



## MINUTES OF THE BOARD OF TRUSTEES MEETING

Date of Meeting: 14 September 2020

Time: 6.00 pm

### 1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Leon Mallard, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee) and Ray Kelly (Principal)

In Attendance: Michelle Ginders (Minute Recorder)

### Welcome

Steve welcomed everyone to the meeting.

### Apologies

None

### Conflict of Interest

None

### Action Points of Previous Meeting – 24.08.20

1. Ray has sent the Health Report to the Board.
2. Dave Muir & Karishma Kumar will be attending a Level 3 Outdoor First Aid Certificate.
3. The AED has been tested and added to the website.
4. Michelle has checked and handed out the police vetting forms to the Board members who needed to be vetted.

5. Ray informed the Board that the schools in the area are reporting similar data results as our school.
6. Michell is in the process of sending the archived files to be destroyed.
7. The deposit for the solar panels has been paid and installation should begin soon.
8. Ray has included the property wishlist in the pack.
9. Ray has informed EdTech and ASK Accounting of the Board's decision.
10. Ray has informed The Warehouse and Uniform Direct of the Board's decision.
11. Ray tabled the detailed Data Report at the meeting.
12. Ray has included the additional Turf quotes in the pack.
13. Ray has included additional quotes for fencing in the pack.

## 2] Student Data Trackers

Ray and Anna briefly explained to the Board how these trackers will be used, what information they will contain, what is needed, what is required going forward and the areas of concern. This year teachers are currently only tracking four at-risk students but from next year every student will be tracked using this document. At this stage, they are not aware of any other school currently tracking students in this way.

Ray is currently converting it to a google doc and parents will be able to view only their child(ren) at home or the school will make available a computer for parents to use at school to view the document.

The Board briefly discussed and all agreed this is a terrific idea.

The Board took the opportunity to thank Anna for taking over the PTA staff role this year. Anna explained that during this current time they have decided that there will be no fundraising this year.

Anna left the meeting at 6.20 pm.

### 3] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board.

- 3.1 **Detailed Data Results** – Ray tabled his report at the meeting. The Board briefly discussed and Ray explained that these ethnicities are the most dominant shown in this report. He explained that Maori and Pasifika students have been effective by Covid19. Ray and the Senior Management team will now look at the results in more detail to identify (if possible) the reason.
- 3.2 **Professional Development** – Ray informed the Board Senior Management will be visiting Marshall Laing School to observe their local curriculum program in action.
- 3.3 **Swimming Pool** – Ray informed the Board that to do the repairs to the pool it has to be emptied but due to the current water restrictions it will cost about \$2,200.00 to fill. Ray will look to see if there is any help we can receive from the Ministry.
- 3.4 **SWiS** – Ray informed the Board that the last day of term will be Delize Roos last day, Delize has taken up a role with the NZ Police. Ray is currently looking into employing a councilor for one day a week and would like the Board to fund this. The cost is approximately \$75.00 per hour. The school is hopeful that a new social worker will be allocated to the school next year. Fia will take over this area of the school and will oversee a councilor if employed.

Ray is starting to see the impact that Covid19 is having on the students. The Senior Management and SWiS have been working with the Y5-8 student, outlining the schools' expectations and consequences. We have had several stand-downs and are starting to see some results, also the different break times have help.

- 3.5 **Property** – Ray informed the Board that due to building consents that the shade system will now not start till April 2021. However, Room 7 refurbishment will be done during the holidays. The Board would like Ray to get quotes for the additional maintenance and building work, not covered by 5YA.
- 3.6 **Free School Lunch Programme** – The school thinks that there would have around 50 students. There are different options, Ray will discuss with Ed's Café to see if they would be interested and Steve will send out additional information to the Board. The Board briefly discussed and think this would be good for the school and happy to go forward with this program.
- 3.7 **Security Cameras** – Ray has included a quote in the pack for the installation of security cameras. The Board discussed briefly and would like additional quotes and policies done.
- 3.8 **School Camp** – Ray informed the Board that the upcoming school camp can go ahead at level two, as Camp Adair has all the health and safety precautions in place. The Board briefly discussed and are happy for the camp to go ahead at level two.

The Board thanked Ray for his detailed report.

4] Governance Information & Legal Compliance

None

5] Finance & Asset Management

- 5.1 Liz briefly explained the reports to the Board. The school is still in a good financial position with good funds in the bank. Liz suggested the school put the property funding of \$300,000.00 into a term deposit until needed.

- 5.2 **Teacher Resource Reimbursements** – Steve would like Ray to look into teachers purchasing classroom resources and equipment using companies that the school has accounts with. Ray will look into it.

6] **Strategic Decisions**

- 6.1 **Interview Panel** – Principal and Deputy Principal are a Board's appointment however they would like at least two board members involved in a Team Leaders appointment as well. Ray is to include this in the policy.
- 6.2 **Christmas Function** – The Board briefly discussed and is happy for Ray to get quotes but would like food options for everyone.
- 6.3 **Shade System Fencing** – The Board discussed the different fencing quotes and would like Ray to check with Stanhope Road School to see if they are happy with this company and a decision will be made next meeting.

8] **General Business**

None

9] **Motions**

**Minutes of the previous meetings**

The minutes of the meeting held on 24 August 2020 were read and accepted as a true reflection of that meeting.

**Proposed:** Max Guptill                      **Seconded:** Kerry Bell

**Result:** All in Favour ~ motion carried.

## Correspondence

A motion proposed to accept all incoming and outgoing correspondence.

**Proposed:** Kerry Bell                      **Seconded:** Liz Lombard

**Result:** All in Favour ~ motion carried

## Financial Reports

A motion was proposed to accept the financial accounts and the accounts be paid for July 2020.

**Proposed:** Liz Lombard                      **Seconded:** Max Guptill

**Result:** All in Favour ~ motion carried.

### 10] Agenda Items for Next Meeting

None

### 11] In Committee – Personnel

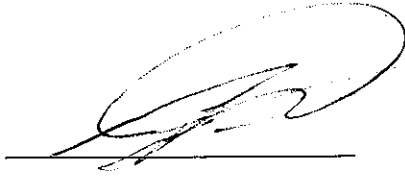
Stephen moved that:

The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

Board moved out of In-committee.

### 12] Closure

8 pm



Signed: Board Chairman

Stephen Doran

Date 19.10.20

## ACTION POINTS FROM THE MEETING OF

Monday 14 September 2020

| No. | ITEM   | WHO         | WHEN |
|-----|--|-------------|------|
| 1.  | Ray to look into possible funding for filling the school pool from the Ministry                                      | Ray         |      |
| 2.  | Ray to look into employing a councilor for the school.   | Ray         |      |
| 3.  | Ray to look further into the School Lunch Programme. Steve to send out additional information sent from the Ministry | Ray / Steve |      |
| 4.  | Ray to get additional quotes for security cameras.   | Ray         |      |
| 5.  | Ray to get additional quotes for property work not covered by 5YA.   | Ray         |      |
| 6.  | Ray to organise a \$300,000.00 term deposit.   | Ray         |      |
| 7.  | Ray to look into teacher's reimbursements.   | Ray         |      |
| 8.  | Ray to add the additional interview panel information to the recruitment policy.                                     | Ray         |      |
| 9.  | Ray to get quotes for the Christmas function.  | Ray         |      |
| 10. | Ray to check with Stanhope Road School to see if they are happy with the fencing & contractor.                       | Ray         |      |
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