



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES FOR NORTHCOTE INTERMEDIATE SCHOOL

HELD ON Monday 27th OCTOBER 2020

As per the local Government Official Meeting Information Act 1987, the Chairperson passed a motion to exclude the public to protect the personal privacy of an individual(s) and to discuss sensitive issues. Minutes are kept of this section but are kept separate from the minutes that are freely available to the public.

Present: Phil Muir (Principal) (PM)
Kate Punturiero (Chairperson) (KP)
Sally Clendon (SC)
Simon Archer (SA)
Katrina King (KK)
Kim Jones (KJ)
Spencer Willis (SW)
Zane Cooper (ZC)
Joel King (Deputy Principal) (JK)
Angela Teague (Assistant Principal) (AT)

Apologies: Rangī Clarkson (Board Secretary)

Meeting commenced: 6.05pm

1. Minutes of the Meeting of the Board 7 September 2020

Moved ZC , Seconded KJ

That the Minutes of the Board Meeting held on 7 September 2020 be approved.

2. Declarations of Interest – All

None

3. Guest Speakers:

Bethany Donnell / Transition Project

Inquiring into transition between Y6 and Y7

Most of WP Y6 cohort come to NIS

Gathered data from students, parents, teachers

How can we support our students that need extra transition time?

Next steps: 8 week programme

- Weekly meetings
- Mindfulness
- Discuss worries / solutions
- Extra visits to NIS
- Connect with counsellor and current Y7 students
- Reflection and connection

- Parent support (readings, strategies, etc)

Trial for 2020. If successful, can extend to other primaries in the CoL
Check back with students in T1 2021 to gauge success.

Emma Hegan / Health & PE

- No existing overview, so created one for 2020 to ensure structure resulted in coverage.
- Looking for someone who can support grant applications to upgrade / purchase PE equipment.
- Received a \$100 voucher from Harbour Sports to get us started for Shore to Shore.

Kelly Singer / Progressions

- CoL Leadership role this year around progressions. Progressions are a set of sign posts for each year's expected academic achievement.
- NIS progressions have been developed to cover Y3-Y10 (Level 2 to Level 5 of the NZ Curriculum).
- Links progressions, NZ Curriculum, resources and reference material.
- Progressions can be used to explore student passions and interests, while still covering appropriate curriculum objectives.

4. Between Meeting Resolutions

None

5. Correspondence

None

6. Principals report (PM)

The report was taken as read. Discussion points ensued.

- 23 families needing financial assistance (\$3013)
- 20+ students not attending for range of reasons (\$2900)
- Impact of lack of international students on enrolments across the community. Currently have 232 enrolments for Y7 next year, more than this year's Y7 cohort
- Meeting with ERO and property on 28/10/20

Moved KP, Seconded SW

7. Finance report for July 2020

The report was taken as read. Discussion points ensued:

- Parent donation statements / invoices went out end of T3. Will go out again T4
- Leased equipment - believe budgeted, but coded incorrectly
- International student fees - can't be spent in year they've been earned, so 2020 money will be available for 2021

Moved KJ, Seconded ZC

8. Policy and Procedure review

CRT / Timetable

Reviewed, sent to community in last newsletter

Salary units / management allowances

Reviewed, sent to community in last newsletter

Motion to accept reviews

Moved KP, Seconded PM

9. Governance Manual - Section 1

Carried forward

10. NZSTA Internal Survey – accountability section

Carried forward

11. The Privacy Act

New Privacy coming into place on 1 December 2020, has implications for school / BoT
Needs to have a BoT privacy officer (eg. privacy statements for enrolment, website, etc)

Motion to appoint Spencer as BoT Privacy Officer

Moved PM, Seconded KJ

12. Action point update

Action points reviewed and updated

14. In Committee

Meeting was moved into committee

Meeting closed: 8.07pm

Date: _____

Signed: _____

Kate Punturiero
Board Chair