

# Minutes Newton Central School Board Hui

Tuesday 9 April 2024

Newton Central School

**Apologies:** Margs, Fa'manu

**Attendance:** Ian, Moa, Chris, Manu, Trudi, Bryan, Elizabeth

**Presenters:** Christine (Finance committee)

**Presiding Member:** Ian

Start Time: 6.45pm	Led by:	Discussion:	Action/who:
Karakia:			<b>Motions To be Approved:</b>
<b>1. Administration</b> (20 min)  1.1 <a href="#">Minutes</a> from last meeting are a correct record  1.2 Signing of hardcopy of last minutes  1.3 Matters arising from minutes.  1.4 Declaration of Interests  1.5 Review and sign the Code of Conduct for Board Members  1.6 Review Board delegations and roles  1.7 Board work plan	Co-Chairs	1.1 Approval of 20 February 2024 minutes  1.2 N/A – Bryan to arrange signing of the hardcopy minutes by Margs.  1.3 No matters arising from minutes.  1.4 No declaration of interests.  1.5 All members have reviewed the Code of Conduct. To arrange for Margs and Fa'amanu to sign hard copy of the Code of Conduct next Board meeting.  1.6 Discussion of Board positions, subcommittees and relevant delegations is deferred until July Board meeting.  There is agreement to pick this up once the new board member has been elected. Prior to the Board meeting discussion, intention is to organise a workshop day to ensure appropriate governance policies, board focus and objections and co-governance approach are incorporated into the way the board works and the appropriate roles. Plan to organise a workshop day/evening during June	<b>IT IS APPROVED:</b>  1.1. The Board approves the minutes of the February 2024 hui.  1.6 The Board acknowledges their awareness of the Code of Conduct and the implications for Board members as individuals in the community.

		<p>(after election of a new member; before their first board meeting).</p> <p>1.7 To pick this up again next hui. As above, the workshop day will assist with the Board Work plan and focus for each period during the year.</p>	
<p><b>2. <u>Strategic Discussions (1 hour)</u></b></p> <p>2.1 Property report</p> <p>2.2 Health and safety report and update</p> <p>2.3 Policies for phones and 1 hour a day (reading; writing; maths)</p> <p>2.4 Reporting back to the community and Te Puāwaitanga Board presence in the community</p> <p>2.5 Process for Board members when a parent reaches out with a concern / complaint</p> <p>2.6 Board member election process update</p> <p>2.7 School name change</p>		<p>2.1 Property report incorporated into the Tumuaki report. Overview of recent improvements and the Board had a walk around the school to see the recent health and safety R&amp;M along with other key property items.</p> <p>2.2 Health and Safety update – included in the Tumuaki report. No further queries. Discussion around H&amp;S reporting should be kept as a standard agenda item.</p> <p>2.3 Phone and 1-hour-a-day policies</p> <p>Cellphones aren't an issue for the school. Curriculum (1 hour a day) is already being done across the school.</p> <p>2.4 Consideration of how the Board reports back to the community / How should Te Puāwaitanga Board members</p>	<p><b>IT IS APPROVED:</b></p> <p>2.3 The Board accepts the 'Cellphones and Other Personal Digital Devices Policy' and the 'Curriculum and Student Achievement Policy'.</p>

<p>update</p> <p><b>In committee 7.56pm</b> <b>Out committee 8.04pm</b></p>		<p>should report back to their whānau? / how is the Board present in the community? Propose to standardise some processes around this?</p> <p>Is there a way that we can be more transparent – with the new website, we can publish the board minutes. Propose to publish a summary, including key discussions, key decisions etc in a pānui after each board meeting. Chairs to draft and circulate to the board before its published.</p> <p>2.5 Process for Board members when a parent reaches out with a concern or complaint.</p> <p>School docs policies are important – if someone comes to us with a concern / complaint from the community, there should be consistency around how concerns are dealt with. The appropriate process for that is to direct them to school docs and the relevant documented process on how to submit a complaint; talk to Bryan etc. School Docs should be the standard process for this. Documentation is important to allow the proper processes to take place.</p> <p>2.6 Board member election process update Election nominations close this Friday 12<sup>th</sup> April. On 19<sup>th</sup> April voting papers will be provided by email. On 23<sup>rd</sup> May the voting count will be taken and we will receive the result.</p> <p>2.7 School name change update Co-chairs need to write a</p>	
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<b>3. <u>Strategic Decisions</u></b> <b><u>(20 minutes)</u></b>			<b>IT IS APPROVED:</b>

3.1 Funding of an additional mainstream kaiawhina	Principal/Co-chairs	<p>3.1 In November 2023 it was discovered that we did not have the budget in Te Puawaitanga to fund an additional kaiawhina. As a result, the recruitment process at that time was ceased and there has been no additional kaiawhina since then.</p> <p>It is believed that teachers should have enough support and focus should be on how we structure the learning and support teachers through the ways we think about and approach learning, including support from other teachers.</p> <p>We are now restructuring the way the teacher aides are working and drawing on teachers' strengths. There needs to be understanding that we will need to juggle learning needs across Te Puawaitanga, e.g. 1x TA doing literacy; statistics; numeracy interventions across the Kura; 1x doing support in class.</p> <p>High needs students do have support required and the school receives some funding for those kaiawhina. There is one student that still requires some support and the school is working through funding options in order to secure that support.</p>	3.1 The Board decides not to hire an additional kaiawhina given budget deficit and prioritises growing teachers' capacity to meet their students' need.
<p><b>4. Financial</b> (20 mins)</p> <p>4.1 Draft FY24 budget</p> <p>4.2 April financial report</p> <p>4.3 Confirmation of approval to send the 2023 annual report</p>		<p>4.1 Draft FY24 budget</p> <p>Discussed the deficit budget.</p> <p>Finance committee will include some suggestions to help save / generate funds, e.g. grant</p>	<p><b>IT IS APPROVED:</b></p> <p>4.1 The board approves the FY24 budget even though it indicates a large deficit because it will not put the school's finances at risk before a future strategy can be implemented.</p> <p>4.2 The board receives the April financial report.</p>

<p>to the auditors</p>	<p>applications; fundraising; donations etc</p> <p>Financial report re fundraising options should be available mid-year. Suggest a confidential meeting is held when the report is available to make decisions regarding any funding strategies and possible implications, e.g. class sizes.</p> <p>The deficit in FY24 will not put the school's finances at risk given the current reserves. However, focus will be needed as to how to operate in the future so the school doesn't continue to run at a deficit and use up reserves.</p> <p>Governance PD of c.\$5k discussed – whether the budget will extend to enable board members to undertake some PD/training etc. Currently, c.\$3k in the budget for PD type training. The other things that make up the \$10k are board fees; meetings etc. The board agrees that c.\$3k seems appropriate given much of the NZSTA training is funded and that should be sufficient funds to bring in any specialist consultants required to upskill in certain areas</p> <p>Could the budget include funds to pay for board secretary? What part of the role are we trying to outsource? The secretary role is valuable for a board member, however could limit their capacity to contribute in meetings. As an alternative to funding an independent secretary, could we record / transcribe the meetings? e.g. transcription tool to record the minutes and enable the secretary to be fully present in the discussion, then document the minutes following the meeting.</p> <p>Alternatively, is there someone who would like board exposure / a 'friend of the school' who would</p>	<p>4.3 The board confirms their approval of the 2023 annual report being sent to the auditors.</p>
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		<p>be interested in taking minutes etc?</p> <p>It is agreed that at this time we will not look to include funding to pay a separate secretary and instead explore other options as noted above.</p> <p>It is suggested that a tenure is put in place for Board roles, so that they are circulated around the board. We should formalise that – roles; portfolios; terms for them. Perhaps first hui of every year.</p> <p>4.2 April financial report – shows that donations are low. Otherwise not much of note.</p>	
<p><b>4 <u>Other Business</u></b></p> <p>○ N/A</p>			
<p><b>5 <u>Agenda Items for Next Meeting</u></b></p>		<p><b>ACTION:</b></p> <p>Decide on a planning day in June (following election of the new board member). There is no board meeting in June (so between the May and July board meetings) – cover workplan; roles and responsibilities; rehang of docs etc.</p> <p>Conflicts register – secretary to circulate and update.</p>	
<u>AOB</u>			
<p>Whakamutunga:</p> <p>Time finished: 8.30pm</p>			
Note 1: Correspondence Listed Below			

**Inward Correspondence:**

- Board Code of Conduct
- 2024 Annual Work Plan
- Tumuaki Report
- Draft FY24 Budget
- April Financial Report

**Outward Correspondence:**

*I certify that these minutes were approved as a true and correct record of the Board of Trustees meeting of Newton Central School, [dated X May 2024]*

Signature / Name

Co-chair 

Co-chair



Date: 14-5-24

APPROVED