

Board of Trustees Meeting
Thursday 4th November 2021, 7pm - online due to Level 3

Present: Duncan Millward (Principal), Trish Allison (Chair), Matthew Fyffe, Melinda Borland (Minute Secretary - DP) Fiona Smith, Sylvia Liu, Morgan Thomas, Tamsyn Matchett, Gina Cook, Cheryl Francis, Wendy Grace (DP)

Apologies:

Karakia

Minutes of Previous Meeting

Trish moved that the minutes of the previous meeting of the Board of Trustees (which was held online on 30th September 2021) were approved to be signed as a true and correct record.

Seconded: Matt

Matters arising:

- None

Conflict of Interest

No conflicts recorded at this meeting.

Declaration of Hours

This document is in the shared folder. Board members are asked to fill this document. Only the information from the meetings online during lockdown need to be completed.

Principal's Report

Principal's Report - Key points

Summary of online learning

Duncan shared a PowerPoint to outline how online learning in this most recent lockdown. Google online learning site has been key, particularly with a snap lockdown. Key communication - school newsletter, Seesaw, email, google classroom. Over 100 devices were delivered to families in Week 2 of lockdown, majority of families were able to access online learning. Daily session for whole class for connection with class and teacher, teams planned for the week together using a taskboard approach. Teachers were then available for families via 9-3. Teachers contacted families who were not collecting. Good engagement generally - 85-95% attending meetings across the board. Focus is on balancing engagement and wellbeing. By Week 8 of term (after 4 weeks of lockdown) small group sessions were introduced, so that all children had a small group either literacy or maths focused. Pastoral Care - followed up on all families using the most suitable method based on the needs of the family. Support staff have been involved also, doing Professional Development, taking small groups, checking in with individuals. As time has passed, some children are requiring individual meetings, phonecalls, messages and small group sessions. Trish thanked Duncan on behalf of the Board for the work that has been done to date to keep children engaged.

Long Service Awards

If this cannot be done in person, agreement to present in person in 2022.

Student Transition

Staffing 2022

School Donation Letter

Covid has impacted donations this year. The Board had a discussion around aspects of donations:

The Board had a discussion around how to

- clarify to parents that there are options to pay the donation off over the year, including termly options and reminders for payment
- investigate the option for parents to gift their rebate, should they wish.

- look at reformatting the stationary list and form and make it clear that there are different payment options, and shortening the cover letter portion.
- Consider putting funding options towards tangible projects on the form.
- Look also into different payment methods - Alipay etc.
- Make sure payments are organised in a way which preserves people's mana, and removes the requirement to come into the office.

The Board have agreed to keep the donation the same, and make it easier for people to set up smaller, regular payments.

Trish moved that the Principal's Report, including the suggested dates for the TOD be accepted.

Seconded by Gina

Policy Reviews

- [Māori Educational Success](#) - AP - Following discussion on several points, this will be revised and reviewed again at the next meeting.
- Religious Instruction/ Religious Education - no current policy
- [Harassment](#)

Trish moved that the Harassment Policy be accepted, Seconded: Fiona

Finance

- September and October reports - an update was provided by Gina. Both income and expenses are down. Duncan is meeting with Accounting for Schools next week, as part of budget preparations.
- Staffing has been overspent this year and for 2022 - one less teacher and one less management unit has been allocated by the MOE. There is a financial implication for keeping staffing at the current levels.
- Interim Audit
- Draft Budget 2022. Work continues on this, and more information will be provided at the next meeting.

Trish moved that the Principal's Report be accepted. Seconded by Cheryl.

Property

- SIP funding update: Playground Project. It has been invaluable having a landscape designer working on this project. Once a contractor is engaged, the SIP money is officially allocated. The planned playground has a more natural feel than currently. This project has been delayed due to Covid - construction date is now May/June 2022.
- Discussion held around safety around the water feature
- Planting - more will be planted than will be removed.
- The Board wishes to thank the designer for her work.
- The new playground will be able to be used while the new building is under construction..

AP: A request has been made to ensure that the designer does not have any conflicts of interests with any of the suppliers for the planned projects. The proposal has been peer reviewed. Watershed does this as part of their contract.

Trish moved that the Board accept the playground proposal, as per the submission. Seconded by Morgan.

- Roll Growth Project update: Lunchroom Project. Gutting of the lunchroom has revealed a door, which needs to be reinstated (as a second exit door) and the deck and steps require replacement. The cost of these two projects is \$8000. Some of this (reinstating the door) can be covered by the contingency, the deck will not. This can be done by the builders onsite, at this time.
- The Board approves the use of the contingency to reinstate the door and replace the decking.

Trish moves that the Board agree to find the additional work, and provision for additional contingency if needed. Seconded by Matt.

Community Engagement

- FOWP Update

Health and Safety

- Covid Response

Other Business

- Uniform Committee update provided by Fiona. Looking at a NZ based company, using similar fabrics to those used currently, still with a focus on sustainability. A further discussion was had around sustainability and wear in relation to cost. **AP: Following the committee meeting next Thursday, Fiona will put together an email to the Board with more information about the preferred suppliers and the items which could make up the uniform. Suggestion is that the Board provide more guidance in terms of the formality of the uniform and some clearer parameters, based on the survey results in order to drive the next step of the decision making. The component parts of the uniform will be discussed at the next meeting.**
- The process has been slowed due to Covid, so a beginning of 2022 launch is unrealistic and a message will need to go out to the community - the plan is to have a phase in period. Succession Plan 2021-22 - Board Self Review. Trish proposes that the Board do a Self Review prior to the end of the year. **AP: Trish will send the relevant information to Board Members.**
- Board Meeting Dates 2022

Resolutions

Between meeting resolutions that need recording (Lunchroom Project)

- Required at the meeting - Decision on the lunchroom as minuted above.

Correspondence

- In

In-Committee items

Correspondence

- In :NZSTA Covid 19 update

Next Meeting: 9th December

Upcoming Meetings

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Meeting Finished: 9:40pm

Signed: _____



Trish Allison 09.12.21