

**Minutes Newton Central School Board Hui**

**Tuesday 14 May 2024**

**Newton Central School**

**Apologies:**

**Attendance:** Margs, Ian, Moa, Chris, Manu, Fa'manu, Trudi, Bryan, Elizabeth (huitopa)

**Presenters:**

**Presiding Member:** Ian

Start Time: 6.00pm	Led by:	Discussion:	Action/who:
Karakia:			<b>Motions To be Approved:</b>
<p><b>1. Administration</b> (20 min)</p> <p>1.1 Minutes from last meeting are a correct record</p> <p>1.2 Signing of hardcopy of last minutes</p> <p>1.3 Matters arising from minutes.</p> <p>1.4 Declaration of Interests</p> <p>1.5 Conflict of interest register</p> <p>1.6 Board work plan</p>	Co-Chairs	<p>1.1 Approval of 9 April 2024 minutes</p> <p>1.2 N/A</p> <p>1.3 No matters arising from minutes</p> <p>1.4 No declaration of interests</p> <p>1.5 Note that every meeting we are going to update our conflicts register for any conflicts or declarations of interest that are new since the last meeting.</p> <p>No updates to the conflict of interest register.</p> <p>1.6 No discussion required for the Board work plan. The plan is to arrange an offsite workshop to work through the strategy and policies of the board then consider the work plan. New Board member will be decided on Board Fri 24 May. Elizabeth to coordinate possible dates by email. Workshop to consider – work plan and key dates; extended into roles, how we want the Board to function; Governance policies and processes.</p>	<p><b>IT IS APPROVED:</b></p> <p>1.1. The Board approves the minutes of the April 2024 hui</p>

<p><b>2. Strategic Discussions (1 hour)</b></p> <p>2.1 School Policies</p> <p>2.2 Board Assurance: Appointment and procedures</p> <p>2.3 CES update</p> <p>2.4 SENCOTA report</p> <p>2.5 ERO report</p> <p>2.6 Kahui Ako report</p> <p>2.7 Cyclical maintenance</p> <p>2.8 School projects (closed and open)</p> <p>2.9 Staff wellbeing survey</p> <p>2.10 Comms out to the community – process</p> <p>2.11 Approval for Tumuaki trip to “School of Transformation”</p>	<p>Principal / Co-Chairs</p>	<p>2.1 School Policies – 3 policies to look at:</p> <p>Employer responsibility Policy Appointment Procedure Policy</p> <ul style="list-style-type: none"> <li>- This policy suggests that sometimes the Board might be represented on the appointment committee. To clarify that would be the case when it was appointing a tumuaki or senior leader; sometimes for teachers.</li> <li>- Note that the Board is wary of stepping into operations. Our role is to provide support to Bryan, our influence is making sure the policies are in place rather than stepping into recruitment etc.</li> </ul> <p>Safety Checking Policy The Board supports this policy but defers approval until a Delegations Register (discussed below) is created given this policy should be subject to a delegations register to record responsibilities.</p> <p>These are operational policies for the Board to review. The Board still needs to consider the Governance policies we need in place.</p> <p>Roles and responsibilities matrix / delegations register for responsibilities – are the responsibilities under these policies, e.g. police vetting requirement under the Safety Checking Policy, documented somewhere? Recommend that this is created and added to as we go through the work plan – note forward for workshop.</p> <p>2.2 Board Assurance: Appointment and procedures</p>	<p><b>IT IS APPROVED:</b></p> <p>2.1 The Board approves the Employer Responsibility Policy. The Board approves the Appointment Procedure Policy.</p> <p>2.11 The Board approves by online resolution Bryan’s trip as tumuaki to “School of Transformation” in June 2024.</p>
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2.3 CES update

2.4 SENCO/TA report

Ministry are redirecting funds into 2 key areas – attendance and structured literacy. They are funding these by cutting off funding to other areas. No systems/procedures in place regarding the things that are being taken away, e.g. reading recovery; early literacy interventions to be removed next year with nothing to replace it.

For us there will be some issues. We can apply for putea to upskill staff for structured literacy etc, but a big part of our kura is rumaki where we won't be able to use funding as hard to find the people needed (PLD providers and upskilling staff). To be raised in Te Whao hui this week as we may need to find something that just works for us.

Absences – MoE have made several changes. Threshold for truancy changed; attendance data taken every day; medical certificate needed if kids away 3+ days otherwise unjustified and goes towards kids being truants.

Think about communication – directive from Government; what we need to report against; how we can work with whānau regarding this (and still encouraging them to keep sick kids at home).

2.5 ERO report

2.6 Kahui Ako report – received and read by the Board.

2.7 Cyclical maintenance / property

Cyclical maintenance schedule is included in 'documents in' and has been provided to the auditors. Bryan needs someone from the Board to go over it with him -- walk around school, view maintenance suggestions and confirm. Ian to do this.

No cyclical maintenance planned for this year.

Bryan and Ian meeting Robert on Monday.

Rubber mountain – cost overrun on project to re-do junior playground and re-seal Nixon St. There was fundraising undertaken to meet overruns for new playground. Robert engaged CCC to remove the old playground and take it offsite. The paperwork says 'offsite', but not where offsite.

There isn't enough information in the records. Rubber matting was put down by the carpark; playground was chopped up and distributed throughout the school. No clear understanding of what went wrong but will raise at the meeting on Monday.

Going forward, we will require more detailed descriptions on invoices from contractors. We'll confirm expectations from Robert / contractors and transparency for future projects.

#### 2.8 School projects (closed and open)

Toilet block -- working with Robert.

HVAC system in Te Aka Pūkāea – Bryan still working with Ministry on this. Robert has suggested putting in 8x heat pumps, but Bryan is trying to understand if there are repairs to HVAC that can be undertaken instead.

Recommendation is that we obtain comparative quotes / advice on it not working.

		<p>2.9 Staff wellbeing survey Bryan is going to put out a survey this week, so by next hui there will be some data to present. Good pulse check to see how teachers are feeling with the amount of change that has happened.</p> <p>2.10 Comms out to the community Support for a communication from the Board and for the comms to go out on Hero. Clear procedure needed about what we send out; when; directing readers to the right places. Feedback from community last year were that they wanted the comms to be a bit more structured. Note that the Board minutes will be delayed as they need to be approved (at the next meeting). Consider the content that goes into Board comms – intention to keep it high level; there is agreement that all Board members should be involved in the comms process when deciding what to cover. Recommend blocking out 5-10mins at the end of the BoT Hui to agree key messages for the comms. Then someone can take it away to draft. To be sent out the Friday following the BoT hui, in Hero, Trudi to send as staff rep. Will keep concise – limited to 3 or 4 points. Add this to the end of the agenda from the next hui (to draft key messages each hui).</p>	
<p><b>3. Financial</b> (20 mins)</p> <p>3.1 Financial update and budget variances</p>		<p>3.1 Financial update</p>	<p><b>IT IS APPROVED:</b></p>

	<p>Budget variances have been raised. With the transition into Xero, there hasn't been the time to calculate the variances for the updated budget, but Christine has manually calculated them. These include:</p> <p>Parent donations – lower than how they track historically.</p> <p>Small First Aid budget – the budget for the year has been fully spent this year.</p> <p>Utilities – tracking higher than normal.</p> <p>Liquidity is still good. Cash reserves are lower than they have been in a while.</p> <p>Further fundraising discussion included below in section 5.</p>	
<p><b>4. Other Business</b></p> <p>4.1 Fundraising update</p> <p>4.2 Te Whao update</p>	<p>5.1 Bryan requests Board approval for a fundraising application to Trillion Trust. Application is for \$26k.</p> <p>Fundraising discussion:</p> <p>Donations have been consistently declining since we have taken the amount of Govt funding that means the kura can't 'ask' for donations. To consider wording around this – we welcome donations etc – on website. Not yet on the website, but something that should be looked at and undertaken.</p> <p>We are seeing lower funds being raised through school fundraisers.</p> <p>Flagged that there are some parents that are involved and able to be involved in funding applications for the school. Christine has volunteered her time to lead the fundraising / applications, particularly</p>	<p>5.1 The Board approves Bryan submitting an application to the Trillion Trust for \$26,593.50 towards upgrading the school sports equipment.</p>

Whakamutunga:			
Time finished: 8.58pm			
Note 1: Correspondence Listed Below			

**Inward Correspondence:**

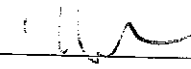
- Conflict of interest register
- 2024 Annual Work Plan
- Board Update – Kahui Ako o Waitemata
- Cyclical Maintenance 2023
- Guidelines for Board Assurance Statement – January 2022
- 24.04 Profit and Loss Detail
- Policy Review Form
- SENCo Term 2 2024
- Tumuaki Report

**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 2 July 2024*

Signature / Name

Co-chair 

Co-chair 

Date: 5/7/24