

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 9 May 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), Clare Little (CL), Ben Fisher (BF), Siva Sankari Yuvaraj (SY)

Apologies:

Minutes recorded by: Shannon Tomlinson

Item	Discussion / Decision	Person Responsible	Timeframe
1. Administration Karakia	Performed		
1.1 Attendance recorded; quorum established	Done		
1.2 Interests are declared	None declared		
1.3 Recent minutes are accepted	<i>Motion: The Board unanimously moves that the Minutes from the meeting dated 21 March 2023 are approved.</i>		
Actions to review from previous meeting	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	Done
	TC to price up new staffroom furnishings and report ideas and costs to board.	TC	Current
	ST to organise delivery of fruit for staff (\$60 per month)	ST	Ongoing
	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	Done
	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	Done
	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	Done
1.4 Correspondence is shared	We streamline our meetings by circulating all committee and other reports prior to this meeting. Each Board member is to read them before the meeting and only questions are discussed at the meeting.		

Electronic Resolutions	PEB - unpaid leave request discussed in PEB		
1.5 Appointment of Deputy Presiding Member	This is to be deferred until the Board vacancy is filled. BM to think of what duties could be passed to the deputy to support him.		
2. Monitoring 2.1 Annual plan implementation progress is updated and discussed (Principal's Report)	<p>Maternity leave position – has been re-advertised as there were no applicants with relevant NZ primary curriculum training. This position has now been advertised as a full-time position (previously advertised as .8) to attract more applicants.</p> <p>SEU property works have been pushed back to start in Term 3. SEU will be moved to the new bubble build and the library. The teachers have a call back day in the upcoming holidays to pack up the library and do a clear out to make moving classes easier.</p> <p><i>Motion: BM moves that the Principal's report is approved by the Board. CL second.</i></p>		
2.2 Health and safety issues	<p>Staff wellbeing – Jacqui's workshop was very well received by the staff and there was very good engagement.</p> <p>Physical restraint online module was completed by teachers and TAs at the workshop.</p>		
2.3 People issues	Nothing to note		
2.4 Property project progress	As per the Principal's report		
2.5 Financial and audit position	<p><i>Motion: BM moves to accept the financial reports for the month ended 31 March 2023. CL second.</i></p> <p><i>Motion: BM moves to accept the financial reports for the month ended 30 April 2023. CL second.</i></p>		
3. Strategic Decisions and Discussions 3.1 Policies are reviewed and agreed, and the board and the community are clear on what our agreed policies are	<p>New and updated policies:</p> <ul style="list-style-type: none"> • Minimising Physical Restraint • Reducing Student Distress • Acceptable Physical Contact <p>These policies meet the legislative requirement for schools. This has been communicated to our families through the school newsletter.</p> <p>Policy to be reviewed: Education Outside of the Classroom</p> <p><i>Motion: BM moves that the Education Outside of the Classroom is accepted. BF second.</i></p>		

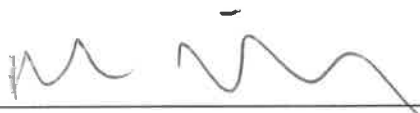
	<p>All changes made to our school policies are sent through to School Docs who update them on their website. ST & TC to check with School Docs if changes can be sent through by office staff rather than the Principal.</p>		
3.2 Agreed next steps on strategic plan development and community communications	<p>The responses received from the community regarding the strategic plan development were discussed.</p> <p>Strengths:</p> <ul style="list-style-type: none"> • Teachers are doing their best • Te ao Māori and multicultural • BSLA reading approach & hands on activities • Community • School Pool. <p>Can be Improved:</p> <ul style="list-style-type: none"> • Inclusive learning policy • Sense of community • Pool, classrooms & sports markings • More TAs • School production, homework, sports certificates, information re academics (Management) <p>Stop Doing:</p> <ul style="list-style-type: none"> • If showing movies, please ensure they are educational or at least G rated • Give more notice for dress up days etc. <p>Positive Feedback:</p> <ul style="list-style-type: none"> • Doing a great job • Multicultural/ inclusivity • Te ao Māori/ kapa haka <p>Other Comments:</p> <ul style="list-style-type: none"> • Provide other activities as well as sport (ie drama, music) • Engage with Korowai more • Dislike of modern learning environments <p>Need to find weighting of the items above as some people may not have added their opinions if they were the same as ones already noted – others have written their opinions multiple times. BF (with help of ST) will create a letter to send home with ability for families to rate the areas noted in feedback as to how important they are to their family specifically. Letters/forms to be sent home in paper copy and whānau house points to be given out for each form returned. TC to ask Yamama to translate forms into Arabic for our Arabic speaking families.</p> <p>Still need to consult with staff and students. TC to send questionnaire out to staff and whānau points given out for completed questionnaires.</p>		
3.3 Agreed next steps on filling the board member vacancy	<p>CL to draft an email to Tangata Whenua families to see if anyone is interested in being co-opted to the Board.</p>		

3.4 Discussion on records retention	Motion: BM moves that the Board gives authorisation for the school office staff to action the disposal of Finance and Personelle Records which have been identified as eligible for the destruction in the Archives NZ School Records - Retention and Disposal Schedule. BF second.		
3.5 Discussion on what can the board do to make staff feel valued: fruit bowl budget and staff room refurbishment plans	ST to continue to order fruit monthly for the staffroom - \$1000 annual budget (pro rata for this year). Staffroom refurbishment - First quote received and a second company is scheduled to come and provide a quote. This project is endorsed in principle. TC to provide another quote, consult with staff and come back to the Board with the preferred option.		
4. Administration 4.1 Agreed Public Excluded Business	Motion: BM moves that the Board go into PEB to discuss leave requests to protect staff privacy. SY second.		
5. Additional items: 5.1 Ballot for terms 3 and 4	A decision needs to be made before the next Board meeting, so it was agreed to discuss at this meeting. Motion: BM moves that 10 spaces be available for a ballot for Terms 3 & 4 of this year, with 5 spaces available for year 0/1 and 5 available spread between years 2, 5 and 6. SY second.		
Confirmed Actions	Draft email to Tangata Whenua families regarding Board vacancy.	CL	
	Liaise with School Docs to check if policy changes can be made by office staff (currently TC is doing this directly).	ST/TC	
	Include brief summary of community responses for strategic plan in school newsletter.	TC	Next newsletter
	Re-send strategic plan questionnaire to staff for input.	TC	
	Draft letter (including form to be returned) to families following up on responses to strategic plan with an opportunity to rate the importance of the responses.	BF & ST	
	Have letter/form as above translated into Arabic by Yamama for our Arabic families.	TC	
	Get another quote for staffroom refurbishment, liaise with staff & report back to the Board with what is wanted.	TC	
	Include item in the next agenda to discuss Reserves.	BM	Next meeting
Meeting closed: 9:08pm			

Next Meeting:

Tuesday 13 June, 7pm

Ben Mills, Presiding Member:



Date:

13/6/23