

Agenda Te Uru Karaka Newton Central School Board Hui

Tūrei 13 o Mei 2025

Apologies: Margs, Simon

Attendance: Elizabeth, Moa, Manu, Fa'amanu, Chris, Jeremy, Trudi, Bryan

Presenters:

Presiding Member: Elizabeth

Start Time:	Led by:	Discussion:	Action/ who:
Karakia:			Motions to be approved:
1. <u>Administration</u> (20 min)	Co-Chairs	Co-Chairs	IT IS APPROVED:
1.1 Minutes from the last meeting are a correct record		1.1 Approval of 25 Māehe 2025 minutes	1.1 The Board approves the minutes of the March 2025 hui
1.2 Signing of hardcopy of last minutes		1.2 N/A	1.2 Signed
1.3 Matters arising from minutes		1.3 Matters arising from minutes?	1.3 N/A
1.4 Declaration of interest		1.4 Any declaration of interest?	1.4 N/A
1.5 Ratification of online resolution since prior hui		1.5 The board ratifies the resolutions approved by email since the last board hui. Documented under Motions to be Approved.	1.5 By email (27th May 2025)
2. <u>Strategic Discussions</u> (1 hour)	Principal / Co Chairs		IT IS APPROVED:
2.1 Health and Safety- Health and Safety Register. A review of Health and Safety procedures Tumuaiki report		2.1 A school fire drill took place on Thursday 1 st May. The report to go into the Dropbox. The procedures are up in the staffroom and classrooms. There will be a lockdown drill this term. Date to be confirmed. We had a break- in on the 2 nd May. The Tamariki were not impacted. They were asked to go the Te Whare Tapere. The building was checked and cleaned and they returned later in the morning to their classes. We did have a bicycle theft. The bottom and top gates are locked at 9.30.	

<p>2.2 School Policies- to be reviewed for the term. These are on the BOT drive. All board members to read and agree and to check to see whether anything needs to be updated/ corrected</p> <p>2.3 Delegations BOT to sign- off on delegations register.</p> <p>2.4 Elections (returning officer 9/7/25)</p> <p>2.5 Standing item – the need / ability to provide additional support to classrooms and students. Feedback from classrooms/ staff</p>	Principal	<p>2.2 Item to be added onto next Board Hui</p> <p>Sub- committee to look through policies with Bryan (Moa, Simon, Manu)</p> <p>2.3 Proposed Board delegations for 2025 to be documented and circulated at the following hui. The BOT commits to complete and sign-off the delegations register at the next hui.</p> <p>BOT need to delegate authority to Premises. Premises need to come to Board if there's a potential risk.</p> <p>2.4 SchoolEd to run the election</p>	
<p>3. <u>Financial</u> (20 min)</p> <p>3.1 March financial report and finance committee report</p> <p>3.2 Audit update</p> <p>3.3 Chris and Elizabeth are meeting with Sunita from Schooled 3rd June.</p> <p>3.4 Unexpected costs (phone and lift). Chris to find where to take money from.</p>		<p>3.1 We are now fully with Schooled. We are still in a catch-up phase. Therefore, the March accounts are not accurate as yet. At the end of May there will be a more detailed report.</p> <p>3.2 As TUKNCS was received close to the 31 March 2025, it is unlikely that we will complete the school audit by the 31 May 2025. Hoping for it to be finalised in June.</p> <p>3.3 Will provide feedback at next hui</p> <p>3.4 Chris to think about this and will confirm at next BOT hui.</p>	IT IS APPROVED:

3.5 Property- update on toilet block Toilet Block is \$800 over.		3.5 The architect didn't add ventilation costs. The money is to be taken from the \$12,000 contingency.	3.5 The Board approves the money for the ventilation to be taken out of the contingency fund.
4 Fundraising 4.1 Chromebooks Fundraising 4.2 Are there any interested parents in fundraising? 4.3 Readathon and Sweat with Pride (Board approval needed) 4.4 Fia Fia Day		4.4 Change of date. It is now on Saturday 8 th November with a rain date of the 15 th November. We have received the request below from the Fiafia committee to seek sponsorship from the community for Fiafia day. They require board approval as this relates to fundraising. In order to hasten approval so they can start reaching out to potential sponsors, I propose an online resolution which we will ratify at the next hui.	4.1 The Board approves the grant application for iPads and Chromebooks. 4.2 To be discussed further 4.3 The Board approves Readathon, Pink Shirt Day and Sweat for Pride (raising money for the Year 6 Camp) 4.4 Resolution The Board approves the Fiafia Committee's proposal to undertake fundraising by way of seeking community sponsorship for the 2025 Fiafia day (approval sought on-line)
5 Staffing 5.1 Teacher Aide Update (SENCO has reworked the TA timetable to accommodate the position that needs filling in Te Aka Pukaea) 5.2 Are there staff members interested in up-skilling?	Principal Principal	5.1 Appointed a new TA in Te Aka Pukaea start date on Monday 12 th May. 5.2 Board to approve funding for PLD for Middle Leaders. Potentially 3-4 staff members who could be interested. Bryan to cost for next hui.	In Committee (7.06pm) Out of Committee (7.17pm) Approval needed

<p>6 Attendance</p> <p>6.1 Attendance Management Plan</p>	<p>Principal</p>	<p>6.1 Refer to STAR</p> <p>90% attending regularly. It is better than last year. The main reason is holidays during term times. Which is unjustified.</p> <p>At 10 days off per term- School to send formal notification and contact parent/ guardian to discuss reasons for absence</p> <p>At 15 days off per term- School to send escalated formal notification to parents. Principal to hold a meeting to analyse reasons for absence and to collaborate on a support plan</p> <p>At 20 days- truancy officer and MOE- parents/ families could get formal prosecution</p> <p>There are only 2 children with attendance concerns. The families have been contacted.</p>	<p>6.1 To be put in BOT drive</p>
<p>7 Mighty Policies</p> <p>7.1 Pink Shirt Day</p> <p>7.2 Staff Wellness</p>	<p>Trudi</p>	<p>7.1. This is being held on Friday 23rd May as we have school photo's on the 16th May. We are holding a bake sale to raise funds and awareness. \$519.60 was raised.</p> <p>7.2 Trudi to look into a staff well-being survey. Possibly providing and anonymous check- list at a staff hui. Are we using a well- being model?</p>	
<p>8 Other Business</p> <p>8.1 Community Engagement</p> <p>8.2 Board comms to community, does anyone want to lead on this?</p> <p>8.3 Swimming Pool (community use)</p>	<p>Jeremy</p>	<p>8.1 Community Consultation. Draft in Term 3, back to community in Term 4 and then we can put it in place.</p> <p>8.2 Elizabeth to check in with Simon. To be put on agenda for next hui</p> <p>8.3 The hiring out of the swimming pool to the community could be a fundraising opportunity. Chris to raise at the fundraising committee meeting</p>	

9 <u>Agenda Items for Next Meeting</u>		ACTION:	
Whakamutunga: Time finished: <u>7.47pm</u>			

Inward Correspondence:

- Tumuaki report
- March financial report
- Delegations register

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, 13th Mei 2025

Signature / Name 

Co-chair: Elizabeth Elvy

Co-chair: _____

Date: 4/08/25