

MINUTES OF THE BOARD OF TRUSTEES
ZOOM MEETING



Date of Meeting: 15 November 2021

Time: 6:00 pm

1] Administration

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

Fia Salesa, Anna Voyce (Deputy Principals), Danielle Wilson (LSC), Zoe Foster and Karishma Kumar (Teachers)

In Attendance: Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the meeting and hoped everyone is doing well in lockdown. Steve also warmly welcomed the staff in attendance who are presenting their reports to the Board.

Apologies

Leon Mallard

Conflict of Interest

None

Action Points of Previous Meeting – 18.10.21

1. Ray has had an update from 3 O'clock Dash, on their OSCAR and Work and Income funding applications which are nearing completion.
2. Ray is waiting for an estimate from Graeme on the cost to build bleachers and an entertainment area near the shade structure. Ray is still to look into funding options.
3. Bi-Lingual Class visits and the Hui & Fono's are all on hold till 2022 and a date is yet to be confirmed.
4. Ray has sent out the Jessop House upgrade quote to Michelle
5. Ray is working with Go Fund & the playground company are looking into funding options for Junior Playground.
6. Due to lockdown, a Zoom session with her students at Kelston Boys is no longer an option. Ray has asked to pass on the school's thanks and best wishes for their upcoming exams.
7. Ray still working with Sch Docs in regards to the changes to the Behaviour Management Policy.
8. Michelle has sent the signed paperwork, for the Audit arrangements for the next 3 years, back to the Auditors.
9. Ray has made the wording change to Security Camera Policy and sent it to the staff and community for feedback.
10. Ray explained the Prizegiving options to the Board and at this stage, the school will plan for a virtual prizegiving.
11. Ray has shared the Policy reviews with staff and the community and is awaiting feedback.
12. Ray informed the Board that the brochure designed by Fia, in the pack, will be delivered to surrounding streets.
13. Liz's projection of spending report was shared with the Board via email.
14. Ray asked the staff how the Board can help and everyone seems happy. The staff enjoyed their coffee treat last week.
15. Steve sent his apologies and Max attended the Staff Meeting after the last Board Meeting.
16. The Board had no changes to the Annual Plan.
17. The Board sent through their Covid Vaccination Card, Max has sent his test result, Steve has been asked to have one.

2] Curriculum Reports

Steve explained to the staff attending the meeting to present their reports that they have been received and read by the Board. The following reports were briefly discussed and any questions answered:

2.1 Digital Technology – Karishma Kumar

- Loan Devices for Digital Learning – we will audit and access the devices when they are returned. These will be cleaned thoroughly, following the health guidelines, by our support staff. The school will claim for any damaged, lost and broken devices through insurance. There could be possible Ministry funding for damaged devices but at this stage, this has not been confirmed.
- The Board will look at the finances and see if there can be an additional budget to purchase additional devices.
- The Board will also look at an upgrade schedule for the next three to five years, to replace older iPad and Chromebooks. The Board briefly discussed the comparison of iPad to Chromebooks but iPads are more user friendly for the junior students. Ideally, the school would like Y1-4 1:2 or 8 per class, Y5-6 1:2 and Y7-8 1:1. The school will sell any device where possible.

The Board thanked Karishma for her good report.

2.2 Kahui Ako Within School – Zoe Foster and Karishma Kumar

- The following needed to be added to the report: Four students from each class in the Kowkai Team, along with Panmure District School, were to undertake a case study/inquiry trial but this has been put on hold due to lockdown.
- The evening with Allison Mooney was great, although not many within the school's community attended. The Board can access a staff presentation from the digital report emailed to them.
- Both Zoe and Karishma acknowledge that communication between them and the staff needs improvement and the receiving of information from the Kahui Ako could be better. The Lead Principal

has been working on building relationships, working together. They feel communication could be better but things have been put on hold during the lockdown.

- Max Guptill has suggested that a combined BOT/Kahui Ako meeting needs to be organised in early 2022. He also acknowledged that he was not aware that a new lead principal had been appointed. Ray acknowledged and apologised, as this was an oversight on his part but there was no official notice received. Steve acknowledged that he will need to involve himself more in the Kahui Ako going forward.
- Ray will add to his Principal's Report any Kahui Ako news.

The Board thanked Zoe and Karishma for their good report. Zoe and Karishma left the meeting at 6.38 pm

2.3 Curriculum – Anna Voyce

- Anna briefly outlined what has been happening this year. The lockdown has put a hold on all curriculum progress this year. Next year will be a big year, continuing with the current programmes and developing new programmes.
- The school has introduced a sub curriculum team for the development of the Maori curriculum in 2022, this will help with the bi-lingual class.
- There will be also a new curriculum team, which will better utilise the staff expertise and knowledge, that we currently have in the school, which will help to drive and improve all areas of the curriculum. It will also help to grow and improve knowledge across the rest of the staff.
- There will also be professional development available to the staff to upskill and further their knowledge in 2022.

The Board thanked Anna for her good report.

2.4 SENC0 and LSC Report – Fia Salesa and Danielle Wilson

- Fia explained the process for any issues during the lockdown and the delivery of devices at the start of the lockdown.
- During the lockdown, food parcels were delivered from KidsCan, ACES and a Food Bank that provides supplies to the school to families in need

from our school community. All KidsCan food that was at the school was also delivered to families.

- Roar has also continued to work with his families during the lockdown.
- The Teacher Aides have worked with their students during the lockdown and have done a great job.
- The LSC role was audited at the end of term two and the school received recommendations that they are working on.

2.5 Health and Safety Report – Danielle Wilson

- The Health & Safety Committee met last week and reviewed the policy included in the Board pack. They will also meet tomorrow to discuss the fire and lockdown drills and will recommend any changes, due to Covid 19 requirements and social distancing.
- The school has developed procedures and discussed different scenarios to keep both staff and students as safe as possible. Ray explained that he has confidence in the procedures that are in place.
- The school will operate the following:
 - Bubble Class
 - Y1-2 & Y7-8 Monday, Wednesday and Friday
 - Y3-6 Tuesday and Thursday
- The school has a good supply of the following:
 - Masks
 - Cleaning Supplies
 - Surface Wipes
 - Hand Sanitisers

These will be purchased as and when required.

- The Board has asked Ray to look into the cost involved for a deep clean if and when required.
- Teachers will wipe down tables during the day and also after the end of the day. Kerry has suggested that the cleaning product be left on the surface for at least 30 minutes.
- The school will follow the MOE and MOH advice if the school should have a positive case.

The Board thanked Fia and Danielle for their good reports.

Fia, Anna and Danielle left the meeting at 6.54 pm

2.6 Relationship-Based Learning Report – Michelle Love

- The Board briefly discussed and had no questions. Although the report was small, the Board understand that this is due to the current situation
- Student Trackers will look very different and this is also expected. Ray explained that it is not about this year but what is coming. The school will be investing in learning resources to help with the recovery of students and their learning.

The Board thanked the team for the good report presented to the Board.

3] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the following was discussed in more detail:

3.1 Assessments and Student Trackers – Ray explained that assessments will be done in week three/four of Term 1 2022. Student Trackers are being modified and these will start 1st February and be assessed at the end of Term One.

3.2 Funding Applications – Ray informed the Board, that the funding application to Fours Winds is still being considered, as they have been unable to meet. Funding options are being considered for the junior playground and Ray will keep the Board updated on the progress of this.

3.3 Property

- Tiger Turf will start installing the turf on Wednesday, a slight delay due to a supply issue.
- Graeme Brown is continuing with the maintenance work around the school. This will be paid from unused budget amounts in R&M, Minor Capital Works and Vandalism.

- The swimming pool paint issues will be looked at by the company tomorrow. Ray informed that if this does not happen the Board will need to consider their next steps, probably down the legal route.
- Ray has suggested the school have two Out of Zone Ballots in 2022. Although this is an extra expense, he hopes this will result in more new entrants.
- Ray has included in his Principal's Report, the Assurances to the Board section, he confirmed that this has been done and he and all staff have complied with the Vaccine Mandate.
- There has been a lot of communication sent out during the lockdown and this will continue.

The Board thanked Ray for his detailed report.

Steve will be sending Ray a letter, on behalf of the Board, he would like shared with the community and he will send it by midday tomorrow.

4] Governance Information & Legal Compliance

4.1 **Policy Reviews** – The policies will be sent out before the next meeting, which is currently being reviewed by the staff and community, and these will be approved by the Board at the next meeting.

5] Finance & Asset Management

5.1 **Surplus** – Liz informed the Board the surplus is still looking good and this should be around \$80,000.00 by the end of the year. This has decreased due to maintenance work currently happening around the school and target spending on Covid 19 recovery and health & safety supplies.

4.2 **Spending Projection** – Liz presented and briefly explained her projection report and the changes she made to the 2022 Budget. Liz has made a conservative spending projection that concentrated on capital spending (beautification, playground and buildings). Cash flow is currently good

and Liz expects that the Board will not need to be concerned for a couple of years. The drop-in roll will decrease the operational income from the Ministry and this will need to reflect in future budgets. The Board briefly discussed and would like Liz to look at the following:

- Device Replacement Schedule for 2022-2027
- Additional Device Purchasing for 2022
- Health & Safety Budget – increase due to current situation.

Ray also explained that there has been an increase in the support staff Salaries and this has been added to the new budget. Michelle Ginders has suggested the Board wait till the end of the year to approve the new budget in case there are additional changes.

The Board thanked Liz for all her hard work and are happy with the changes.

6] Strategic Decisions

6.1 **Back to School Plan** – Ray shared the procedure and briefly outlined the procedures the school will be following for:

- Students
- Staff
- Parents
- Visitors
- Contractors
- Outside Providers

All adults and students from Years 3-8 are required to wear masks and if needed these are provided by the school. All visitors to the school are required to go through the office and vaccine documentation is asked for unless these have already been provided to the school and they are on the Vaccination Register. They are required to scan the QR code and sign in using the VisTab.

6.4 **Staff Functions** – Ray explained that at this stage the staff function has not been cancelled, the restaurant is happy to keep the booking open till after the 29th November. The staff have indicated they would like a function but if this is not possible the school will organise something else. The Board informed who would be able to attend.

6.5 **BOT 2022 Elections** – Ray informed the Board the elections have moved to September next year, with the possibility of an online election. The Board will start approaching the community, promoting the upcoming election and inviting the community to attend meetings. They will also include in the newsletter "Meet the Board" highlighting a different trustee to the community each time. Kerry Bell will not be standing at the next election.

6] **General Business**

None.

7] **Motions**

Minutes of the previous meetings

The minutes of the meeting held on 18 October 2021 were read and accepted as a true reflection of that meeting.

Proposed: Michelle Love

Seconded: Liz Lombard

Result: All in Favour ~ motion carried.

Correspondence

A motion was proposed to accept all incoming and outgoing correspondence.

Proposed: Max Guptill

Seconded: Natalia Solomon

Result: All in Favour ~ motion carried

Financial Reports

A motion was proposed to accept the financial accounts for October 2021 and the accounts to be paid.

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

Result: All in Favour ~ motion carried.

8] Agenda Items for Next Meeting

None

9] In Committee – Personnel

Steve 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.

10] Closure

8.00 pm



Signed: Board Chairman
Stephen (Steve) Doran

Date

15/12/21

ACTION POINTS FROM THE MEETING OF

Monday 15 November 2021

No.	ITEM	WHO	WHEN
1.	Ray to send costing and continue to look into possible funding options to build bleachers and an entertainment area near the shade structure	Ray	
2.	Bi-Lingual Class visits and the Hui & Fono's are all on hold due to lockdown, Ray will inform the Board of the new dates when confirmed in 2022.	Ray	
3.	Ray still looking into funding options for Junior Playground, along with Go Fund and the playground company.	Ray	
4.	Kerry to pass the school's thanks and best wishes for their upcoming exams, to her class at Kelston Boys.	Kerry	
5.	Ray continues to work with Sch Docs in regards to the changes to the Behaviour Management Policy.	Ray	
6.	Ray will start to plan a virtual Prizegiving this year unless things change.	Ray	
7.	Liz to look into the additional budget spending, additional school devices and replacement plan for the next 3-5 years.	Liz	
8.	Steve Doran to have a Covid Test.	Steve	
9.	Ray to add any Kahui Ako news in his Principal's Report each month.	Ray	
10.	Ray to look into the cost for a deep clean of the school.	Ray	
11.	Steve to send a letter to the Community, via Ray on Tuesday.	Ray	
12.	Ray to share the Policy reviews with the Board for approval at the next meeting.	Ray	