

## MINUTES meeting of the Koraunui School Board on 29 June 2022

### Meeting opening

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#### 1.1 Karakia Timatanga

Meeting opened at 1910

### Agenda

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2. Administration
3. Strategic decisions
4. Strategic discussions
5. Monitoring
6. Public excluded items
7. Other items

### 2: Administration

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#### 2.1 Present

Spencer Hiess [SH], parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Amber Pacheco [AP], parent representative

Chris Blazkow [CB], parent representative

#### 2.2 Apologies

#### Absent

Chris Miller [CM], parent representative

#### 2.3 Declaration of interests

No new declarations.

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

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Minutes of the previous meetings were reviewed with no changes.

*Motion: That the minutes from the May 2022 meeting are approved as accurate.*

Proposed: SH Seconded: DL

## 2.5 Correspondence

The correspondence received was discussed. Of mention, the new 'Equity Index' that is going to replace the current Decile system is going to be released upcoming Friday.

## 3.0 Strategic decisions

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3.1: Reporting and planning - Strategic plan will be replacing the Charter.

Post meeting, via emails, the Board will engage in planning for questions we'd like to use when engaging with the school community for strategic plan going forward. **Action point raised for all.** This will also include ways we plan to communicate with community such as Facebook – comments and polls, open evenings, phone calls by BoT members, pick up/drop off interactions, whanau hui and fono attendance. Possibility of mail drop with election voting papers.

Midyear reporting will be completed and reported on at next meeting.

## 4.0 Strategic discussions

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4.1: School docs.

Reviewed topics. Adequate first aid trained staff are always onsite and at KCC when students are present.

4.2: COVID response update

The schools COVID response was discussed. Relatively good period with no cases for approx. 2 weeks now. Ventilation and warmth in classrooms being managed. Kowhai blocks heat pumps are aged and managing their output capabilities with the cold air is being done. Dave will discuss with IR Group for costs/benefit assessment regarding planned upgrades to Kowhai block for late 2022/2023.

CO<sub>2</sub> monitors in use around classrooms. New bursars' office noted as reaching high CO<sub>2</sub> levels – possibly due to size and enclosed space since Office renovations. Air purifiers in use where required. Still some mask use for staff and students. Plans still in place should spikes occur.

Kokiri Marae brought out their mobile vaccination 'bus' for influenza, COVID and MMR. Busy and well received by community including Teachers, Whanau, and students. Messaging was extended to other schools. Extra supplies were sent for due to level of uptake. They're happy to come back again next year.

4.3 Special Reason Staffing (SRS)

Dave has a meeting with MoE advisor on 30/06. Will discuss this further with them then.

4.4 Board of Trustees Election

Bruce Hewitt has confirmed he is available to be returning officer. Voting will be via post for this election. Slight change of dates required due to timings and preference to have nominations outside of holidays break. New election date requested to be 16<sup>th</sup> September. Unanimous agreement to this. Payment will be based on NZSTA guides with 192 students (taken from this meetings Principals report).

**SH to send confirmation letter to Bruce and official letter of appointment.**

## 5.0 Monitoring

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### 5.1: Principal's Report

Report Discussed. Teacher welfare and lack of availability for relief cover discussed. Concerning but not endemic to Koraunui or Hutt Valley region. No requirement to shift to blended learning like some schools have needed to do. SLT will continue to focus on staff and their wellbeing. Finances discussed and further during Finances section.

### 5.2: Finance Report

The May 2022 Finance report was discussed.

*Motion: That the May 2022 Finance Report is noted as read.*

Proposed: SH Seconded: GM.

#### 5.2.1: Draft Audit Documents

Discussed. Awaiting MoE support letter before auditor can finalise report. **DL will chase up with MoE** as they have advised they will provide but not presented this.

#### 5.2.2 Mid-year budget review

Discussed need to complete this and maintain tight fiscal practices. Education Services meeting for 30/06 was postponed by ES. Rescheduled date TBC.

### 5.3: Property Report

Discussed. Frustrations at flooding damage and disruptions to teachers and students discussed. Especially as drainage and readiness works for flooding protection next to scooter track have been part of property works for extended time but not actioned by property managers. Some work has started for building a bund along scooter track side to divert water should there be more heavy rain during winter, but this has not progressed further past initial soil deposition. Dave will continue to be the squeaky wheel for this.

*Motion: That the June 2022 Property Report is read and accepted.*

Proposed: SH Seconded: AP.

### 5.4: Health and Safety Report

*Discussed. Any head injuries (all minor) had parent notifications completed and all were picked up and Dr's visits arranged as per parents' assessments.*

## **6.0 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: SH Seconded: GM

The Board passed into committee at 2118 and out of committee at 2141.

## **7.0 Other items (Board set up and operations).**

School Camp

Motion: The Board approves Year 6 camp to take place at Makahika in Term 4 2022 with the assurance that it's operated in line with the schools EOTC policies.

Proposed: SH Seconded: CB

Spencer to check over attendance report to confirm status for CM.

## **8.0 Items for next meeting.**

Charter/Strategic goals consulting

SRS application letter

## **9.0 Karakia Whakamutunga**

Meeting closed at 2142.

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List of action points - current

Number	Who		Status
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
23-02-22 - #1	DL	Send out to BoT members reading colour wheel and math levels information	• Pending
18-05-22 - #5	DL GM SH	Special Reason staffing draft letter	• Pending
29-06-22 #1	All	Email communication for consultation questions	•
29-06-22 #2	SH	Send confirmation letter to Bruce and official letter of appointment	• Completed 02/07/22
29-06-22 #3	DL	Follow up with MoE finance for letter	• Emailed 30/06/22
29-06-22 #4	SH	Attendance register check for CM attendance and follow up as required	•
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List of recently completed action points

22-02-23 - #6	DL	Investigate the Bursar expenditures (Dec 2021 Finance report) to confirm if coding error.	• Completed – incorrect coding by Education Services and rectified.
18-05-22 - #1	DL	Upload charter/goals to MoE portal	• Completed 26/05
18-05-22 - #2	DL	School docs review details into newsletters	• Completed 25/05
18-05-22 - #2	SH	School docs review details to BoT members	• Completed
18-05-22 - #3	SH	Code of Behaviour scan and upload	• Completed 29/05
18-05-22 - #4	DL GM	Check review date of schools COVID plan	• Completed April and confirmed 25/05
18-05-22 - #6	GM	Public health nurse for Flu Shots	• Completed 19/05
18-05-22 - #6	SH	Bruce Hewitt for Returning Officer	• Completed 29/05

Signatures

These notes are an accurate record of the meeting.

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Spencer Hiess, Presiding Member



Dave Lamont, Principal

17/08/2022