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

HELD ON Monday 12 June 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) via Zoom  
Sally Clendon (SC)  
Damian Lawrence (DL)  
Darren Coneybear (DC)  
Zane Cooper (ZC)  
Rochelle Greer (RG)  
Spencer Willis (SW)  
Dris Adradi (DA)  
Rangi Clarkson (Board Secretary)

**Apologies:**

**GUESTS**

Angela Teague (AT)  
Joel King (JT)

**Meeting commenced: 6:19 pm**

Meeting commenced with an opening Karakia led by PM

**1. Welcome and Co-option of Dris Adradi to the Board**

Acknowledgement by KK and thank you to JK for his contribution to the school as this is the last board meeting that JK will attend before his departure.

Resolution put forward to co-opt Dris Adradi onto the board for the remainder of the term.  
Decision passed unanimously.

DC will step down from the board due to other commitments. DC was thanked by KK for his contribution the board. DC will send a formal resignation letter.

**2. Guest Speaker (Inquiry Curriculum )**

Carried forward due to sickness.

**3. Minutes of the Meeting of the Board 8 May 2023**

Motion that the Minutes of the Board Meeting held on 8 May 2023 be approved.

*Moved DC, Seconded ZC*

#### **4. Interest Register**

No changes were made.

#### **5. Between Meeting Resolutions**

The NIS Board approves *"The delegation of decision-making authority for the suspension review meeting on 22<sup>nd</sup> May to the Disciplinary Committee comprising Katrina King, Damian Lawrence, Rochelle Greer and Zane Cooper."*

#### **6. Correspondence**

Correspondence (via email)

- SchoolDocs advisories
- NZSTA News
- NZSTA Call for President and Board Nominations
- NZSTA Journey to te Tiriti invitation
- Suspension Reports from Phil Muir
- Emails re Suspension Hearings from 2x staff members
- Auditor's Letter from RSM
- ERO Evaluation Survey
- North Shore Presiding Member Forum communications
- 135 Lake Road development update
- Claire McCurran resignation advisory

#### **7. Learning Support Devices**

School does not currently have enough chrome books for students who need them and is seeking approval from the board to match the fundraised contribution to go towards chrome books.

Resolution put forward *"To use board funds to match what is fundraised by the school, to purchase devices for priority students."*

Decision was unanimously approved.

#### **8. Principal's Report**

The Principal's report was taken as read. General discussion ensued including:

- Football has been successful this year. Year 7 boys are representing us at the Auckland Champs.
- NZEI have voted to accept the last offer. PPTA are still working through their settlement.
- Kahui Ako Conference was last week. Positive feedback received.
- New prospectus has arrived.
- Attendance continues to be strong.

*Moved SW, Seconded RG*

#### **9. May 2023 Finance report**

Finance report was received by the board today.

KK to come back with comments in regards to finance report and share with the full board. The report will be approved by a between-meeting resolution after further discussion.

### **10. Health & Safety**

Health and Safety sheet was tabled and talked through.

- Issue with the doors being a trip hazard in Kawau block (rooms 1 – 4). Refurbishment of Block room 1-4 is budgeted for and will be addressed when refurbishment happens.
- Fire alarm panel is out of date. PM to raise the issue with the new build contractor

Discussion around sports camp RAMS. This will be approved via an email resolution within the next two days. KK to send wording relating to “weather forecast” to JK. JK to recirculate RAMS once feedback is included. Full board to review and approve motion to accept.

### **11. Out of Zone Numbers 2024**

Suggestion from PM to keep the out of zone number the same as last year.

Resolution put forward “To approve the out of zone numbers to stay the same as last year.”

Decision was unanimously approved.

### **12. Policies and Board Assurances**

Board reviews: EOTC policy. JK to review the EOTC policy.

The board acknowledges the recent Schooldocs updates to policies as below:

- Third party use of school property
- Sleepovers at school
- Media

### **13. Board Code of Conduct**

New Ministry Code of Conduct for school boards now sits in the Strategic Governance folder (and is referenced in the Governance Manual).

### **14. Board surveys and Governance Manual update**

Revision of the Governance manual has been completed. Thank you to DL and KK for this. The revised document sits in the Strategic Governance folder in the drive.

KK to send out board surveys to the full board to be completed and collated prior to the next board meeting. RB to add as a discussion item at next meeting

### **15. Term 2 communication**

Content agreed to be:

- DA joining the board and DC stepping down
- Farewell to JK
- School survey results

KK to send out to board for review.

Board morning tea on the last day of term at 10.30am. RB to send invite out to board.

**16. Action point update**

Action points reviewed and updated.

**17. In Committee**

Meeting closed and was moved to In-Committee.

**Meeting closed: 7:32pm**

Date: 18/09/2023

Signed: 

Katrina King  
Presiding Member