



Board of Trustees Meeting Minutes - DRAFT

Tuesday 26th November 2024

Meeting Started: 6:03 pm | Meeting Closed: 8:36 pm

Present:	Lisa Thomson, Linda Holmes, Stefan Frew, Louisa Barham, David Duffin, Kaiya Miller
Apologies:	Linda Mayow
Chair:	David Duffin
Minute Secretary:	Jules Holden (Speaking Rights)
Conflicts of Interest:	None Declared

	Moved	Seconded	Motion Carried/ Agreed To
1. Administration			
Confirmation of previous minutes			
Motion: It is moved that the meeting minutes of the Board of Trustees meeting and In Committee meeting held on 5th November be accepted as true and correct.	LT	SF	Carried
Welcoming Kaiya and brief intro of how the BoT works			
2. Monitoring			
Finance Report			
Summarised by Stefan.			
Motion: It is moved that the BOT ratify the decisions of the Finance & Property Committee and approves the minutes of the Finance & Property Committee meeting held on 26/11/24.	SF	DD	Carried
Property report from Hayley Vink			
Just closed down refurb project and basketball court, finalising MoE paperwork. Working closely with the weathertightness team. 4 blocks that need work, MoE will cover some costs:			
<ul style="list-style-type: none">F Block			

- Te Puawaitanga
- E block (library) needs a new roof - could be new music and drama suite and
- Q block (recladding and new windows and internal refurbishment). Hoping to extend and put the library into Q block.

LB explained how Haylee's office will move. No new rooms will be built. LH asked about L block, this is being used as a teaching space for year 7/8 in 2025. Hoping to extend Q block to keep library as big as it is currently

Hayley - 10 year property plan, MoE priorities for 10 years.

T block is owned by school not MoE. We may be able to add T block into maintenance schedule.

Retaining wall by AF block - request for MoE to consider upgrading. Structural safety?

Motion:

The BoT supports the Q block upgrade project, inclusive of these 3 pools of possible funding:

\$150,000 in Q block upgrade

\$250,000 SPIDS budget.

MoE to contribute to weather tightness.

SF

LT

Carried

Pool update from Hayley. Fence finished, can fill with water early next week. Shade sail going in. Meridian funding chlorine dosing. Efficient chlorine dosing system. Investigated salt water systems and this may need to be parked for now.

Motion: Applying for Lions funding \$15k for replastering the outside of the pool.

DD

LT

Carried

Hayley has Contacted playground company to get some options for playground

Principal's Report

Years 7-10 Progress

External provider (SAF Practitioner) came in to work with the staff which has been great to keep the momentum going in this space.

Self review carried out. Haylee and Serita (Dean Year 7 & 8) have met regularly with the SAF practitioner. Took them to visit a high performing school to see best practices in action. New leadership structures in place for year 7-10 and curriculum mapping carried out for next year. Process has been lengthy, completing explicit expectations and agreed strategies for improvement in teaching and learning practices for next year.

- School roll has increased by 70 students.
- Updated Sabbatical cover Proposal.
- Raglan Teaching staff is complete for 2025.
- Update on Teacher Only Day from October. Curriculum refresh and NCEA updates.
- Teacher PGCs. Kura Teina teachers are happening tomorrow and Kura Tuakana Update next week.
- Update on some Programmes of Learning.
- Update on community group initiatives and funding applications.

Workforce and resourcing

- Part time teachers will cost more next year due to further classroom release time.
- Trying to get funding for two ORS students (Overview of the Ongoing Resourcing Scheme)
- All employees will be bargaining years in 2025 - NZEI and PPTA.

The Board ratifies the appointment of the following permanent staff:

1. Felipe Queriquelli: Years 7&8 in 2025
2. Lisa Brunel: Years 0&1 in 2025
3. Pauline Sweetman: 0.6 part-time Career Pathways Coordinator Years 11-13 (reduced from full-time)
4. Emily Meleshenko: 0.6 part-time job share with Annie Stuart Years 3&4 (reduced from full-time)
5. Nick Wilson: 0.6 part-time job share with Lisa Mitchell Years 5&6 (reduced from full-time)

LB	LH	Carried
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The Board ratifies the appointment of the following Fixed Term Teaching staff:

1. Simon Thompson: Years 5&6 (one year - 2025)
2. Tahuwaka Martin: 0.8 CRT Te Roopu Aroha ki Te Reo Years 0-6 Rumaki / Relieving (one year - 2025)
3. Celia Risbridger: 0.4 CRT Years 0-2 (one year - 2025)
4. Victoria Cooper: 0.4 CRT Years 5&6 (one year - 2025)
5. Annie Stuart: 0.4 part-time job share with Emily Meleshenko Years 3&4 (one year - 2025)
6. Lisa Mitchell: 0.4 part-time job share with Nick Wilson Years 5&6 (one year - 2025)

LB	LT	Carried
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The Board ratifies the appointment of the following Support Staff Appointments:

1. Jo Levey Guidance Counsellor contractor - 5 hours weekly
 2. Erica Smit Guidance Counsellor contractor - 10 hours weekly
 3. Nicholas Stevens Music Assistant - 5 hours weekly
 4. Jonathan Rickard Alternative Education tutor - 6 hours weekly
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1. Jo Levey Guidance Counsellor contractor - 5 hours weekly
 2. Erica Smit Guidance Counsellor contractor - 10 hours weekly



3. Nicholas Stevens Music Assistant - 5 hours weekly' 4. Jonathan Rickard Alternative Education tutor - 6 hours weekly			
	LB	LT	Carried
We now have a vacancy for Attendance Officer contractor due to a resignation - 10 hours weekly.			
Motion: <ul style="list-style-type: none"> EOTC (Education Outside the Classroom) <ol style="list-style-type: none"> EOTC trips that are overnight or outside of the Raglan township require Board approval. Paperwork & planning is reviewed by Deputy Principals; Haylee Webber (Kura Teina Y0-8) and Quenten Browne (Kura Tuakana Y9-13) within approved timeframes, budgets and health and safety requirements. Up to date weather and safety checks are made on the actual dates of departure. <p>The Board approves the following EOTC trip based on the above expectations being met:</p> <ul style="list-style-type: none"> Final year 9 & 10 Outdoor Education trip taking place in week 8. Was due to be a day trip climbing or tramping. Will now be an overnight camping trip to Kaniwhaniwha. 20 students and 3 staff members; Liam, Briar and TJ. This is to enable Liam to do some professional learning for TJ and Briar so they are ready to run Duke of Edinburgh trips next year. A well known and used location which Liam has run many trips to. Year 12 & 13 Haerenga Ki Waitangi, staying at a camping ground in Paihia. 5th February - 8th February 2025. 9 students. 2 adults; Ariana Millward (teacher) and Rosemary Putaranui (Learning Assistant). Visiting treaty grounds, Russell. 	LB	LH	Carried
Move Teacher only day dates	LB	DD	Carried
Motion: It is moved that the Principal's Report be accepted.	LB	DD	Carried
No Policy & Wellbeing Subcommittee Report this month - meeting not held.			
Presiding Member Report Raglan Film Festival - keen to work with the school. David to connect Brendan and Jacqueline to meet to discuss.			



☐ Let Brendan know. Follow up with Brendan.

A few communications regarding audit.

Motion: It is moved that the Presiding Member's report be accepted.	DD	LB	Carried
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Staff Report

All year 11-13 have nearly finished their external exams - I think there are only 3 or 4 left.
Year 11-13 teachers have been busy completing marking and moderating of assessments, doing professional learning and also designing programmes for next year.
The years 0-10 teachers are all still working with their students, writing reports, completing assessments and planning exciting end of year activities for their students.
There are beach days and fun trips arranged for most of our students, which they are all looking forward to and very much deserve.

The end of year is in full swing - with 3 more teaching weeks left of the year we are all scrambling to get everything done - ready for a relaxing summer holiday.
The staff would like to thank the board for all their support and taking care of us and our students so well.

Motion: It is moved that the Staff Member's report be accepted.	LH	DD	Carried
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3. General Business

Road Safety

Funding not available for big projects.

Meeting to talk about bus stops, unsafe road crossings. Road safety for kids.

Host working group. Book in March. Speak to Nathan Timoko about this.

Letter to council from our Board to say we would support the road safety working group initiatives.

4. In Committee

In to In Committee 7:30pm / Out of In Committee 8:24 pm

5. Board Self Review

Next meeting - December get together - Wed 11th December

BoT Meeting - Jan 30, 2025

Meeting Closed: 8:29 pm

6. Confirmation



Raglan Area School
Te Kura A Rohe O Whaingaroa

Chairperson signature:

Date: 30 January 2025