

# PAKIRI SCHOOL BOARD

## Minutes of the meeting held on Wednesday 15 March 2023 6.30pm at Pakiri School

### 1. Administration

- 1.1. Opening Prayer and welcome by Cherie
- 1.2. Present – Kelly Ayres (Presiding Member), Jarred Balle, Raewyn Hatfull, Myles Deighton, Andrew Chambers (Principal), Cherie Williams, Jill Corkin (Specialist Advisor)  
  
Apologies – Diane Greenwood (Minute Secretary)
- 1.3. Conflict of Interest/s - NIL
- 1.4. Speaking rights  
  
**Motion:** The board resolves that pursuant to Part 7 section 48(5) & (6) of the Local Government Official Information and Meetings Act 1987, Jill Corkin be granted speaking rights at the meeting to provide specialist advice and guidance relevant to her role.  
**Moved: K Ayres; Carried.**
- 1.5. Next Meeting: Wed 26th April 2023 6.30pm - Confirmed.
- 1.6. Confirmation of Previous Minutes 22 February 2023

**Motion:** There being no alterations or additions, the board resolves to confirm the Minutes of the board meeting held on 22 February 2023 as a true and correct record of the meeting. **Moved K. Ayres; Carried.**

### 2. Principal's Report

The principal's report was tabled and spoken to. Andrew highlighted the following from his report:

- Cleaning Contract – the increase in minimum hourly wage will result in an increase in the cleaning contract cost. Andrew will ask if there is a rebate due to the school closure on strike day.
- Events –  
20 March Swimming sports at school due to cancellation of interschool event.  
  
30 March – Goal setting conferences with students & parent/caregivers. This is to increase student ownership of their goals. This will be followed in Term 3 by another session where the students present how they have done in relation to their goal/s. Andrew was asked about the timing and explained that it will probably occur in the afternoon after 1.30pm to finish by 3.00pm. Skool Loop can be used to make the bookings.
- Assessment – Raewyn has been working hard at completing assessments in reading, writing and maths. The data was presented in Andrew's report. This forms new baseline data and will be corroborated by PAT results, still to be completed.  
Andrew was asked why the information presented last year looked different to the information presented tonight. Raewyn explained that assessments were done last year but perhaps not collated.  
Andrew pointed out the strengths in the data in certain areas.  
There were questions about the whether the same testing materials were used this time, compared with last year. The only new test was the PRIME Maths test for older students.

There was also discussion about the importance of moving students from 'below' to 'at' and students from 'at' to 'above'. It is important to aim high with expectations. Andrew is confident that these groups of students can be moved, and that there are the skills within the teaching staff to do this.

Andrew was asked if he needed more resources in certain areas to support this work. He explained that reading is an area that has been identified and so the free resources from the Ministry have been accessed and the staff have looked at where they can shift money around in the curriculum resources to the areas that need to be focused on. There may be some more PM readers required to be purchased. PRIME practice books have been purchased for all students from the budget. Andrew explained how these will be used. NZ schools using PRIME are showing great results.

The next update on this baseline data will be midyear and then again at end of year.

The Government has provided some extra funding to assist students at Y7 and above. Good use will be made of this funding in using it with groups.

Andrew explained the stanines, and the normal Bell Curve distribution of data and how it applied to various tests.

- PB4L – Andrew has now made contact the schoolwide practitioner and the proposed meeting for tomorrow will be delayed because of the strike.
- Attendance – Andrew is concerned about three whanau groups whose attendance is low. There is a new support service in place for attendance and Andrew has contacted them to follow up on these families. Cherie suggested that Andrew needs to use the iwi rep first to reach out to whanau members, before accessing outside providers.
- Property - Andrew asked if the boys' urinal could be replaced with 2 toilets. The Board was supportive of this suggestion. Andrew will follow up with the Ministry.  
Painting of the school – one quote has been received and 2 more are required.

Andrew reported that schools are no longer Civil Defence posts, although the sign is still in place. This needs to be removed.

The Kahui Ako is exploring funding for solar panels (free installation) which will eventually generate funds for the school. Cherie suggested investing with Nau Mai Ra (a new power company involved with the marae).

### 3. Strategic Decisions

- 3.1 **2023 Budget** – Andrew explained that the initial high deficit was due to an error in the formulas being corrupted in the import to Google Sheets. This was rectified and the annual budgeted ~~deficit~~ now stands at approximately \$5,000. *profit.*

There was extensive discussion about the amount of money budgeted for administration, although this is skewed by the intervention, as well as a high cost in office administration.

**Motion:** The Board resolves to adopt the draft budget for 2023 discussed tonight. **Moved K Ayres; Carried.**

It was noted that the auditors are visiting on 31 March.

### 3.2 2023 Annual Plan Goals

Andrew said he would like to have a discussion with Cherie and whanau about the waharoa. Andrew has been in touch with a graphic designer. He shared a unit plan based on the value of aroha. There was positive feedback from the parent Board members in terms of what they are hearing from their children based on this work.

A Graduate Profile has been started and the brainstorm of the children's ideas were shared.

This term Andrew will be creating a professional growth cycle (PGC) with staff.

Andrew expressed that he is still enjoying being at Pakiri School.

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**Motion:** The Board resolves to accept the principal's report, including the updates to strategic and annual goals. **Moved A. Chambers/Seconded M. Deighton; Carried.**

## 4. Review / Monitoring

- 4.1 Review of 2022 Annual Plan & AOV (now called Statement of Variance (SOV))  
Jill and Kelly met about this today and the SOV will be finalized to be circulated to the Board. Jill outlined the new requirements for planning and reporting and Kelly circulated the Ministry's consultation document to board members to read.

4.2 Financial Report 23 February 2023

Kelly explained that the board will receive full reports (both Governance and Management) from Education Services from now on.

Myles had a query about the expenses for February but understands this was the charge for School Docs.

Cherie asked about spending the Pet Day money on the pool. Kelly explained these funds will be part of the cost for the pool refurbishments and is still sitting there waiting for this, however, further costs and quotes need approval. Kirsty Ross is following up with the Ministry property person to get this underway.

**Motion:** The Board resolves to accept the February payments and accounts. **Moved K Ayres; Carried.**

4.3 Policy Reviews

- 4.3.1 Legislation & Administration Policy- **Motion:** That the Board approves the Legislation & Administration Policy unchanged. **Moved M. Deighton/Seconded J. Bale; Carried.**

- 4.3.2 Privacy Policy – **Motion:** The Board approves the Privacy Policy unchanged. **Moved M. Deighton/Seconded C. Williams. Carried.**

- 4.3.3 Official Information Requests Policy – **Motion:** The Board approves the Official Information Requests Policy unchanged. **Moved K. Ayres; Carried.**

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Jill updated the board on the current complaint with the Ombudsman – an email has just been received (dated 14 March 2023) which indicates there is still no resolution, but contains



confirmation that Mr Southgate wishes to continue with the complaint. The letter will be uploaded to Board file for this meeting.

#### 4.4 Board Assurances from Principal

4.4.1 School Planning & Reporting – assured.

4.4.2 Risk Management – assured.

4.4.3 Equal Employment Opportunities – assured.

4.4.4 Healthcare – assured. Noted that Raewyn, Liz and Ingrid 's first aid certificates need to be updated. Andrew will investigate providers and costs.

Cherie expressed the view that there needs to be more awareness of the defibrillator.

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#### 4.5 Property

This was largely covered above in the principal's report.

Andrew suggested a water fountain for outside as a future expenditure.

The Tennis Club are going to fund a lock on the back door as they access the bathrooms. A koha is paid the school by the Tennis Club for the use of the facilities.

#### 4.6 School Van

The warrant is up to date, but the registration currency and display needs to be checked. Andrew will action this. Ownership papers – these were originally in Nigel's name. Andrew has investigated this and because the school is not a registered society the registration needs to be in a person's name. Andrew is the named person, but he now has Pakiri School under his name.

### 5. Public Excluded Session

**Motion:** The Board resolves that pursuant to the provisions of Part 1 sections 6 and 7 and Part 7 section 48 of the Local Government Official Information and Meetings Act 1987 to exclude the public from this part of the meeting to

- Approve public excluded minutes from the previous meeting.
- Receive the Specialist Advisors Report.
- Discuss under/overuse of staffing for 2023.
- Discuss the school house tenancy.

and for those reasons the public conduct of proceedings would be likely to result in the disclosure of information the withholding of which is necessary to enable the Board to conduct, without prejudice or disadvantage negotiation and to protect the privacy of natural persons under section 9 (2) (a) of the Official Information Act 1982.

**Moved Kelly Ayres Carried**

The Board moved into Public Excluded Session at 8.59 pm.

The Board moved out of Public Excluded Session and back into normal business at 9:20pm

Cherie wished the staff well and said kia kaha for tomorrow.

There being no further business to discuss the meeting closed at 9:22pm.

#### **6. Agenda Items for Next Meeting**

Library and Container Blessing - discussion once we get to a level gatherings are allowed

#### **7. Correspondence – 15 March 2023**

- o Email from MoE confirming Funding for Specialist Advisor
  - o Email from Auditors for Principal and Presiding Member to meet them
  - o Email from Mary Knight re: Principal Appraisal for 2023
  - o Email from Tasi Lagolago, Office of the Ombudsman – update to complaint.
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26/4/23

