

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 12 September 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), Eugene Lai (EL), Ben Fisher (BF), Christa Ellis (CE), Clare Little (CL), Siva Sankari Yuvaraj (SY)

Welcome: Stephanie Whiteman, Deputy Principal filling in for Tania Cohen

Apologies: Tania Cohen (TC)

Minutes recorded by: Shannon Tomlinson

Item	Discussion / Decision	Person Responsible	Timeframe
1. Administration Karakia and Manaakitanga	Performed		
1.1 Attendance recorded; quorum established; interests are declared	Done		
1.2 Recent minutes are accepted	<i>Motion: BM moves that the Minutes from the meeting dated 15 August 2023 are approved. BF second.</i>		
Actions to review from previous meeting	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	DONE
	TC & ST to note in newsletter that strategic planning feedback letters will be coming home next week.	TC & ST	DONE
	ST to collate information and ethnicities of returned letters.	ST	DONE
	TC & ST pencil in a date for a Board strategic planning meeting in October.	TC	DONE
	BM to ask SY & CL if either of them would like to attend the Kahui Ako Principals & Presiding Members meeting in his place.	BM	DONE
	MO send the closing Karakia that the school uses to ST for inclusion in upcoming meetings.	MO	DONE
1.3 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	<i>Motion: BM moves to endorse the correspondence and electronic resolution subject to changes (as below). BF second.</i> <i>The Board agrees to merge the People Committee with the Health, Safety and Wellbeing Committee, to be renamed the Manakitanga Committee (which is subject to change once consultation regarding correct use of te reo Māori)</i> MO to liaise with Alwyn & Adrienne to ensure the use of te reo Māori is correct and appropriate.	MO	

2. Monitoring 2.1 Annual plan implementation progress is updated and discussed (Principal's report): mid-year progress report	<p>SEU needed to be closed to students for one day on 12/09/2023 due to staff illness and inability to source relieving teachers.</p> <p>Out of zone ballot needs to be set for Terms 1 & 2 of 2024. TC proposes that we open 20 spaces. CE declared a potential conflict of interest as her daughter is on the ballot list. BM moves that the Board open 20 spots on the ballot for Terms 1 & 2 in 2024. CL second.</p> <p>Dates for 2024 as proposed by TC. All schools in our Kahui Ako will have the same term dates for 2024. BM moves that the Term dates for 2024 as set out by TC in the Principals Report be approved by the Board. CE second.</p> <p>Policy Review: Learning Support Motion: BM moves that the Learning Support Policy is approved by the Board. CL second.</p>		
2.2 Students, staff, volunteers, and visitors are safe and well (Health, Safety and Wellbeing Committee Report)	Health & Safety meeting set for Friday 22 October.		
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)	As per the Principal's Report		
2.5 The board is financially responsible (Finance Committee report)	<p>The Finance Committee would like more clarity around the end of year finance process. They are wanting to see if there are any ways to better break down the information as it is difficult to read and understand; and to present information to the Board in a more of a focused way. The Finance Committee are to discuss how to approach the budget plan for next year and the timings of reviews.</p> <p>Lynne will be on leave until Week 3 of Term 4.</p>	Finance Committee	
3. Strategic Decisions and Discussions 3.1 Agree next steps on strategic plan development	Māori and Pasifika tend to prefer to have a face to face connection and share ideas rather than just being presented with information. A whānau evening would be a good place for sharing of ideas and information regarding the strategic plan. MO will look at setting up a whānau evening in consultation with Alwyn & Adrienne once the kapa haka festival is over.	MO	

	<p>Ongoing consultation would be good throughout the year, not just for this strategic plan. CL & CE will look at dates and make a plan to engage with the community.</p> <p>Planning meeting on 10 October. MO to create an agenda for the meeting – SY to assist if time allows.</p> <p>CE to draft a thematic analysis document of the responses using the strategic planning templates in the Google Drive.</p>	CE/CL	
3.2 Presiding member performance review	Forms have been returned to ST who will collate the information to give to BM.	MO/SY	
3.3 Reflections on Te Tiriti workshop	Workshops were attended by BM, BF, TC & CL (2nd one only). Recording watched by MO.	CE	
4. Administration			
4.1 Agreed Public Excluded Business (PEB)	None.		
5. Additional items:	Board photo will be taken at school on the bottom field on Wednesday 11 October at 8:15am. Wet weather venue tbc.	ST	
Confirmed Actions	MO to check with Alwyn and/or Adrienne if “Manakitanga” is an appropriate name (or if they have any other suggestions) for the combined People and Health & Wellbeing Committee.	MO	
	Finance Committee to discuss how best to approach the budget planning for next year.	EL & CL	
	MO to look at dates for a whānau evening - liaise with Alwyn & Adrienne after Kapa Haka Festival is completed.	MO	After kapa haka festival
	CL & CE to make a plan to engage with the community throughout the year - ongoing consultation.	CL & CE	
	MO to come up with an agenda for the planning meeting in October. SY to assist if time allows.	MO	Before 10 Oct
	CE to draft a thematic analysis document (using the strategic planning template in the Google Drive) for the October planning meeting.	CE	Before 10 Oct
Meeting closed: 8:45pm	ST to collate the Presiding Member review forms.	ST	

Next Meeting:

Tuesday 7 November, 7pm

Ben Mills, Presiding Member:  Date: 7/11/23

