



## Board of Trustees Meeting Minutes

Thursday 28 May 2020

Meeting Started: 5:45pm | Meeting Closed: 8pm

<b>Present:</b>	Anita Lucas, Fraser Pease, Joe Hassell, Lisa Thomson, Liam Coulden-Lavers (Staff Trustee), Amiria Drysdale (Student Trustee), Louisa Barham (Principal) Aroha Hohepa (DP), Quenten Browne (DP)  Guest: Maria Maniapoto - School Enrolment Scheme
<b>Apologies:</b>	Tara Wrigley Tui Kaa
<b>Chair:</b>	Lisa Thomson
<b>Minute Secretary:</b>	Hinemoa Rossi
<b>Opening Karakia:</b>	Aroha Hohepa
<b>Conflicts of Interest:</b>	NIL

### Item:

**Introduction:** The board members introduced themselves to our Guest from the Ministry of Education Maria Maiapoto - SES Advisor. Maria Maniapoto shared her whakapapa, background and aspirations with the Board and her role with the Ministry of Education in Hamilton with emphasis on growth plans of schools within the Waikato Catchment. Alongside this will be enablement of digital connections and networks within rural schools.

As an advisor, Maria will guide us through the Enrolment scheme as seamlessly as possible. She advised our school is upto 90% of capacity and the enrolment scheme is a good way to manage numbers.

**Timeframe** - enrolment scheme to be completed by January 2021

**Proposed Plan** - Discuss the proposed EZ and make changes accordingly and to send the revised plan back to MOE with reasons/justifications for the changes. The transport TEZ does not change. The 3 rural schools within our zone should be involved in these discussions as well as extending the zone and conversation with Te Akau School.

Once completed it becomes a **Draft Plan** where road descriptions will come into play. The next step is **Sector Consultation**. Maria will forward the relevant documents to us at this stage.



Louisa volunteered to drive this process due to her previous experience with SES's (Peachgrove)

June Agenda: The Board will come back with their local knowledge with reference to the proposed zone and any changes they would propose. Tautoko Board

## 1. Administration

2.4 Approval of previous minutes [23 April 2020](#)

### MOVE: LT/JH

2.5 Matters arising from previous minutes

Jo Wilson - Principal Appraiser to join us at the next meeting. Lisa to organise.

- (items moved to General Business if in-depth discussion required)
- In-committee

2.6 [Correspondence](#) - Inward/Outward

1 item: MOE Revocation of 2018-2019 Intervention.

2 item: Kahurangi Takiari is requesting leave Term 4 2020 Maternity Leave - to add this to correspondence (in-committee) and also an application for 1 year study leave in 2021.

### MOTION: LB / AL - Approval of Maternity Leave only

## 2. Monitoring

2.1. Finance & Property Report - Meeting 25 May 2020

Joe summarised the meeting. Fraser confirmed our cash positions are looking good. Our property plan has been submitted and the Board can start their work now this has been completed. Project Manager applications are being sought.

### Move Finance/Property Report: LT/JH

2.2. Principal's Report - Apr/May 2020

Louisa gave us a snapshot of attendance. Our attendance trends are similar to those experienced throughout the country. Our attendance is down by an estimated 100 children.

Pandemic Plans - These have been included for Board reference, and noted that this was the most phenomenal piece of work ever undertaken and we are very proud of our teaching staff and learning assistants and property and cleaning teams - alongside the Senior Leadership team. Many thanks for the morning tea to celebrate the hard work of all.

CHARTER & ANNUAL PLAN: Louisa submitted the bare bones of our current Charter to the Ministry for compliance. After conversations with the Board





members the SLT and Staff revisited the Charter to ensure relevancy.

Louisa explained changes had been made to the Vision Statement - every student thrives. This change is due to feedback from our staff and how the statement "felt" like the direction of the school was being changed.

Louisa revealed a draft Vision Statement **Mana Mokokopuna** being discussed - which was positively supported by the staff. Quenten Browne, Deputy Principal, explained the interpretation, translation and depth of the statement. Empower our young people holistically and academically. Further insights into this statement can be found at the Office of the Children's Commissioner -

<https://www.occ.org.nz/our-work/mana-mokokopuna/the-concept-of-mana-mokokopuna/>

Comments:

- Support for the change of vision
- Can we look at the Mission Statement
- Look at Respect statements re culture, environment, religion
- The mission statement embraces all cultures Maori and Non-Maori across the entire school. (Interpretation of Bicultural)
- In education our mission statement firstly acknowledges the Treaty of Waitangi Aotearoa and then all others cultures.
- Perhaps Board members can submit alternative mission statements and also comment on the Annual Plan.
- Would be good to have feedback from Tui at the next Board Meeting or when she is available to review the Charter/Annual Plan.

The Charter and the Annual Plan are live documents and Louisa openly encouraged the Board to review, comment, change or adopt as they see fit.

The general consensus of the Board to the draft Vision statement is positive.

The Chairperson thanked QB and Aroha for their attendance. Aroha and QB thanked the Board for their support over the last few months and they also acknowledged Louisa's hard work and strong leadership at the helm during the COVID19 crisis; March through May 2020.

**Move Principal Report: LT/JH**



Chairperson's Report - Lisa acknowledged the great work of all staff. Louisa also acknowledged and appreciated the workload that Lisa undertakes.

### 2.3. Sub-committee Reports

#### - **Uniform Committee**

JH updated the board around the work happening within the committee. They will provide hemp samples and finished products. There's still lots of work to be done. Engaging Mala Brajkovic as the graphic designer - working with Jeanette McDonnell-Rata (Staff) around colour palette, logo and fonts. Uniform options will be shared within the Uniform folder for the Board to view.

Uniform pricing is relevant and ensures a small margin for the school. The Supplier is direct - no middle men. Subsidies are being discussed to assist parents. The letter "Why wear school uniforms as RAS" was discussed and Louisa encouraged board members to comment / suggest. This letter will need to be sent out by the end of T2. The board is happy for the Uniform Committee to complete the letter and send it out. Ensure the Sport/PE Uniform material is considered  
Costs approximate - Minimal set \$250-300 mark

Liam & Joe will join the Tuesday Staff Hui online to update the staff re uniforms.

2.4. Student Rep's Report - Feedback starting back at school has been easy, hand sanitiser (remembering) sad that they can't share food, positive note sport starts on Monday. Reconnection has been great, but Online learning was positive and comfortable in the home environment.

2.5. Hall Hireage: Reassess the usage e.g. Surfside Church. Look at a better agreement. Restrict the use and ensure pricing and good clear communication. Take into consideration COVID19 implications and is our Hall fit for purpose. Strategically think about the use of our facilities and look at collaboration with community groups to provide an alternative space. e.g. fund an auditorium. Lisa and Fraser to join Louisa to discuss with Roger Peart Surfside, the Hall usage going forward.



Student Ball: 21 August 2020 or 4 Sep 2020 Incorporate a School Fundraiser directly after it for a Quiz Night ? Amiria to book the Hall for both dates until a decision is made. LCL to discuss with Sports Co-ordinator opportunity for f-raiser.

2.6. Board [To Do List](#) Review - items o/stdg:

Website Profiles - AD/LCL Profile & Pics - LCL completed AD to provide.

Criteria for tenancy of MOE/School Housing - TO BE COMPLETED

**3. In Committee Discussions**

4.1. IN-COMMITTEE 8:PM OUT COMMITTEE 8:02

**MOVE: LT / LCL**

**4. General Business /Strategic Discussions-Decisions**

4.1. Policy Committee - updates on going

4.2. School Uniform Committee - previously reported.

**5. Board Self Review**

5.1. Comments on meeting procedures and outcomes - nil

5.2. Individual Board Members monthly reflections and contributions - nil

5.3. Preparation for next meeting. Identify agenda items.

- The Board will come back with their local knowledge with reference to the proposed Enrolment Scheme zone map and any changes they would propose & justifications.

5.4. BOT Attendance - confirmed.

5.5. Closing [Karakia](#)

Meeting ends 8:03pm

**Approved: L Thomson Chairperson**

**25 June 2020**

CHAIRPERSON  
Raglan Area School  
Board of Trustees