



## Rāwhiti School

### MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON MONDAY 4<sup>th</sup> November 2024 AT 6.00PM

**PRESENT:** Cheryl Lineham, Helen Hogarth, Tim Scott, Jess Poff, Jody Hohaia O'Sullivan, Briar Thompson, Liz Weir

**APOLOGIE S:** Thomas Parata, Kim Allen (Minute Secretary)

#### 1. KARAKIA

#### 2. CONFLICTS OF INTEREST

Tim Scott in matters relating to landscaping.

#### 3. MINUTES OF THE PREVIOUS MEETING

##### **Motion: Moved Cheryl**

*That the minutes of the Rāwhiti School Board meeting held on Monday 16<sup>TH</sup> September 2024 be accepted as a true and correct record of that meeting.*

**Carried**

##### **Matters Arising**

- None

#### 4. CORRESPONDENCE OUT

- MOE directed student
- Kenny Giles job offer
- Erica Viedmao offer of Fixed Term Position
- Kate Powell offer of Fixed Term Position
- Kenny Giles contract offer
- Gareth Frew reply to email
- Jonathan Riddel reply to email

#### CORRESPONDENCE IN

- MOE directed student
- Kathy Lumley reduction in permanent hours
- Erica Viedma acceptance of position
- Kate Powell acceptance of position
- MOE school lunch update for 2025

- Office of the Auditor-General Te Mana Arotake school audit contract round 2024 to 2026
- Gareth Frew casual Board vacancies
- Jonathan Riddel casual Board vacancies

## 5. PRINCIPALS REPORT

As per the previously circulated report which was taken as read and accepted.

### **Personnel**

As advised in the principal's report Helen Parata has been successful in her bid for 32 weeks of study leave in 2025 and Helen Hogarth will be stepping into this role.

The remaining 8 weeks will be worked in the first term of 2025 as this will give sufficient time to complete a handover with Helen Hogarth and to prepare the student data for the upcoming ERO review. The principal advised that the projected banked staffing level will be in surplus and as this must be used by the end of March 2025 this will work out perfectly. The principal requested that the Board approve funds for the payment of Helen Hogarth to be fully released for this 8-week period.

**MOTION:** Cheryl - moved

*That the Board approve funds for Helen Hogarth to be fully released for the first 8 weeks of 2025*

**Carried**

## 6. SPECIAL ISSUES

### **Pool concrete restoration**

Tim has spoken with a colleague who has experience with the product (Viking Skull) that Morgan & Pollard intend to use to resurface the pool area, and they feel that there may be a more a more suitable product available. Tim to organize a meeting with his colleague and Paul to discuss the suitability of Viking Skull and how we should proceed with this.

### **H&S – YEAR 8 DUNEDIN TRIP RISK MANAGEMENT**

Paul has done an extremely thorough job organizing this trip and completing the H&S safety requirements.

Tim raised the potential of the parent drivers suffering from fatigue due to helping during the week and the possibility of interrupted sleep. The RAMS include a fatigue assessment tool which all drivers will be required to complete. The parent to child ratio is high enough that in the event of a parent being too fatigued to drive there will be other parents available.

Tim advised that there has been recent flooding in the area where the accommodation is located. Liz to get Paul to check on information regarding flooding at the site and to update the RAMS with an alternative location in the event of evacuation due to an emergency.

## **STRATEGIC GOALS UPDATE**

Liz has updated this document accordingly. These will be discussed in-depth at the December Board meeting.

## **COMMUNITY CONSULTATION**

Helen P has completed the comments spreadsheet, making it a lot simpler to analyse. Liz will share the link with the Board and these will be discussed in early 2025. The staff consultation will be completed at the staff retreat in January 2025.

## **BOT CASUAL VACANCY**

It looks increasingly unlikely that we will reach the threshold required for a bi-election. The cut-off for submissions is 9<sup>th</sup> November 2024 so a notice will go out in the next newsletter asking for expressions of interest from the parent community. The principal suggested putting together a checklist of what experience and knowledge we are looking for in a new board member, this will be discussed "in committee". Once applications are received a selection process will take place. Any new member/s will join the Board in January 2025 and will remain until the September 2025 election.

## **DECEMBER MEETING**

The final meeting for the year will be on 9<sup>th</sup> December 2024 starting at the earlier time of 5.30pm as at the conclusion of the meeting we will go out for a meal. Paul and Helen P will be invited to join us for the meal.

## **STAFF/BOT MORNING TEA**

This has been scheduled for 10.30am Monday 16<sup>th</sup> December and will include a presentation to Sharon Robertson who has resigned from her full-time position.

## **LEAVERS ASSEMBLY**

Board members are requested to attend the Leavers Assembly being held at 6pm Tuesday 17th December.

## **7. PUBLIC EXCLUDED SESSION**

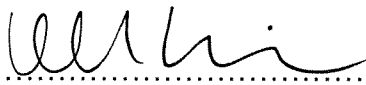
Moved from the Chair that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Stand downs and suspensions	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Personnel		
Legislation		
Other issues		

The Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

The meeting closed at 7.23pm

Confirmed  ..... Date: 9<sup>th</sup> December 2024

PRESIDING MEMBER

ACTION	PERSON
Meeting regarding suitability of Viking Skull product for swimming pool	Tim/Paul
Update Year 8 trip RAMS regarding potential driver fatigue and alternative accommodation in event of an emergency	Paul
Community consultation data, Liz to share link	Liz
Notice asking for expressions of interest for casual Board vacancies	Liz/Cheryl