

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Monday 13 February 2023, 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), Siva Sankari Yuvaraj (SY)

Apologies:

Welcome:

Minutes recorded by: Shannon Tomlinson

Item	Discussion / Decision	Person Responsible	Timeframe
1. Whakawhanaugatanga	Led by SY		
2. Administration Karakia	Performed		
2.1 Attendance recorded; quorum established	Done		
2.2 Interests are declared	None declared		
2.3 Recent minutes are accepted	<i>Minutes from the meeting dated 12 December 2022 were unanimously accepted.</i>		
Matters arising from previous meeting – review action points	Create asset replacement plan.	TC	March
	Draft roster for Board attendance at Home & School Committee meetings. Check with Sue/Mel if they want Board rep there.	CL	DONE
	Organise further planning session (avoiding last week in January & first week in February).	BM	DONE
	Discuss terms of reference for committees.	All committees	DONE
	Discuss the night of Board meetings going forward at January planning meeting. Possibly held on a Monday or Tuesday for next year.	All	DONE
	Pull list of policies from school docs for board to review/allocate to committees for management. This action has now been transferred from CL to ET.	ET	

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.		
Electronic Resolutions	<p><i>Motion: BM moves to endorse the electronic resolution (agreed via email by all Board Members) to accept the draft budget presented as the budget for 2023. BF second.</i></p> <p><i>Motion: BM moves to endorse the electronic resolution (agreed via email by all Board Members) to approve the purchase of 2 x \$50 vouchers as leaving gifts for Bianca and Cherie from the Board for their service to the school. BF second.</i></p> <p><i>Motion: BM moves to endorse the electronic resolution (agreed via email by all Board Members) to agree to the proposal received by Jacqui McGuire to support health and well-being of teaching staff at Johnsonville School. BF second.</i></p>		
2.5 Agreed board meeting procedure	<i>Motion: BM moves that the Board Meeting Procedure be accepted. BF second.</i>		
3. Monitoring 3.1 Annual plan implementation progress is updated and discussed (Principal's report)	<p>Charter - The document is the same as was discussed at the planning meeting, but updated with:</p> <ul style="list-style-type: none"> • ethnicities and numbers • NELPs for #7 (<i>Collaborate with industries and employers to ensure learners/ākonga have the skills, knowledge and pathways to succeed in work.</i>) have been placed under Learners/Ākonga and Community/Whānau. <p><i>Motion: BM moves that the Charter, Strategic Plan and Analysis of Variance is approved by the Board. ET second.</i></p>		
3.2 Expert presentation is provided and /or key result areas (goals) is explored	As per the Principal's Report.		
3.3 Health and safety issues	The school staff have all been reminded that there is to be no tackle rugby; only touch rugby is allowed. All items on the hazard register have been actioned.		
3.4 People issues	Nothing to note.		
3.5 Property project progress	Perimeter fencing – TC was not informed that they were onsite doing work (during the holidays). They were also on playcentre property which they do not have permission for, and did not inform the school or playcentre. The playcentre would like more communication from the school about works being done in the future.		

	<p>SEU work has been put on hold. This will take lots of planning to ensure that the kids are kept secure somewhere else in the school.</p> <p>The school pool is owned by the Ministry. The 5 and 10 year plans did not include the pool or items in the pool that need repair. We do not have any property funding for the pool currently, but the Ministry agree that it needs repairs (roof and rotting change room walls). TC has been told to get quotes and can use reserves to fix in the meantime if Ministry funding is not received in time. Simon is going to investigate what needs doing. The painting budget can be used towards the cost of painting related to repairs, but not the repairs themselves.</p>		
3.6 Financial and audit position	<p><i>Motion: BM moved to accept the financial reports for the month ended 31 December 2022. SY second.</i></p> <p><i>Motion: BM moved to accept the financial reports for the month ended 31 January 2023. SY second.</i></p>		
4. Strategic Decisions and Discussions 4.1 Relevant policies are reviewed	<p>Review - Legislation and Administration Policy</p> <p><i>Motion: BM moves to accept the Legislation and Administration Policy. ET seconds.</i></p>		
4.2 Necessary delegations are in place	<p><i>Motion: BM moves to accept the People Committee Delegation. SY seconds.</i></p> <p><i>Motion: BM moves to accept the Finance Committee Delegation. ET seconds.</i></p> <p><i>Motion: BM moves to accept the Health, Safety and Wellbeing Committee Delegation. CL seconds.</i></p> <p><i>Motion: BM moves to accept the Property Committee Delegation with addition of "...unless explicitly requires the Presiding Member to sign" in regards to the property plan. BF seconds.</i></p>		
4.3 Board priorities for 2023 are agreed:	<p>Staff wellbeing</p> <p>Coordinating with Home & School</p> <p>Reconnecting with the community</p> <ul style="list-style-type: none"> • Parent interviews (in week 9/10) would be a good time to have Board members available to meet with the school community. • If a survey is sent out to the school community, we can get it translated into Arabic & Hindi by the language support workers at our school. • The 4 themes from our charter would be a good start as prompts: Learner, Teacher, Environment, Community. • BM to draft up an outline and circulate. 		

4.4 A focus, date and marketing plan are agreed for a working bee	BF and the Property Committee will organise a working bee and liaise with the School Enviro Group.		
4.5 Viable sustainability projects are identified and a plan is agreed	Not discussed.		
4.6 The YMCA	<p>The original contract has expired and the YMCA have right of renewal. It would cost more to break the contract than we would get back with a rent increase.</p> <p>Easyswim contract has also expired. They have paid \$12,000 per year for the last 6 years and have right of renewal for 3x 6 year periods. They pay pool utilities and provides 1 term of swimming lessons and 1 term of gymnastics to the school. TC to liaise with Todd (from Easyswim) about a rent increase considering the state of the pool and any improvements that will put the pool out of action for a time.</p>		
5. Administration			
5.1 Reflection on effectiveness	Ran out of time to discuss.		
5.2 Agreed Public Excluded Business	No PEB to discuss.		
Addition to the meeting Election of Presiding Member	<i>Motion: Ben Mills is the sole nominee for the position of presiding member, and is therefore duly appointed to that role; and Erica Thomas is reappointed to the position of deputy presiding member.</i>		
Confirmed Actions	<p>Create asset replacement plan.</p> <p>Sort all policies held on School Docs and assign each to the relevant committee, or whole Board, for review. (ET to take over this task from CL)</p> <p>Arrange date for NZSTA representative to meet with the Board.</p> <p>Board community engagement, draw up a plan for parent interview night.</p> <p>Organise a school working bee.</p> <p>Liaise with Todd from Easyswim regarding renewal of contract and negotiate possible rent increase.</p>	<p>TC</p> <p>ET</p> <p>BM</p> <p>BM</p> <p>BF</p> <p>TC</p>	<p>March</p> <p>ASAP</p>
Meeting closed:	9:13pm		

Next Meeting:

Tuesday 21 March, 7pm

Ben Mills, Presiding Member:



Date:

21/3/23