

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 13 June 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), Christa Ellis (CE)

Welcome: Stephanie Whiteman (presenting the Māori achievement data)

Apologies:

Minutes recorded by: Shannon Tomlinson

Item	Discussion / Decision	Person Responsible	Timeframe
1. Administration			
Karakia	Performed		
Manaakitanga	Led by MO		
1.1 Attendance recorded; quorum established	Done		
1.2 Interests are declared	None declared		
1.3 Recent minutes are accepted	<i>Motion: BM moves that the Minutes from the meeting dated 9 May 2023 are approved. TC second.</i>		
Actions to review from previous meeting	Draft email to Tangata Whenua families regarding Board vacancy.	CL	DONE
	Liaise with School Docs to check if policy changes can be made by office staff (currently TC is doing this directly).	ST/TC	DONE
	Include brief summary of community responses for strategic plan in school newsletter.	TC	DONE
	Re-send strategic plan questionnaire to staff for input.	TC	Carried
	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	Current
	Have letter/form as above translated into Arabic by Yamama for our Arabic families.	TC	As above
	Get another quote for staffroom refurbishment, liaise with staff & report back to the Board with what is wanted.	TC	Current
	Include item in the next agenda to discuss Reserves.	BM	Carried
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.		

2. Monitoring 2.1 2023 board priorities: reflection and next steps	<ul style="list-style-type: none"> • 2023 priorities (Staff wellbeing, Reconnecting with the community, Coordinating with Home & School). • Annual goals (from the planning meeting) are based off of the NELPs for reporting to the Ministry. • Any others that occur on an ad hoc basis (ie board vacancy). <p>Committees should perform a strategic role, not a management role, which aligns to the priorities and annual goals. BM will put together a 1 page document outlining how this could work.</p>	BM	
2.2 Annual plan implementation progress is updated and discussed (Principal's report)	<p>Letter from the board is required for all trained teacher aides to be able to use physical restraint (as required as per the training).</p> <p><i>Motion: BM moves that the following wording be accepted and included in letters to all trained teacher aids. SY second.</i></p> <p><i>In upholding the Education and Training Act 2020, Johnsonville School Board gives authorisation for you to use physical restraint in accordance with relevant sections of the Act and the Johnsonville School Schooldocs procedural statements.</i></p> <p>Mind School for gifted children – a child in the school has been accepted to attend one day a week (paid for by the child's parents), but needs permission from the board to be enrolled.</p> <p><i>Motion: BM moves that permission from the board has been given for the child to attend Mind School once a week. BF second.</i></p> <p><i>Motion: TC moves that the Principal's report is approved by the Board. BM second.</i></p>		
2.3 Māori achievement data is considered	<ul style="list-style-type: none"> • Tangata whenua plan inter-generationally – looking forward by generations, not yearly or 3-yearly. • More collaboration with Māori whanau will assist with bringing Māori achievement levels up. • The school used to do whānau huis, this was stopped due to Covid, but will get these going again. <ul style="list-style-type: none"> ○ 1 board rep only – as it could be overwhelming if the whole board shows up. ○ Should be informal (no agenda) just being together and getting to know each other. ○ MO, TC & CE to organise a whānau hui early in Term 3, after 3-way interviews. 	MO, TC, CE	
2.4 Students, staff, volunteers and visitors are safe and well (Health, Safety and Wellbeing Committee report)	<p>EOTC (education outside of the classroom):</p> <ul style="list-style-type: none"> • Risk management assessments are robust. • Health & Safety Committee to discuss and agree to a criterion for what requires full board approval/discussion vs committee only approval. Definitions for low, medium and high risk to be agreed. <p>Governance Risk Management:</p> <ul style="list-style-type: none"> • Bring any potential risks to the committee. • EL to put together a risk assessment dashboard for finance for next meeting and other committees can add any risks that concern their committees to it. 	EL	Next mtg

2.5 The board is a good employer (People Committee report)	Ratification of employment of Srey Bowron-Muth to cover maternity position. Motion: BM moves that the employment of Srey Bowron-Muth be ratified. SY second.		
2.6 Property Projects are being effectively delivered (Property Committee report)	As per the Principal's report. New build is not likely to be complete until Term 2 2024.		
2.7 The board is financially responsible (Finance Committee report)	Audit Report is in draft, will be ready for August or September meeting. Motion: CL moves to accept the financial reports for the month ended 30 April 2023. BM second. Motion: CL moves to accept the financial reports for the month ended 31 May 2023. BM second.		
3. Strategic Decisions and Discussions 3.1 Agreed next steps on strategic plan development and community communications	Strategic direction letter for families to add weighting to proposed strategic goals: <ul style="list-style-type: none"> • Updates to list of items/areas to be made by BF. • BF & ST to finalise letter & send out early Term 3. Consultation with students and staff to remain on the agenda.		
3.2 Next steps identified for staff room refurbishment plans	Second quote for refurbishment included a large interior design fee which is payable before any design is provided – TC not willing to spend the money on a design that may not suit what is wanted. BF to send TC the details of a parent in the school who is an interior designer who may be able to help with the design. TC to come back to the board at the August meeting with her preferred options for \$35,000 and \$50,000 budgets.		
4. Administration 4.1 Agreed Public Excluded Business (PEB)	No items to be discussed in PEB.		
5. Additional items: Policies to be reviewed	ST to look at any unreviewed policies and assurances from this and last meeting's agendas and forward to appropriate committees for review and sign off at next meeting.		

Confirmed Actions	Put together and distribute to board members a 1 page document outlining how the board committees could align with the annual priorities/goals to have a more strategic role rather than a management role.	BM	Prior to next mtg
	Set up Whānau Hui sometime in Term 3 after the 3-way interviews.	MO, TC, CE	Term 3
	EL to put together a risk assessment dashboard for finance	EL	By next mtg
	BF to send TC the name of a school parent who is an interior designer who may be able to assist with the staffroom re-design.	BF	
	BF & ST to update strategic planning letter for distribution to the school families early in Term 3.	BF, ST	By Term 3
	ST to look at unreviewed policies from this meeting and the previous meetings agenda and forward to the appropriate committee for review and sign off at the next meeting.	ST	ASAP
	ST to find requirements re advertising the appointment of Christa to the board – advise BM and send out to school community.	ST	ASAP
Meeting closed: 9:15pm			

Next Meeting:

Tuesday 8 August, 7pm

Ben Mills, Presiding Member:



Date:

15/8/23