



MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES

HELD ON Monday 6th April at 7pm
HELD via Zoom Video conferencing
platform due to Covid 19 Lockdown

Present: Abbey Parsons – Chair, Marriene Langton – Principal, Jared Fretwell – Staff
Trustee, Michelle Warburton, Simon Harrison, Michael Down, Tim Hayward
– Deputy Chair

In Attendance: Linda Parsons – Minute Secretary

Apologies: Andrew Turner – work commitments

Karakia and Waiata – waived as meeting held at distance

Whakawhanaungatanga and glimpses of the future:

- Marriene – life is ok, huge amount of input from MOE requests emails and bulletins about what needs to be done to identify children who do not have devices or internet capability at home – contact details, levels of learning etc. To ease the load for teachers currently on enforced holidays she is screening what she can and sending on just what they need to keep them up to speed
- Jared – busy catching up on some DIY taking a wall out after 2 years of talking about it. Kids are good. Confirms lots of info coming out from MOE. Is keeping a watching brief on some people including staff they are worried about in their bubble, by keeping in touch.
- Michael – full on at home, 3 kids and working from home still needing to be on top of work finances and expenses – lockdown or not. Juggling and busy.

- Simon – busy with kids last week – kids allowed to use his tools to make stuff which they enjoyed. All his planned overseas travel is now cancelled. Incoming work from new clients very up in the air.
- Michelle - enjoying the break from work and having the time with the kids. Karts are very quiet but 10 staff working from home doing videos, photo shop and advertising stuff which is looking really good. Doing 4 hours a day of work then home time
- Tim – has brought his mum to join the family bubble as she lived alone. Working from home with new job at the bank – feels he is doing a lot of everything but nothing as well as he would like.
- Abbey – kids minding going well – they have a roster system so both can get some work done each day. Pilates business is working quite well with on line classes using Zoom. Amazed how everyone has grasped the technology especially older clients.

1. **Minutes of the meeting** of 2 March had been circulated and read and agreed to be accurate with one amendment to the delegation document – minutes will be amended and send back out. Michael to do Audits and Reviews and Tim to do Complaints

Moved: Marriene Langton

Seconded: Michael Down

Matters Arising - Linda to amend minutes re above and recirculate.

Action point:

1. Linda to correct February minutes and send to Abbey to be recirculated
2. Abbey and Tim will discuss the wording and review the comments on the Delegation Schedule 19/20 and amend the table

Minutes from the “public excluded in committee part of the previous meeting were not tabled due to the uncertainty of the security of this meeting format on Zoom – to be dealt with at next meeting.

2. **Property and Environment:**

- **PCG** meeting held today (6 April) Covid 19 delay has impacted on product and staffing etc but Abbey called the MOE/Contractor on this as there were many delays before the Lockdown period started. Simon said that they could be getting on with some of the pre planning and sourcing in NZ as a priority to keep things moving. MOE to sort out an Award letter to allow the contractor to get some work under way even though the contract is not signed due to lockdown.
- **Hall update: Discussion points -**
 1. Abbey advised that the second funding application for the hall had been rejected. Will put on hold at this point. Asked about monthly submissions but this depends on funding available dates. Will try again later.

2. Simon suggested making the Hall a project like the pool and fundraising like for pool
3. Marriene said this was also a matter of the school footprint and being over entitlement and the onus this could place on the Board if they owned the building. She also acknowledged Riki has their back and they needed to support and respect that relationship.
4. Michelle asked if it could be more like a renovation but situation is similar to Marriene's comments above
5. Michael commented on the need to keep MOE on their toes re using Covid 19 as an ongoing excuse
6. Jared said that checking MOE information about the Hall could be helpful

Action point:

Simon will check out the MOE website under our school ID re property and hall ideas to check on footprint and entitlement and report back at next meeting.

- **Security:** Some confusion over this as we have been covering both sites and concern if Lyttleton street alarms etc were still operational. Taken quite some time to sort out. Now using Code9 and Sub 5. Lyttleton Street alarm notification is now working and we are paying for this. Halswell Road is shared jointly with Southern Regional Health School **FENZ** have the fire safety plan.
- **Bark:** Bark has been topped up and paid for by the school at this point. The MOE will be invoiced for this for reimbursement
- **Sustainability Funding:** Michael has spoken to Marcus who made some recommendations but it would be helpful to have some information on the new layout footprint of building so it will show a better plan. Jared showed Michael how to find this on the school website and Michael will now liaise with solar companies.

Action Point:

Michael: Access website to copy plans and site layout of new school buildings Lyttleton Street site so that he can liaise and use information with solar companies for sustainability funding application.

3. **Principals Report:** has been presented in the pre reading for the meeting.

Discussion points:

- Special Reason funding: Abbey - Q? Will that allow for .1 for Marina and does she need extra training?
Marriene explained that the school had some budgeted funds and then sought further to allow for 3 days allowing flexibility in her work with the most needy kids. She will have good support re relationships, engagement and will be mentored. Marina can also work to support the class teacher so they can use their primary relationship to

work with the child. Jared advised that Marina has completed the 8 hours of Attachment Theory – Teachability factor training.

- Nag's and Bulletins - Abbey asked board members to try to keep up with reading them as they come because they do build a picture of ongoing information
- Marriene also spoke about the difficulty of paying staff / relievers ongoingly due to the Covid 19 disruptions.
- Classroom cleaning equipment spot checks: Michelle suggested a video or write up about these having been done so it is recorded would be a good idea for auditing purposes. Agreed.

Whakapuawai Presentation: Jared spoke to the visual presentation which had been completed by several staff including himself, Marina, Marriene and other Kahukura school leaders. The theme of the document is Thriving and belonging – what we are doing now and planning for the future. It includes the following frameworks -Cultural Inclusion, Inclusive Education, Attachment in Action, Community Education, Whanau Engagement and Staff Hauora and Belonging. It is a colourful and informative document. Jared will put it out for prereading for the next meeting and then it could be considered for placing up on the school website as well after it has been audited.

4. Charter Review:

- Marriene advised all is looking good and suggested when we are back normal it could be a good idea to meet with Tom Schollard and have a good look at the whole document. There will be a lot of work recovering our families, building the roll and our place in the community when we get back to Lyttleton Street.
- As a result of the lock down for Covid 19 Teachers have been working through the holidays to set up Room sessions on line with emphasis on connection, relationships and wellbeing. Learning will then take place through two on line portals and using seesaw to enable families access to this work. Senior school are using google doc. Jan is doing some reading recovery on line as well. Social worker in schools, Oranga Tamariki, Te Mana Aki and MOE are making contact with the most at Risk families. Jared and Marriene have visited many of these homes and delivered packages of pens, scissors, glue, paperwork etc.
- LOGO – still in progress with Omid and Erin Stewart. Erin's work ideas are great with the strong Maori overview in her style and she has good experience in other schools. Omid might be of good use for printing needs.

MOTION: *That Erin Stewart be contacted and asked to complete this work*

Moved: Simon Harrison

Seconded: Tim Hayward

5. In Committee – Moved: Abbey Parsons – Chairperson

That the meeting moved into public excluded session at 8.15 for reasons of legal and professional privilege and to protect the privacy of natural persons. While in public excluded session the board discussed some concerns for at risk families, staffing issues and a union matter.

Returned to main meeting at 8.32 pm

6. Board Audit process:

- Andrew unable to speak to this as unable to attend meeting but it is underway. Ongoing and will be tabled at next meeting. NAG 5 audit – delay due to Covid 19 response and will continue at next meeting.

7. Correspondence:

- Newsletter updates – continuing
- Covid 19 letter to homes
- Letter to staff re travel
- Information to parents re carparking – new signage has been put up in side street so clearer for drop off zone.
- Invoice re Heat Pumps – Tricia is doing this – Tim will check with her
- Email from Hilary O’Brian re handwashing etc - Abbey will reply in due course

8. Financial: The flow in and out is disjointed at present due to awaiting reimbursements and slow down of processes during the lockdown.

Discussion points: Abbey queried high ground maintenance for February but Michael and Marriene explained that some of this is due to double sites being worked on. Also, the matching up of reimbursements after payment made by school and the need to put them into the right budget stream. When school comes back the first aid kits need to be checked and restocked for supplies.

Motions: *That the January financial report be accepted*

Moved: Marriene Langton

Seconded: Jared Fretwell

That the February financial report be accepted

Moved: Michael Down

Seconded: Tim Hayward

That the funding application for sports equipment be ratified

Moved: Tim Hayward

Seconded: Simon Harrison

9. Health and Safety: no issues as school is currently closed by Covid 19 Lockdown

10. Policy Review cycle: none due for review

Meeting closed at 9.05

NEXT MEETING to be advised

APPROVED

DATE:

CHAIRPERSON

TABLE OF ACTION POINTS:

Person responsible	Action	Due date
Linda	Amend issue with Delegation Document tasks Tim/Michael	Immediate
Abbey and Tim	Review wording and edit comments on Delegation Schedule	To table at next meeting
Simon	Simon to check MOE website using school ID 3588 re footprint and entitlement about Hall	For next meeting
Michael	Copy plans of new building layout on Lyttleton St site and liaise with solar companies	To table at next meeting