

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

HELD ON Monday 27 March 2023

As per the local Government Official Meeting Information Act 1987, the Presiding Member 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:

BOARD

Phil Muir (Principal) (PM)
Katrina King (Presiding Member) (KK)
Sally Clendon (SC)
Damian Lawrence (DL) via zoom
Darren Coneybear (DC)
Zane Cooper (ZC)
Rochelle Greer (RG)
Rangi Clarkson (Board Secretary)

Apologies:

Spencer Willis (SW)

GUESTS

Angela Teague (AT)
Joel King (JT) via zoom

Meeting commenced: 6:19 pm

Meeting commenced with an opening Karakia led by KK

1. Minutes of the Meeting of the Board 20 February 2023

Motion that the Minutes of the Board Meeting held on 20 February 2023 be approved.

Moved DC, Seconded ZC

2. Interest Register

No other interests raised

3. Between Meeting Resolutions

NZEI Strike

Resolution was approved unanimously to close the school on 16 March due to the number of teachers striking.

4. Correspondence

Correspondence (via email)

- NZSTA Regional Newsletter Term 1
- NZSTA Regional Executive Elections correspondence (Katrina has voted on behalf of the Board)
- Various Schooldocs update emails
- Presiding Members Cluster for North Shore correspondence re meeting
- NZEI consultation on the resourcing for Teacher Aides (Zane and Sally to respond to this on behalf of the Board)

5. Principal's & Watershed Report

The Principal's and Watershed report were taken as read. General discussion ensued:

- Property access issues for student are being worked out
- Waiting on engineering work for Waharoa
- COLA update – this is now back with the Ministry
- Attendance data is good. AT to send more detail to board .
- Reported well to NELPs.

Moved KK, Seconded RG

6. February 2023 Finance report

Finance committee has met and discussed the February report.

Moved DL, Seconded DC

7. Draft 2022 Annual Accounts

Deficit was talked through with the finance committee - various contributing but valid reasons for this. We are still in a good financial position as a school, even after this deficit.

Resolution was approved unanimously to approve the draft 2022 annual accounts for audit as tabled.

8. Health & Safety

Trial evacuation performed today. Evacuation went well.

Working on getting school ready for winter.

Health and Safety Committee needs to schedule a walkaround.

9. Policies and Board Assurances

Board Reviews: Legislation and Administration Policy. No changes recommended by KK but all Board members should be reviewing these policies.

Physical Restraint policies: The Board acknowledges the updates to the Physical Restraint policies. Note that we need to be aware of obligations around staff training in this area.

The Board acknowledge the changes to the internal reviews for the below policies:

- Physical restraint
- School planning and reporting
- Media employee responsibility policy
- School donations and student activities policies
- Risk management

10. Analysis of Variance

JK presented the AoV for 2022 and longitudinal data.

There has been a big focus on maths over the last year and the results have seen growth. Literacy is an area that will be continued to put more focus into.

Thank you to JK from the Board for the level of reporting seen in this area over the years.

11. Appraisal and Case Study Process 2023

Every teacher in our Kahui Ako takes on a case study of one student. A variety of students are chosen and they look at what educational success looks like for the student and students' family. Provides benefit to student learning, and benefit to teacher practice. Case study is aligned with teachers' professional growth cycle.

12. Review school counselling service needs

Jenny has been approached for an additional day. Keri is due to come back for 2 days for Term 3. Possibility of having Jenny and Keri for Term 3 onwards.

No action required from the Board as these can be funded through I Am Hope, even if we end up with a counsellor for four days per week.

13. Camp and Rarotonga Update (RAMs reminder)

Rarotonga update given. Parent information evening has been held. Working through passports and payments currently.

Camp update - planning all going well.

Police vetting for parent helpers is underway.

Monday 17th April 6.00pm Zoom for Camp RAM's signoff (document will be sent prior to meeting).

14. Action point update

Action points reviewed and updated.

15. Board Work plan and Code of Conduct

KK circulated the workplan to the group.

Discussed the Code of Conduct. Katrina to circulate the governance manual containing the updated Code of Conduct.

RG left the meeting and joined via zoom at 8.06pm

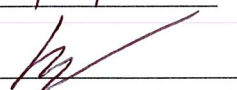
Ethnicity / Roll breakdown was circulated to the Board FYI and as part of work plan requirements.

16. In Committee

Meeting closed and was moved to In-Committee.

Meeting closed: 8.09pm

Date: 8/5/23

Signed: 

Katrina King
Presiding Member

