

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 21 March 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), Misty Olney (MO), Tania Cohen (TC), Eugene Lai (EL), Erica Thomas (ET), Clare Little (CL)

Apologies: Ben Fisher (BF), Siva Sankari Yuvaraj (SY)

Welcome:

Minutes recorded by: Shannon Tomlinson

Item	Discussion / Decision	Person Responsible	Timeframe
1. Whakawhanaugatanga	Led by EL		
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>Motion: BM moves that the Minutes from the meeting dated 13 February 2023 is approved by the board. ET seconded.</i>		
Matters arising from previous meeting – review action points	Create asset replacement plan.	TC	March
	Sort all policies held on School Docs and assign each to the relevant committee, or whole Board, for review.	BM	Done
	Arrange date for NZSTA representative to meet with the Board.	BM	Done
	Board community engagement, draw up a plan for parent interview night.	BM	Current
	Organise a school working bee.	BF	Done
	Liaise with Todd from Easyswim regarding renewal of contract and negotiate possible rent increase.	TC	Done
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	Resolution: The Johnsonville Board agrees to close the school on Thursday 16 March due to teachers and principals striking and student health and safety. – All Board Members agreed with the resolution. <i>Motion: BM moves to endorse this electronic resolution. ET seconded.</i> Other electronic resolutions discussed in PEB		

2.5 Appointment of Deputy Presiding Member	This has been deferred until next meeting due to the absence of BF & SY.		
3. Monitoring 3.1 Annual plan implementation progress is updated and discussed (Principal's Report)	<p>Out of zone ballot for terms 3 & 4 will be set at the start of term 2.</p> <p>This is the first time the PAT has clean results (it only measures results for children that were tested last year, new students without comparative score were not included in these results).</p> <p><i>Motion: BM moves that the Principal's report is approved by the Board. CL second.</i></p>		
3.3 Health and safety issues	Camp health & safety plan was very robust. No incidents to report.		
3.4 People issues	Nothing to report.		
3.5 Property project progress	As per the principal's report in the agenda pack.		
3.6 Financial and audit position	<p><i>Motion: All members agree to accept the financial reports for the month ended 28 February 2023.</i></p> <p><i>Motion: All members agree that the Draft Annual Financial Statements are approved, and that the Principal and Presiding Member are delegated Authority to sign the Statement of Responsibility of the Final Audited Set.</i></p>		
4. Strategic Decisions and Discussions 4.1 Agreed plan for policy review	<ul style="list-style-type: none"> • Policies will be reviewed as identified by School Docs by persons as noted in the <i>Proposed policy/committee allocation</i> document. • BM to check there is no requirement to advise community of policy reviews. • Policies delegated to all board to be included in the board agenda as is currently. • ST to send policies to be reviewed for the upcoming term to the appropriate members at the start of each term. <p><i>Motion: BM moves to accept the Official Information Act Policy. CL seconds.</i></p> <p><i>Motion: BM moves to accept the Privacy Policy. CL seconds.</i></p>	BM ST	Start of each term
4.2 Agreed plan for the board member vacancy	<p>The board's first choice is to fill the vacancy by selection with preference given to mana whenua. Notice of the board's intention will be published in the school newsletter.</p> <p><i>Motion: BM moves that the board resolves to fill the vacancy by selection, with preference given to mana whenua. CL seconded.</i></p>	TC & ST	This week

4.3 Discussion on what can the board do to make staff feel valued	<p>Feedback from staff was presented by MO.</p> <p>Board would like to provide regular delivery of fruit for the staffroom. ST to organise fruit delivery subscription of \$60 per month.</p> <p>Staffroom revamp – to make the space more welcoming and relaxing for staff - the staffroom has not been updated for some time. Furnishings only – no permanent fixtures (cupboards, carpet, etc) can be changed. TC to liaise with staff for ideas and price up costs and report to board.</p> <p>Board thanking the staff & recognising their work via email to staff and in the newsletter. MO to send wording to BM.</p>	TC	MO & BM	ASAP
4.4 Agreed plan for community engagement	<p>Questions need to be simple & open ended – use TC's questions from Gathering Voice for Strategic Plan from earlier in the year. TC to ask Nicola to set up a Google Form with link to be included in this week's school newsletter (CL to write up an introduction), and have hard copies available from teachers at 3 Way Conferences.</p> <p>Board members will be available to parents during the 3 Way Conferences – in the new room by the library if ready in time. Board members (apart from TC and MO) to organise covering these 2 evenings.</p>	TC	BM, BF, CL, SY, EL	<p>This week</p> <p>By 4 Feb</p>
4.5 Decisions on lease arrangements	The board approves the Y and Easyswim leases.			
4.6 [PEB] Discussion on salary regrading applications	Discussed in PEB			
5. Administration 5.2 Agreed Public Excluded Business	4.6 Discussion on salary regrading applications (including associated electronic resolutions) due to staff privacy.			
Confirmed Actions	Board thanks TC and the year 5 & 6 teachers for applying for strike exemption so that camp could still take place. Cards to be signed & given to these teachers.	All board		Done
	BM to check there is no requirement to advise the community of school policies being reviewed.	BM		
	ST to send policies to be reviewed to appropriate members (as per BM proposed allocation list) at the start of each term.	ST		Start of each term
	ST & TC to include resolution re intending to fill the board vacancy by selection in the next school newsletter.	ST & TC		24 March

	TC to price up new staffroom furnishings and report ideas and costs to board.	TC	
	ST to organise delivery of fruit for staff (\$60 per month)	ST	ASAP
	MO to send wording to BM re thanking teachers and recognising their work. BM to send statement to ST to include in newsletter and/or staff email (from board email).	MO, BM, ST	ASAP
	CL to come up with cover letter to be sent out with Google link for Strategic Plan Review questionnaire for parents. ST & TC to include link in newsletter.	CL, ST, TC	24 March
	BM, CL, EL, SY & BF to organise cover for being available to parents during the teacher interviews (hopefully in the new room beside the library) on 4 & 5 April.	BM, CL, EL, SY, BF	Before 4 April
Meeting closed:	10:15pm		

Next Meeting:

Tuesday 9 May, 7pm

Ben Mills, Presiding Member:  Date: 9/5/23