

**JOHNSONVILLE SCHOOL BOARD**  
**Minutes of Meeting held on Wednesday 12 December 2022, commencing at 7pm**

*“A well governed school accountable to the wider community to enable every student to leave a confident, connected, actively involved, lifetime learner.”*

**Present:** Ben Mills (BM), Ben Fisher (BF), Misty Olney (MO), Tania Cohen (TC), Eugene Lai (EL) , Erica Thomas (ET), Clare Little (CL)

**Apologies:**— Siva Sankari Yuraraj (SY),

**Welcome:** Stephanie Whiteman, Acting Deputy Principal, presenting the Student Achievement Profile

**Minutes recorded by:** Clare Little

Item	Discussion / Decision	Person Responsible	Timeframe
<b>1. Whakawhanaugatanga</b>	Led by CL		
<b>2. Administration</b> Karakia	Performed		
2.1 Attendance recorded; quorum established	Done		
2.2 Interests are declared	CL will be working for MoE.		
2.3 Recent minutes are accepted	<b><i>Minutes from the meeting dated 9 November 2022 were unanimously accepted.</i></b> Action: that actions are recorded are recording in a table at the bottom of the minutes so they can be tracked month on month.		
2.4 Correspondence is shared	We streamline our meetings by circulating all committee and other reports prior to this meeting. Each Board member reading them before the meeting and just dealing with questions at the meeting.		
<b>3. Strategic Decisions</b> 3.1 Annual plan implementation progress is updated and discussed (principals report)	Board Newsletter for Term 4 <b><i>Action: BF to write newsletter for next week &amp; circulate for comment before publishing.</i></b>  <b><i>Tania moves that the Principals Report is accepted. BM seconds.</i></b>	BF	
3.2 Expert presentation is provided and /or key result areas (goals) is explored	Report Presented by Stephanie Whiteman, DP <ul style="list-style-type: none"> <li>Maths results discussed – overall good results. Discussion on how we support Māori and Pacific kids – big focus on Te Reo.</li> <li>Staff have the resources they need to implement actions detailed in the report.</li> <li>A curriculum refresh is underway with MoE which will be implemented in 2026. The school focus is on the whole child.</li> <li>The report identified ways of working – action plan ready to go.</li> </ul>		

	<b><i>The Board endorses the report.</i></b>		
3.3 Health and safety issues	<p>Committee met in the last month to discuss a staff well-being survey.</p> <ul style="list-style-type: none"> <li>• Tania has met with psychologist Jacqui McGuire who will be running this workshop.</li> <li>• TC asked Do we do health and wellbeing checks? At individual, team and organisational level?</li> <li>• Jacqui is going to develop a plan that will be presented to the Board. The aim is that this psychologist will work with team leaders to upskill them in wellbeing training.</li> <li>• Tania has met with all staff to understand how this year has gone.</li> <li>• The psychologist will collate this data and present back.</li> <li>• TC will also provide report and summary of staff feedback in their end of year professional debriefs for February meeting.</li> </ul> <p>Student injury at school – broken wrist while playing rugby.  <b>Action: Health &amp; Safety Committee to ensure tackle rugby is not being played at school.</b></p>	TC	Feb Mtg
3.4 People issues	<b><i>BM moved to ratify the permanent employment of Lyndall Pettigrew and Angela Rongonui, and fixed term appointment of Alwy Rees. All accepted.</i></b>		
3.5 Property project issues	<p>Cleaning of buildings – second quote received and slightly cheaper so will accept with that option.</p> <p>Property committee meeting with caretaker on Monday 12 December to have a walk around the school and discuss any issues.</p>		
3.6 Financial and audit position	<p><b><i>Motion: BM moved to accept the financial reports for the month ended 30 November 2022. ET second.</i></b></p> <p>Budget for 2023 will be emailed out to be agreed to. Delegated finances recommend that the budget is approved by email.</p>		
<b>4. Strategic Decisions and Discussions</b> 4.1 Relevant policies are reviewed	<p>Policies:  ETA 2020 s125, School Swimming Pool, Swimming Pool Management/Maintenance, Digital Technology and Cybersafety.</p> <p>TC has confirmed to the Board that these policies are being implemented.</p>		
4.2 Agree plan for welcoming staff	<p>This will be managed by Personnel Committee.</p> <p>ET to let Sue (from Home &amp; School Committee) know that the Board will purchase the remaining tea towels and give these to new staff as a welcome gift.</p>		
4.3 Agreed plan for engaging Board secretary	Board has resolved to move into Public Excluded Business due to privacy regarding staff contract. In PEB at 8:54pm.		

4.4 Liability insurance is fit for purpose	Lynne to provide a copy of the insurance we hold to compare with MoE insurance scheme for contents, liability and cyber insurance (was \$10.50 /student going up to \$15/per student from 2023) to see if it is a better deal for the school.		
<b>5. Administration</b>	Ran out of time to discuss		
5.1 Reflection on effectiveness			
5.2 Agreed Public Excluded Business	As above in 4.3		
Confirmed Actions	<p>Create asset replacement plan.</p> <p>Draft roster for Board attendance at Home &amp; School Committee meetings. Check with Sue/Mel if they want Board rep there.</p> <p>Organise further planning session (avoiding last week in January &amp; first week in February).</p> <p>Discuss terms of reference for committees</p> <p>Discuss the night of Board meetings going forward at January planning meeting. Possibly held on a Monday or Tuesday for next year.</p>	<p>TC</p> <p>CL</p> <p>BM</p> <p>Each committee</p> <p>All</p>	<p>March</p> <p>February</p> <p>31 Dec</p> <p>January</p>
Actions from previous meetings	Pull list of policies from school docs for board to review/allocate to committees for management	CL	February

**Next Meeting:**

To Be Confirmed

Ben Mills, Presiding Member:  Date: 13/2/23

