

Bailey Road Primary and Intermediate School
MINUTES OF THE BOARD OF TRUSTEES
MEETING - VIA ZOOM



Date of Meeting: 14 April 2020 Time: 11.00 am

1] Administration

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

In Attendance: Fia Salesa, Anna Voyce (Deputy Principal's) and Michelle Ginders (Minute Recorder)

Welcome

Steve and Ray welcomed everyone to the meeting.

Apologies

Kerry Bell and Liz Lombard

2] Discussion Points

2.1 Cleaners

Ray has been in contact with Todd from Real Clean (current cleaners) and he wants to carry on with no rates increase for the next six months and then review. Ray has also been advised by the Ministry to continue to pay all contractors throughout this period.

The Board discussed and agreed at this time it would be better to stay with them and look again at a later date.

The current account from them had a refund for cleaning not done due to the lockdown, so Ray will contact Todd to send an additional account for this amount.

2.2 Devices

Ray informed the Board that before the lockdown the school was able to distribute 33 devices (with signed agreements) to the community that did not have access to an device. Since the Ministry indicated that schools would be offering digital learning from the 15th April till schools go back, the school has had an additional request of 20-30 devices. At this stage the school has enough devices so will not need to apply for devices from the Ministry.

The Ministry has arranged for NZ Couriers to deliver these and has send the paperwork to attach to the parcels being delivered.

The Board discussed and the following decisions were made:

- 2.2.1 Ray, Fia and Jan will go into school on Thursday to arrange for delivery of these devices (once Ray has received permission from the Ministry to go into the school). They will take additional devices home in case the school gets additional request for devices.
- 2.2.2 Anna will update the google document on who will receive these devices and send a agreement via Seesaw to the parents. Families that have more than 3 students attending Bailey Road may be offered an additional device. Y1-4 receive an iPad and Y5-8 a Chromebook.
- 2.2.3 Fia/Anna will send out to the community to notify that digital learning is available from 15 April. Also a reminder regarding best practice / supervision while students are using devices.

2.3 Pandemic Plan – Term Two

Ray briefly outlined the advice he has received from the Ministry for when the nation moves through the levels. Moving to level 2 & 3 will still cause issues with staff members that fall in the 'at risk or living with at risk people'. Also a number of parents, who were able, made the decision to keep their children at home before the lockdown and he thinks this will continue.

The Staff is meeting tomorrow to discuss this and Ray will get back to the Board with their plan. An option is if the student numbers are low, the school could combine classes and have some teachers continuing with distance learning. Currently there is not high numbers of students engaged but the teachers will monitor this going forward.

The Board briefly discussed how they are finding the digital learning currently being offered, from a staff and parent perspective. Basically it comes down to getting the students engaged in this new form of learning without it putting too much stress on the parents. The Board thanked the staff for their work and effort in this area to date.

Ray informed the Board that the Ministry is working hard to get this infrastructure up and running and thinks it will be used more often in the future.

Once a decision has been made by the government Ray will notify the school community.

2.4 Students Tested for Covid19

Ray advised the Board that after repeated efforts (by phone, email and in person) to contact the families, that had advised that their children were being tested for Covid19, to find out the results he was unable to get any answers.

He contacted the Ministry of Health and was advised that any person connected to the school, they would of contacted the school confirming of a positive test, As this has not happened they said we could be confident that there was no cases associated to the school.

2.5 School Property

All repairs and maintenance (alarm upgrade, pool repairs and drain repairs) have been put on hold until the lockdown is over and contractors are allowed back on site.

We have had alarmed activations in a couple of areas, which we are putting down to rodents. The admin area alarm has been deactivated, by Rob from Manukau Lock & Alarm, until after the lockdown. The security company has been advised to ignore these areas. Rob will regularly check with security company on these areas and will remedy any issues that arise.

Note: Manukau Lock & Alarm are allowed on site has they are an essential business.

2.6 NZSTA Elections

Steve requested that Board members who have not sent their votes in to do so by Wednesday. He will then send a motion, by email, to the Board for approval.


3] General Business

None

4] Closure

Steve thanked everyone for attending the meeting. It was great to see everyone is safe and healthy.

The meeting finished at 11.53 am.



Signed: Board Chairman
Stephen Doran

25/5/2020

Date

ACTION POINTS FROM THE MEETING OF

Tuesday 14 April 2020

No.	ITEM	WHO	WHEN
1.	Ray to contact Todd from Real Clean (Cleaners)	Ray	
2.	Anna to update device google doc with the additional families receiving devices and send via Seesaw an agreement.	Anna	
3.	Ray/Fia/Jan to distribute Devices on Thursday	Ray/Fia/Anna	
4.	Fia/Anna to contact community in regards to Digital Learning	Fia/Anna	
5.	Ray with notify school community once a decision has been made by the government.	Ray	
6.	Board to send through NZSTA votes	Board	