

Minutes Newton Central School Board Hui

Tuesday 6 August 2024

Newton Central School

Apologies: Moa, Chris

Attendance: Margs, Ian (via huitopa), Manu, Fa'amanu, Jeremy, Trudi, Bryan, Elizabeth

Presenters: Josephine, Cass, Erina

Presiding Member: Margs

Start Time: 6.42pm	Led by:	Discussion:	Action/who:
Karakia:			Motions To be Approved:
1. Administration (20 min)	Co-Chairs	1.1 Approval of 2 July 2024 minutes 1.2 N/A 1.3 Matters arising from minutes? None 1.4 Any declaration of interests? Jeremy declares a potential conflict as his wife is a teacher at TUKNCS. 1.5 Conflict of interest register – updated. 1.6 Hard copy Code of Conduct for new board member All board members to sign a hard copy code of conduct (to be retained). Bryan will liaise with the board members who aren't present to get the code of conduct signed.	IT IS APPROVED: 1.1. The Board approves the minutes of the July 2024 hui.
2. Strategic Discussions (1 hour) Tumuaiki report: 2.1 Health and safety: H&S policy breach Dog policy	Principal / Co-Chairs	2.1 Health & safety Colliers – new provider. There have been some impact on current projects	IT IS APPROVED: 2.1 The Board accepts the health and safety report.

<p>H&S matrix</p> <p>Other matters covered in Tumuaki report:</p> <p>Name change update</p> <p>Proposed changes to 2025 school structure</p>		<p>because the relationship with Robert Palmer and EBS was ended part way through (some funds for project management that were not recoverable etc).</p> <p>Dog policy – the board endorses the policy. No size limitation on dogs. We recommend approval is at the tumuaki's discretion.</p> <p>H&S register – have identified some items that need to be discussed with staff. These will be done as a programme in staff hui.</p> <p>Bryan will update the risk register to ensure consistency of language and to colour code for ease of identifying key risks.</p> <p>The Board discussed the name Te Uru Karaka Newton Central School and will work towards formalising the name.</p> <p>Proposed 2025 restructure of staff key points:</p> <ul style="list-style-type: none"> - extend Āhuru mowai and nohinohi - Reduction in staff numbers and cost - Change in roles / classrooms for teachers 	<p>The Board has reviewed and accepts the dog policy.</p> <p>The Board reaffirms their commitment to the name change to Te Uru Karaka Newton Central School.</p> <p>The Board receives and accepts the Tumuaki report in its entirety.</p> <p>The Board receives the strategic discussions with respect to the proposed 2025 school structure.</p>
<p>2.2 School Docs Term 3 Board assurances –</p> <ul style="list-style-type: none"> - Student attendance - Reporting to parents on Student progress and achievement - Searches, Surrender and 		<p>2.2 School Docs – Term 3 assurances – to be covered in Bryan's reports during term 3 for the Board to be sure he is undertaking them.</p>	

<p>Retention of Property</p> <ul style="list-style-type: none"> - Minimising Physical Restraint - Stand-down, Suspension and Exclusion - School Records Retention and Disposal 			
<p>2.3 School docs term 3 review open (Key topics: Concerns & Complaints policy; Performance Management; Protected Disclosure)</p>		<p>2.3 School docs term 3 review open. The Board commits to going through these before the next hui to discuss and accept then.</p>	
<p>2.4 School dates for 2025</p>		<p>2.4 School dates for 2025</p>	<p>2.4 The Board accepts the school dates for 2025</p>
<p>2.5 Data presentation – Achievement data Staff Wellbeing survey</p>	<p>Josephine / Erina / Cass / Trudi / Bryan</p>	<p>2.5 Data presentation – Achievement data Staff wellbeing survey</p> <p>Presentation of Pasifika data – only related to Pua Waitanga students, but could we also get data for Pasifika children in Te Uru Karaka or across the whole school?</p> <p>Question about when the data points are taken for year 1. Could the data be taken for term 1 when children start in year 2 to see what level the children are starting at in nohinohi – what impact does the learning through play have.</p> <p>RTLD for a group of students needing support is possible.</p>	<p>2.5 The Board resolves to receive the mid-year achievement data and the staff wellbeing data presented.</p>

<p>2.6 Nohinohi & Te Uru Karaka noho marae haerenga</p> <p><i>In committee 8.28pm Out committee 8.39pm</i></p>		<p>To apply for funding of hours / extra support.</p> <p>It is also proposed that teachers should consider how teacher aides and other teachers are used to help support students with additional support needs, eg the teacher aide looks after the class and the teacher provides one-on-one etc.</p> <p>The slides in the 'Correspondence in' dropbox will be updated to include the pastoral care slides.</p> <p>2.6 Hard copy documents (Event Proposal, Approval and Intentions Forms) to be signed by the co-chairs to confirm approval.</p>	<p>2.6 The Board accepts the noho marae haerenga</p>
<p>3. Financial (20 mins)</p> <p>3.1 July Financial report</p> <p>3.2 Increase of limit on property manager credit card from \$300 to \$400</p> <p>3.3 Report on budget deficit and proposed actions</p> <p>3.4 Finance Committee report back /</p>		<p>3.1 July Financial report</p> <p>The Board does not receive the report as per discussions with Bryan, the data driving the report isn't up to date. We expect this to be remedied by the next meeting and, therefore, should be able to accept the financial reports going forward.</p> <p>3.4 Recommendation is to change the financial management of the school to be provided by</p>	<p>IT IS APPROVED:</p> <p>3.1 The Board notes the July financial report.</p> <p>3.2 The board approves an increase of the limit on the property manager credit card to \$400.</p> <p>3.4 The Board receives the recommendation from the Finance</p>

recommendations re Education Services and management of Board finances		Education Services. This should enable up to date data and reporting and additional consistency.	Committee and agrees with the proposal to engage Education Services as discussed in the Tumuaki report.
4. <u>Other Business</u>			
4.1 Recap and take-aways from Governance session with Chris France / Governance policies to review and adopt.		<p>4.1 Governance session take-aways</p> <p>Updating NZSTA Governance framework documents to include as Governance policies within the relevant School Docs policy. <u>Link</u> to policies here for reference.</p> <p>Find a date to workshop the policies to consider what needs to be adopted / added to a workstream to review / add / bring to board.</p> <p>Elizabeth to coordinate possible dates and to thank Chris France on behalf of participants.</p> <p>The Board considers that we should engage a Board secretary. Request Bryan to look into hiring a board secretary.</p>	
4.2 Board upskilling assistance – circulating NZSTA training reminders etc		<p>4.2 Upskilling Board members Nothing further required at this stage. Note for the budget for FY25 as to how we can better support Board member personal development.</p>	
4.3 Te Whao update		<p>4.3 Te Whao update to be included next hui.</p> <p>5.4 The Board considers that we should send out the invitation for Ngāti whātua Ōrākei board role position to be included.</p>	
5. <u>Agenda Items for Next Meeting</u>		ACTION:	
<u>AOB</u>			
Whakamutunga: Time finished: 9.12			

Note 1: Correspondence Listed Below			

Inward Correspondence:

- Conflict of interest register
- Tumuaki report
- TUKNCS Term dates 2025
- Sprints Protocol
- Planning, marking and workbook protocols
- Communication protocol
- Newton Central School Proposal 2024
- Medication Policy
- Dog Policy
- Dog Attendance Register
- Guidelines for Staff to bring dogs to school
- Google Classroom protocols
- TUK EOTC Activity Proposal, Approval and Intentions Form
- Mid Year Achievement Data June 2024
- Staff Wellbeing Report
- July 2024 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 September 2024]

Signature / Name

Co-chair

Margie Tukerangi

Co-chair

Date:

19/11/2024