainage upgrade which are lower than previously expected. Upcoming projects under the 10-year plan will focus on Kowhai Block.

*Motion: That the November 2021 Property Report is read and accepted.*

Proposed: SH Seconded: CP.

#### *4.5 October 2021 Health and Safety Report*

The health and safety report was read and discussed including a number of biking related incidents.

*Motion: That the November 2021 Health and Safety Report is read and accepted.*

Proposed: DL Seconded: JT.

#### *4.6 Alcohol, Policy*

DL requested the Board's agreement for alcohol to be served at the final Board meeting of the year (on 8 December 2021) and the staff drinks on the final day of term (15 December 2021). The motion was agreed.

*Motion: That the Board agree for alcohol to be served at the final Board meeting of the year and at staff drinks on the final day of the year.*

Proposed: DL Seconded: GM

#### **5.0 Public excluded items**

*Motion: That the public be excluded from the in-committee proceedings of this meeting. The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are to protect the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.*

Proposed: CP Seconded: SH

The Board passed into committee at 2135 and out of committee at 2153.

#### **6.0 Karakia Whakamutunga**

Meeting closed at 21.55.

Minutes of the meeting of the Koraunui School Board 3 November 2021

List of action points - current

Number	Who		Status
2021-11-03-#2	SH	Check if all of the 2018 governance policies have been replicated in the School Documents Library.	• Pending
2021-09-15-#3	DL	Write to Deloitte seeking an explanation for the \$1,000 increase in costs.	• Pending
2021-05-19-#3	DL	Contact the Principal of Tui Glen School to discuss how Tui Glen works with Koraunui Marae including key contacts	• Pending

List of recently completed action points

2021-11-03 #3	SH	Send reminder to Board members to review the Harassment and Māori Education Success policies prior to the next meeting	• Complete (reminder email sent 11 November 2021)
2021-11-03 #4	DL	Look into background to (\$29,404) balance on the capital item outgoing cash line	• Complete (explanatory email that this relates to a bulk purchase of devices, sent 4 Nov 2021, The net effect is cost neutral.
2021-09-15-#1	DL	to send an invitation on Facebook seeking feedback on behaviour management.	• Complete
2021-09-15-#2	GM	Organise a print off of the complaints process chart	• Complete


Signatures

These notes are an accurate record of the meeting.



Spencer Hiess, Chair

Dave Lamont, Principal



08/12/2021