



Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

June 2021

Board

Andrew Royle (AR), Jeremy Seed (JS), Kate Jorgenson (KJ), Trevor Just (TJ), John Locker (JL), Justin Parker (JP), Emma Chapman (EC) Staff representative, Andrea Peetz (AP) (Principal)

In attendance

Jane Batchelor (JB), Judith Urry (JU) Rebecca Kelynack (BK)

Apologies Christina Young Secretary

Duration

7:00pm start and finished at 9:15pm

1. Welcome and Whakatauki

AR began with a whakatauki. AR suggested we use the karakia gifted to us from Taranaki whanui - Te Ati Awa at our Staff only Day in April.

E oha ki runga
E oha ki raro

Āno

2. Apologies

Christina

3. Conflict of Interest Register

None

4. Minutes of the last Meeting (25 May 2021)

a. Review of action items - (unless covered elsewhere on agenda)

i. Written summary/update of BOT meeting for the newsletter and website will be shared by all BOT members

b. Other matters arising

i.

The minutes of the May 2021 meeting were agreed:

Moved: EC **Seconded:** JL

5. Principal's Report

- a. **General Update:** Andrea shared that the Education Review Office is visiting Term 3, Week 8. Our lead reviewer will be Christine Austin. Staff will be notified of the ERO visit after they have finished the students Snapshots of Learning. Andrea is excited about this visit and welcomes the opportunity to work alongside ERO.
- b. Andrea acknowledged we had a successful Kāhui Ako Staff only Day on June 4th.
- c. Two teachers have applied for the teaching position available.
- d. **NZEI Paid Union Meeting**
Staff will be attending a variety of Paid Union meetings at different times on different days so we will not be closing the school on any particular afternoon. JP suggested that this information be included in the School Newsletter explaining that NZEI directed us not to close the school and how staff would be attending different Paid Union meetings.

6. Portfolio Reporting (by exception)

- a. **Finance**
 - i. Financial position is tracking in accordance with where we are expected to be.
 - ii. The school notes continues to be ahead of its reserve positions.
Moved: AP Seconded: EC
- b. **Policy**
- c. **Human Resourcing**
- d. **Health and Safety**
 - i. Health and Safety walk around has taken place and Tony (caretaker) has actioned the
 - ii. It was evident on stairs leading down to the Tiger Turf, mesh is coming away from the concrete wall. This has been directed to Tim Mellsop.
- e. **Property**
 - i. **Playground Project - (KJ)**
Procurement Plan will be submitted by 18 June. Of the \$250k available, an estimated \$20k will be for fees etc and won't be included in the procurement plan. So \$230k will be the contract price + the contingency. Tim from Maynard Marks will be the project manager.
 - ii. Update about fundraising from KJ and BK. \$800 has been raised from the selling of Northland School t-shirts and hoodies. There is a roti fundraiser at the moment. A school disco is planned for the end of the month. BK raised the idea of accessing Corporate grants for the playground fundraising. Would the BOT consider a one off donation from an organisation. KJ will request guidelines from STA and Tim to find out what the line is with using corporate grants. The BOT would like to be cautiously optimistic but wish to be informed.
 - iii. BK also raised the idea of our parent community sponsoring plaques in the playground. The BOT thinks this is a possible idea if it is tastefully done. AP and JU suggested we are clear about the guidelines around this. Things to consider - What would the expectations be about donations? We wouldn't want to exclude any families by suggesting the level of donation. AP is going to support KJ and BK by putting them in contact with Wellington

College to support researching the positives and challenges around acquiring fundraising from Corporate grants and community donations.

iv. KJ and AP will attend the Home and School Committee meetings.

v. **MOE info from email - Andrew**

The BOT seeks consent from the MOE to build the playground.

The BOT will use \$117k + 100k (Sip funding) and the balance will be underwritten by the Board. Active fundraising is well underway for this balance.

Moved: AR Secoded: JP

JP will review the RFQ when it is ready.

Building Projects TJ

1. External Stairwell: There is a delay on the staircase because of the sheets needing to be powder coated. At this stage it might be August.
2. Steel framing is in place for the hall so it can be wrapped in plastic. This will help with the delays occurring because of the weather.
3. There are a few defects across the new building. The carpet tiles especially at the edges near the sliding doors are peeling away. Taps in the bathrooms have been sent back as they are not fit for purpose. Defects can be identified and will be repaired or replaced for the first year after handover. AP is recording every defect so there is a record for the MOE for the repairs. Hawkins are keeping track about defects and the repairs happening.
4. Repairs on the internal staircase leak are being followed up.
5. AR suggested we confirm what we should be expecting around warranties, and what maintenance that will be coming up this year. TJ is discussing with Trudy from MOE. AP will ask Trudy what we can be expecting around the one year deadline of defects or products not fit for purpose.
6. Windows in Rooms 1 - 3 - Surveys will need to be carried out for
 - i. Testing for asbestos
 - ii. Demolition survey

f. Community

7. Strategic Items for Discussion

a. Annual Report

- i. The BOT notes the annual report has been filed with the MOE.

b. Hautū Tool

- i. AR and JB will create a rubric for the BOT to collate evidence and review where we are working at within the Hautū self review tool.

c. Board Strategic Planning – Sub Committee

JL discussed the Strategic Planning meeting held. The sub committee agreed the NELP as well as our Vision and Values are the right areas for focus. AR, AP, EC, JU, JL, JB are going to work on this for the July BOT meeting.

8. Other Business

EC shared three dates for a possible walk around by the BOT from 9:45 - 10:30

Tues 29 June

Wed 30 June

Mon 5 July - first choice

It would be great if the BOT would also attend the morning tea following this to meet with staff.
The BOT were in agreement that they would provide morning tea.