

**JOHNSONVILLE SCHOOL BOARD**  
**Minutes of Meeting held on Tuesday 15 August 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), Ben Fisher (BF), Christa Ellis (CE)

**Welcome:** Stephanie Whiteman – presenting the School-Wide Student Achievement Profile

**Apologies:** Clare Little (CL), Siva Sankari Yuvaraj (SY)

**Minutes recorded by:** Shannon Tomlinson

Item	Discussion / Decision	Person Responsible	Timeframe
<b>1. Administration</b> Karakia Manaakitanga	Performed		
1.1 Attendance recorded; quorum established	Done		
1.2 Interests are declared	None declared		
1.3 Recent minutes are accepted	<b><i>Motion: BM moves that the Minutes from the meeting dated 13 June 2023 are approved. BF second.</i></b>		
Actions to review from previous meeting	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	DONE
	Set up Whānau Hui sometime in Term 3 after the 3-way interviews.	MO, TC, CE	Still to do
	<del>EL to put together a risk assessment dashboard for finance</del> <i>Maybe in future if time allows – removed from current action points.</i>	<del>EL</del>	Remove
	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	DONE
	BF & ST to update strategic planning letter for distribution to the school families early in Term 3.	BF, ST	DONE
	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	DONE
	ST to find requirements re advertising the appointment of Christa to the board – advise BM and send out to school community.	ST	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.		

Endorsement of correspondence and electronic resolutions	<b><i>Motion: BM moves to endorse the correspondence and electronic resolutions. TC second.</i></b>		
<b>2. Monitoring</b> 2.1 Annual plan implementation progress is updated and discussed (Principal's report): mid-year progress report	School-wide student achievement profile (presented by Stephanie Whiteman). <ul style="list-style-type: none"> <li>These results are not compared against any other children, or other schools, it is clean data which shows actual improvement/progress of these target students. PAT testing (which was reported on earlier in the year) compares our school against the nation-wide mean.</li> </ul> <b><i>Motion: BM moves that the Principal's report is approved by the Board. CE second.</i></b>		
2.2 Students, staff, volunteers, and visitors are safe and well (Health, Safety and Wellbeing Committee Report)	The Committee met and looked at hazards and defined what is low/medium/high risk. They looked at EOTC (education outside of the classroom) and what types of activities the school does and the risk levels – no formal decisions have been made as of yet. All high-risk activities will come to the Board for approval (ie camp).  Wellbeing meetings are happening with all school staff - the feedback has been positive and non-teaching staff have noted feeling included.		
2.3 The board is a good employer (People Committee report)	Nothing to report.		
2.4 Property projects are being effectively delivered (Property Committee report): 5YA plan review	Property projects are going well; any small issues are being sorted and no large issues at present. Property meetings have been very positive.  5YA Review – The Board has reviewed the 5YA and are happy with the progress of the projects. We are progressing through these quickly.  Annual provision of cyclical maintenance is not correct. TC is asking for a new maintenance calculation to be done as the current one is not correct.		
2.5 The board is financially responsible (Finance Committee report): mid-year review and reserves decision	<b><i>Motion: BM moves to accept the financial reports for the month ended 30 June 2023. MO second.</i></b> <b><i>Motion: BM moves to accept the financial reports for the month ended 31 July 2023. EL second.</i></b>  The Board has reviewed the budget and are comfortable with how the budget is tracking as of June.  Reserves: The Board agrees we will hold at least \$300,000 in reserves.		

	Staffroom upgrade: TC has met with designers and has been advised that \$35,000 is a good budget for the upgrade which will only include furnishings as windows, carpet, etc will come under other projects. The Board resolves that the principal can spend up to \$35,000 for the staffroom upgrade.		
<b>3. Strategic Decisions and Discussions</b> 3.1 Agree next steps on strategic plan development and community communications	<p>BF gave a summary of the strategic planning seminar through NZSTA.</p> <p>TC attended a Ministry of Education strategic planning workshop, and noted that we need to further narrow down our objectives. Our strategic plan will be for 2 years, as they are to line up with Board elections going forward.</p> <p>Half an hour of each meeting will be scheduled to discuss the strategic plan and a planning meeting will be set up in October dedicated only to the strategic plan (as there is no regular Board meeting scheduled in October). TC &amp; ST to sort out a date for this meeting.</p> <p>All Board members will be expected to put in some work around the strategic plan between meetings to progress the plan.</p> <p>ST will send out the strategic planning feedback letter to school families next week, and TC will include a note in the newsletter advising this letter will be sent home asking families to complete and return.</p>		
3.2 Board structure is agreed	Due to timing, this was not discussed.		
<b>4. Administration</b> 4.1 Agreed Public Excluded Business (PEB)	None.		
<b>5. Additional items:</b> Kahui Ako Meeting  Media Announcement	<p>BM is unable to attend the upcoming Kahui Ako meeting for Principals and Presiding Members. No members in attendance were able to go in his absence. BM will ask SY and CL if they can/would like to attend in his place.</p> <p>The Minister of Education would like to make a media announcement at Johnsonville School on Monday 21 August. The Board agrees that the Minister can use our school for the announcement, but there will not be any comment to the media from Johnsonville School staff. MO has offered her classroom &amp; will get permission from parents for their children to be shown (any children without permission will go to another room while cameras are there).</p>		

Confirmed Actions	TC to ask for a new cyclical maintenance calculation to be done.	TC	Current
	BF & ST to send out strategic planning feedback letter to school families.	BF & ST	Next week
	TC & ST to note in newsletter that strategic planning feedback letters will be coming home next week.	TC & ST	This week
	ST to collate information and ethnicities of returned letters.	ST	
	TC & ST pencil in a date for a Board strategic planning meeting in October.	TC	ASAP
	BM to ask SY & CL if either of them would like to attend the Kahui Ako Principals & Presiding Members meeting in his place.	BM	ASAP
	MO send the closing Karakia that the school uses to ST for inclusion in upcoming meetings.	MO	By next mtg
Meeting closed: 9:20pm			

**Next Meeting:**

Tuesday 12 September, 7pm

Ben Mills, Presiding Member: Ben Mills Date: 12/9/23