

Paekākāriki School - Minutes of the meeting of the Board of Trustees

The meeting was held on Monday 4 November at 6.35 pm.

1. Welcome and Karakia and whakatauki

1.1. Welcome by Devah

Present

Julia Bevin, Devah Jackson-Botterill (Presiding Member), Jess James, Brigitta Duncan, Rachel Patrick, Nick White, Josie Whelan, Marnie Lanauze (minute taker).

2. Up-front Administrative Matters

2.1. Apologies

There were no apologies.

2.2. Amendments to Agenda and Timing

There were no amendments to the agenda or timing.

2.3. Declarations of Interest

Nick noted that his wife Maree was assisting the Principal with the playground project. The Principal said this should not be an issue as the position was unpaid, but thanked him for noting it.

3. In-committee Discussion

The chair moved that the public be excluded from the following parts of the proceedings of this meeting, namely a leave request and a sabbatical. No members were excluded while her leave request was discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

This resolution is made in reliance on [section 48\(1\)\(a\)](#) (ii) - as specified in Schedule 2 - of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 7](#) of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Section 7(2)(ii) That the requirement to protect the privacy of natural persons, including that of deceased natural persons. The withholding of that information is not outweighed by other considerations which render it desirable, in the public interest, to make that information available.

4. Monitoring

4.1. Matters Arising from the Principal's Report

For noting

- The Kapa Haka festival was a huge success. The transition evenings for junior students moving to the senior school were coming up - no Board members are required to attend.

- Banked school staffing - the Principal confirmed that the overspend would be reduced by the end of January 2025.

Requests for Funding

- The Principal sought approval from the Board to apply for funding from Pub Charity to put towards the building of the senior playground
- The Principal sought approval from the Board to apply to the Lions Foundation for funding to go towards the building of the senior playground.

The Presiding Member **moved** that the above funding request applications be **ratified by the Board**, Jess seconded and the Board **unanimously agreed**.

ACTION:

- The Principal to complete and submit funding applications.

There was a general discussion about how much was donated to the School by the PTA and the Potty Potters and the Principal confirmed funds were raised by these entities and kept by them, and donated to the School at their discretion.

The Principal advised the Board that an expected amount of \$20,000 to be donated by the Paekākāriki Services Trust had now been reduced to \$5,000. This funding was to be used to build the deck outside the senior block. The Principal will talk to the PTA and the Potty Potters about donating some of the funds allocated towards the senior playground towards the deck upgrade instead. This would depend on the results of the funding applications mentioned above.

Strategic Goal Reports

The reporting against the Strategic Goals was discussed. There were questions over how H5 “Student behaviour reflects the Barefoot Learner Matrix” was measured. The Principal advised this was measured by observations - and reported in the PB4L report which was submitted to the Board twice a year. It was agreed that this PB4L report would be referenced in relation to measuring the behaviour in the Strategic Goal report to the board.

ACTION:

- The Principal to update the Strategic Goal document to reflect the reference to the PB4L report above.

Assurances

Nick queried which Board member had undertaken the financial checks regarding payments, it was confirmed that it was Brigitta. Brigitta is no longer on the Finance Committee, and the Presiding Member has to authorise staff payments. As such it was agreed that the Presiding Member would take over the Health and Safety report responsibilities, and Nick would be responsible for the financial checks.

Payments

The Board queried the payment of \$14,000 to Schooled up IT, it was explained that this was for chromebooks which were paid for by a grant received from the Pelorus Trust. The payment to Life Care Consultants was for first aid training, and payments to Ashby Property Management and Tracer Construction Limited

were for the senior and admin block upgrades and were paid for by funds received from the Ministry of Education.

Nick **proposed** that the payments be ratified, the Presiding Member **seconded** and the Board **unanimously agreed**.

4.2. *Special Project Reports*

All the Special Project Reports were discussed.

With regards to Glynis' report, the Principal explained that the structured literacy PLD funding had stopped and Glynis had taken over supporting staff in this area. Over the next term she would attend three Kahui Ako meetings regarding the English curriculum and will lead three staff meetings sharing this knowledge.

Jess clarified to members what her work in the extension Roopu involved. They thanked her for her work.

4.3. *Target Student Monitoring*

It was agreed that when the End of Year Student Achievement Report was discussed at the first Board meeting of 2025 the Board would decide if the Target Student Monitoring reports were still needed.

4.4. *Attendance Report*

These were discussed.

The Principal **proposed** that all reports be noted, the Presiding Member **seconded** and the Board **unanimously agreed**.

5. **Strategic Discussion and Decisions**

5.1. *Strategic Planning 2025*

The Principal and Rachel met regarding the Strategic Plan. There was only a minor change which is the addition of numeracy to Goal #1. The objective/what to do/outcome needed to be added to make it consistent with the other goals - including adding a measure to make the outcome similar to the literacy outcome. Points 1.7 and 1.9 needed to be merged on the document. The new maths curriculum would not be taught comprehensively in 2025, but work needs to be done before then including establishing a baseline which may be done through PAT or e-asTTle maths tests.

Goal #2 has not changed. Goal #3 needs to be fleshed out with regards to the Mitey programme. While there was nothing under 3.7 this will be covered by the staff survey. It was agreed by the Board the exit surveys should be given to all leaving staff members - permanent, fixed-term and retiring.

ACTION:

- The Principal and Rachel to meet to implement the changes to the Strategic Plan as mentioned above.
- Rachel to write a Board update for the school newsletter advising of the changes to the Strategic Plan

5.2. *Pool Update*

Nick gave a verbal update on the pool

Equipment Checks

The pool equipment has been checked and with a few tweaks all is well and the equipment is functioning. An auto-doser and testing unit need to be purchased before the pool can be opened. These will cost approximately \$6,500 and are within the \$10,000 budget.

Swimming Survey

A survey had been sent to parents asking about their interest in their child attending paid swimming lessons provided by an external provider (Kapiti Coast District Council). The response had been good. Providing funding for students for lessons who were not able to afford it was discussed - these could be paid for via other parents willing to sponsor them or through the School's hardship fund.

Part-time Swimming Pool Tester

The pool needs to be tested three times a day when in use. Sally Heppenstall will talk to her over 60 group to see if anyone there is interested in undertaking the role. The person would be paid for 90 minutes a day and would be required to undergo testing training. This would most likely be done online through WSP and costs \$450 per person. It was agreed it would be best if two people were trained to allow for back up.

Jess **proposed** that the funding be approved for the training and the purchase of necessary equipment and that the Pool Committee be authorised to start working with the Kapiti Coast District Council to move forward. Rachel **seconded** and the Board **unanimously agreed**.

ACTION:

- The Pool Committee to meet and start organising the appointment of a tester and to start negotiations with the Kapiti Coast District Council.

6. Professional Development

6.1. [Link to NZSBA events in our area](#)

The Presiding Member and Rachel will attend a financial training course for Board members online on Thursday 7 December. Nick has already attended this course and will update the Board at the next meeting. No further training was undertaken by Board members since the last meeting. It was recommended that Josie undertake the Introduction to Board Meetings training until she is able to do the onboarding training next year.

7. Self-Review - Policy

7.1. *Operational Policy Review:*

A reminder to look at School Docs for policies under review.

8. Administrative Matters

8.1. *Minutes of the Previous Meeting*

The Presiding Member **moved** that the minutes from the last two meetings are a

true and accurate representation of the meeting, Jess **seconded** and the Board **unanimously agreed**.

8.2. Matters Arising from the Minutes

There were no matters arising from the minutes.

8.3. Any Other Matters

After email discussions with School Docs, Rachel advised that emergency preparedness would now be a standing item on the Board agenda.

The Principal noted that she had seen a video of Paekākāriki students performing at the Kapa Haka festival that was posted on a public website. She got this taken down and will put a reminder in the newsletter to parents not to post photos or videos of other students on public websites.

ACTION:

- The Principal will write a reminder in the newsletter that no one should post photos or videos of students on public websites.

9. Review of Meeting and Items for Next Meeting - email Board Chair with items for the next meeting by 25th November.

Meeting ended at 8.50pm
The next Board meeting will be held on
2 December at 6.30 pm

Actions - Board members to monitor and update - outstanding items in Red.