

**Ngunguru School Board of Trustees meeting held Tuesday 16 February 2021 in the  
School staffroom at 6.30 p.m.**

**PRESENT:** Terry Sage (Chair), John Woolley, Fleur Braae, Carolyn Spearpoint, Fred Morgan, Rick Sayer (Principal), Kirsty Pillay-Hansen (from 6:47pm)

**APOLOGIES:** Paula Devanney, Lenise Ludlow

**Minute Secretary:** Fleur Braae

**Karakia.** Rick.

**New declaration of Interests called for:** None declared.

**Agenda:** Tabled.

**Minutes of previous meetings** dated 1 December 2020

Endorsed as a true and correct record. **Fleur/Carolyn**

**Strategic Decisions**

**MOTION:** Board approved the Year 5 / 6 Camp, 17-19 March to Lonsdale Park and the Year 7 / 8 Camp, 16-19 March to Opononi

Rick/ Terry .Passed

**Staff Annual Accrual Report:** Principal and Board Chair have sighted the report and approve.

Rick/John Passed

**Meeting Dates 2021**

Next meeting 30 March 2021.

Remainder of 2021 meeting schedule will be released soon by Lenise Ludlow

**Ratify Staffing**

New Fixed term contracts for 2021:

- Miss Jessie McQuinn - Year 7&8
- Miss Caitlin Munford-Stokes - Year 1-2
- Ms Shannon Oswald - Reading recovery
- Mr Tim Burke - Senior Curriculum Support

**John/Fleur**

**Carried**

**Leave Request** Request for Rick Sayer to take leave 1-12 March .

In his absence: authority to act for Junior School, Jakki Tuhaka; authority to act for senior school, Kelly Brookland; any intensive/release work required, Jakki Tuhaka

**MOTION:** Board agreed to Principal Rick Sayer taking discretionary leave 1-12th March 2021.

**Terry/ Carolyn**

**Carried**

**Health and Safety - Resurgence Plan**

MoE have now mandated schools to have a resurgence plan.  
Outlines what we do and how we do it; helps to maintain integrity around learning.  
Rick first developed in August 2020, continues to refine with teachers.

Kirsty questioned how we support whanau and teachers in these periods where remote learning is required.  
How can teachers understand the specific environment the child lives in and tailor their support accordingly?

Rick advised that the background work has been started and there are lots of complications.

**SunSmart**

Issue arose with some sunburn noted after a school Athletics Day. A review of process took place.  
There has been a lot more messaging and this year children have been requested to carry sunblock in their bags.

**BoT Training**

Opportunities for BoT members to understand more around the BoT role in Governance was raised.  
Terry to investigate an NZSTA trainer attending a BoT meeting to provide training.  
Fleur advised NZSTA also run sessions in Whangarei and provide online learning.

**Finance report**

Prepared and tabled by John (attached).  
Report not been audited so there may be a few adjustments.  
After School care loss lower than previous year but still at \$7k.  
Report adopted Carolyn/Kirsty

**Carried****Principal's report**

Prepared and table by Rick (attached) . Wellbeing Big Feelings Tractor Trek had to be cancelled due to covid -  
trying to reschedule.

John/ Carolyn

**Carried****Property report**