

Minutes Newton Central School Board Hui

Tuesday 2 July 2024

Newton Central School

Apologies: Fa'amanu

Attendance: Margs, Ian, Moa, Chris, Manu, Jeremy (huitopa), Trudi, Bryan, Elizabeth

Presenters: Education Services

Presiding Member: Margs

Start Time: 6.52	Led by:	Discussion:	Action/who:
Karakia:			Motions To be Approved:
1. <u>Administration</u> (20 min) 1.1 Welcome Jeremy 1.2 <u>Minutes</u> from last meeting are a correct record 1.3 Signing of hardcopy of last minutes 1.4 Matters arising from minutes. 1.5 Declaration of Interests 1.6 Conflict of interest register 1.7 Hard copy Code of Conduct for new board member 1.8 Board work plan for the year	Co-Chairs	1.1 Welcome! 1.2 Approval of 14 May 2024 minutes 1.3 N/A 1.4 Matters arising from minutes? None 1.5 Any declaration of interests? None 1.6 Conflict of interest register. To review and confirm if any Board members need to complete the conflict of interest register in the drop box – to circulate or raise at next hui. 1.7 Hard copy Code of Conduct for new board member – to be arranged for signing at the next Board hui. 1.8 Board work plan for the year – to pick up as part of the upcoming Governance and Strategy hui.	IT IS APPROVED: 1.1. The Board approves Jeremy Greenbrook-Held as our new board member. 1.2. The Board approves the minutes of the May 2024 hui.
2. <u>Strategic Discussions (1 hour)</u> Tumuaiki report: 2.1 School Policies	Principal / Co-Chairs	2.1 School Policies – close on	IT IS APPROVED:

		<p>document that in our policy.</p> <p>2.4 Fundraising</p> <p>We are looking at the way we are raising funds for the Kura. It is timely to look at where we are raising funds and where they are going in the kura.</p> <p>Christine has indicated that she would be keen to lead a fundraising group or undertake some fundraising. This ropu should include Bryan to feed in key priorities and create a roadmap to tie into what grants are appropriate and the relevant timeframes.</p> <p>There will be a separate fundraising group for the Pou.</p> <p>There needs to be a shift from ad hoc fundraising to a fundraising strategy. Recommend that the fundraising ropu gives regular updates / reports back into the board.</p> <p>Discussion regarding registering the school for One Foundation grant funding. Te Awahou wants to register to be able to raise funds for their noho marae. It has been decided that Board approval will be obtained via an email resolution once further information has been provided about One Foundation.</p> <p>2.5 Staff wellbeing survey – to include on the first term 3 Board hui.</p> <p>2.6 Education and Training Amendment Bill proposals</p> <p>The Government is putting through proposals regarding Charter schools. This could pose a real threat to Auckland schools, particularly schools like TUKNCS. The current drafting is broad and enables any member of the community to nominate a school to become a charter school.</p>	
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		<p>Should we should facilitate communication of these proposals more broadly to the community. While a charter school may look like an appealing option because of additional funding, it is unlikely to be particularly for schools of our character.</p> <p>TUKNCS is at risk of receiving reduced funding if other schools around us became charter schools.</p> <p>The legislation does not set out the process for approval etc if a school was nominated to become a charter school.</p> <p>The legislation notes that a charter school would protect schools that have special character. The co-governance structure we have in place currently is a governance structure, separate to special character classification, so it doesn't offer protection.</p> <p>Jeremy will circulate some information to increase Board understanding on the issue and we will raise this for discussion in the next hui.</p>	
<p>3. <u>Strategic Decisions</u> (20 minutes)</p> <p>3.1 Management of Board finances</p> <p>3.2 Out of zone enrolments</p> <p>3.3 Board approved priorities</p>	Principal/Co-chairs	<p>3.1 Management of Board finances</p> <p>3.2 Out of zone enrolments We are looking at changing the priorities to re-prioritise the children of teachers and staff members. We do not consider that the children of Board members should be included in the same priority level as children of teachers/staff. Instead, we propose to include a lower priority for Board member children (to capture the children of non-parent Board member, eg Ngāti whātua</p>	<p>IT IS APPROVED:</p> <p>3.4. The Board resolves to opt into the Donations Scheme for FY25.</p>

		<p>Ōrākei)</p> <p>3.3 Board approved priorities – no further discussion.</p> <p>3.4 Board resolution required if we want to continue with the Donations Scheme for next year.</p> <p>We should consider whether we can ask for 'contributions' towards the school. Note that these would not be 'donations' from parents, so would need to be worded / communicated carefully.</p> <p>This is something that we should communicate to the community – that the kura has opted into the Donations Scheme and the reasons why.</p> <p>Recommendation that we opt into the donations scheme this year, but we will review this for future years and try to compare the funding received via the Donations Scheme and expected donations.</p>	
<p>4. Financial (20 mins)</p> <p>4.1 June Financial report</p> <p>4.2 Presentation from Kristen at Education Services</p>		<p>4.1 June Financial report</p> <p>Deficit budget discussed recently by the Finance committee and how this may be remediated over the next couple of years.</p> <p>The school can look at attrition to address the overstaffing issue (and associated costs) to bring down the teachers cost (the largest cost for the school). This would get the staffing closer to the ministry funded ratio. The ratios would be 25 children in year 4 – 6 classes; 20 children in year 2 -3. This would provide a c.\$150k saving.</p>	<p>IT IS APPROVED:</p> <p>4.1 The Board accepts the June Financial Report as it stands. The May P&L will be distributed online when available.</p>

		<p>Bryan to have a meeting with the accountant & Christine to get more clarity on the budget and consider options to reduce deficit budget.</p> <p>The P&L will be distributed online when available.</p> <p>4.2 The finance committee will discuss the offerings presented by Education services and bring a recommendation back to the board.</p> <p>A change addresses key person risks and should provide more timely and detailed reporting.</p>	
<p>5. <u>Other Business</u></p> <p>BoT Governance and strategy hui agenda and guidance from NZSTA</p>		<p>Aim of the hui: (1) Strategy; (2) Policies; (3) How to action the strategy and policies.</p> <p>Ask Chris France to cover:</p> <ul style="list-style-type: none"> - Board responsibilities - Difference between governance and operational policies - Our role as Board members <p>From defining our roles, we should discuss how our board wants to operate. Also a good starting point to build out our Board policies.</p> <ul style="list-style-type: none"> - Board assurances – how is this best done? How do other schools cover this? - Alternative constitution – how to ensure we are applying the alternative constitution we have in place? How we work with the consensus model? <p>Policies</p> <ul style="list-style-type: none"> - Te tiriti practise in our school – something we can / should consider how to include in our Governance policies. - Health & Safety policies – best ways to bridge the governance and operational policies. <p>Templates for subcommittees (purpose; intention; roles)</p>	

		<p>Board roles and Portfolios</p> <p>Work plan – key dates for us to line up our work plan to. When is the right time for us to deep dive into different areas? e.g. Te Tiriti, Pasifika – confirm what we're doing in those areas, what else we could be doing.</p> <p>Margs to circulate 8 policy docs to the BoT this week so that they can be read prior to the Governance hui and used for our discussions.</p> <p>Elizabeth to email Chris F to confirm topics we want to cover at the hui. Also, connect Chris with Manu for discussion before the hui as Manu is away on the hui date.</p>	
5 <u>Agenda Items for Next Meeting</u>		<p>ACTION:</p> <p>Data presentation</p> <p>Staff Wellbeing</p> <p>Budget deficit report / proposed actions</p> <p>Finance committee report back re Education services / management of board finances</p> <p>Fundraising strategy update</p>	
<u>AOB</u>			
<p>Whakamutunga:</p> <p>Time finished: 9.08pm</p>			
Note 1: Correspondence Listed Below			

Inward Correspondence:

- Conflict of interest register
- Tumuaki report
- Management letter from audit
- June 2024 financial report

- Health and safety policies

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 August 2024]

Signature / Name _____

Co-chair _____

Co-chair _____

Date: _____

6-8-2024

APPROVED