

# MINUTES OF A MEETING OF THE BOARD OF TRUSTEES FOR NORTHCOTE INTERMEDIATE SCHOOL

HELD ON Monday 6 September 2021

As per the local Government Official Meeting Information Act 1987, the Chairperson passed a motion to exclude the public to protect the personal privacy of an individual(s) and to discuss sensitive issues. Minutes are kept of this section but are kept separate from the minutes that are freely available to the public.

## **Present:**

Phil Muir (Principal) (PM)  
Sally Clendon (SC)  
Katrina King (KK)  
Kim Jones (KJ)  
Joel King (Deputy Principal) (JK)  
Kate Punturiero (Chairperson) (KP)  
Spencer Willis (SW)  
Simon Archer (SA)  
Zane Cooper (ZC)  
Angela Teague (Assistant Principal) (AT)  
Rangi Clarkson (Board Secretary)

## **Apologies:**

**Meeting commenced: 6:05pm**

### **1. Minutes of the Meeting of the Board 9 August 2021**

That the Minutes of the Board Meeting held on 9 August 2021 be approved.

Moved KP, Seconded KK

### **2. Declarations of Interest / Conflict Register**

None

### **3. Between Meeting Resolutions**

None

### **4. Correspondence**

Correspondence received in committee

## **5. Principal's Report**

The report was taken as read. General discussion ensued:

Thank you to Zane for the work in Level 4 to get the hard packs and devices out to students  
Enrolment numbers are trickling in. Willow park and Northcote primary numbers look lower than what is expected, however we are expecting these to come in a little later.

Refined charter goals feedback discussed

Feedback received from parents regarding online learning

Discussed Board acknowledgement for the extra work performed by Kelly Singer during the last couple of months. PM and KP to discuss and liaise

Moved KJ , Seconded SC

## **6. Finance Report**

The finance report was taken as read. General discussion ensued:

Typo on net deficit annual budget -1544%. RC to discuss with Edtech

Nothing to be concerned of on the radar

Moved SA , Seconded SW

## **7. BoT considerations for staff working from home**

Things seem to be in a good space. Whole staff, senior leadership catch up at least once a week.  
Regularly put out offers for support to staff.

Considerable amount of anxiety and pressure was felt by a number of staff affected by the Northcote College covid cases.

There are no plans to change the dates for the school holidays.

Will take the advice from Ministry of Health on mask wearing when back at school.

Board to look at options for a fair and easy way to recognise staff.

- Staff email from the board
- Look at giving BOT "time" to teachers by checking in and making sure they are ok

We need to be ensuring we provide the resources to enable teachers to feel supportive and conduct their roles. Need to be a bit mindful about what is happening in the community.

## **8. Charter draft and rebranding update**

PM to reshare the video presentation from Aaron Hall and the charter draft with the board

## **9. 2022 Staffing plan**

This time of the year staffing intentions go out.

Next week we will get the draft staffing for next year.

Next 4 weeks is when we do our basic staffing for next year.

## **10. Cultural Responsiveness and Maori & Pasifika Achievement Plan Update**

Data was redone and sent through to the BOT.

What are the key documents that are best practice; JK has been going through documents and pulling out what is relevant.

JK capacity is limited and is working with others to build on top of what we already have.

**11. Term 3 Comms Content/Timing**

Beneficial to make the touch with our community now. Is an opportune time to reach out.

Newsletter communication out this week from the Principal.

BOT to send out a separate communication – Board members in lockdown edition

KK to send out questions to the board members to complete for the lockdown edition

**12. Action point update**

Action points reviewed and updated.

**Meeting closed: 7:12pm**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Kate Punturiero  
Chairperson