



MINUTES OF THE MEETING OF THE

BOARD OF TRUSTEES

HELD ON Monday 4 May 2020

Via Zoom video platform (Covid 19
lockdown)

Present: Marriene Langton – Principal, Abbey Parsons- Chairperson, Jared Fretwell – Staff rep, Michael Down, Michelle Warburton, Andrew Turner, Tim Hayward

In Attendance: Linda Parsons – Minute Secretary

**Apologies: Tim Hayward for lateness 7.15pm,
Simon Harrison**

Karakia

Whakawhanaungatanga and glimpses of the future:

- **Michelle** - Busy at home and for work. Looking at the positives. Had a great cake fest for husband's recent birthday.
- **Michael** - busy both at home and work. Balancing the Council's books in very changing times. Lots of nights and weekends juggling this and 3 under 4s. Extra childcare hands would be great but working remotely is working well.
- **Marriene** – lots of bike rides keeping her sane. Felt a struggle today when visiting school. Seemed a foreign place, no noise, no busyness and laughter – way too quiet. Only 6 – 7 children and a couple of teachers – all remaining so positive.
- **Jared** – All good but pretty intense at home. Children are missing Kindy and school and looking forward with anticipation. Being in school is not in any way the same.
- **Andrew** – Routine is good and working well. Hospital is very quiet and lots of change to come. Situational stress is noticeable and it is a wait and see what the new normal will be.
- **Abbey** – all good at home. Has been able to keep business ticking along using zoom platform for classes. Celebrated 10th birthday of business with free classes on Saturday which raised over \$400 for Women's Refuge. Had a virtual cake and bubbles with clients. Boys doing lots of varied learning activities alongside school on line.

1. **Minutes of the previous meeting** dated 2 April had been circulated and read. They were agreed to be accurate.

Moved: Michelle Warburton **Seconded:** Michael Down

Matters Arising:

Action point 1

Jared will complete and send the Whakapuawai document to the school website and then also send link to BOT members

Action point 2

Delegation documents – Abbey and Tim will work on this moving forward

Matters arising continued:

- **Hall** – Marriene has talked with Simon – still ongoing ideas despite grant application being refused second time. Rikki is aware of school view. Ideas of school BOT building and owning come with permanent ongoing costs – where would it be positioned in respect of the new school buildings etc. Door not closed on Hall yet and MOE are bringing funding and projects forward to boost economy.
- **Sustainability:** Mariene explained that some of these plans are contingent on building progress and seeing what we actually need once in situ. Ongoing

Public Excluded meeting April: Minutes will be approved at next face to face meeting for privacy reasons.

2. Environment and Property

- **Brosnan's** have been onto site. PCG meeting set for Tuesday 5th May with Project Manager and Site Manager so more answers to questions after that. Still seems come confusion over how they number the classroom building blocks as opposed to how we identify them. Any questions to ask Rikki please talk with Abbey asap.

Questions:

- 1.** Safety issue of timeframe of school buses leaving and returning in respect of heavy vehicles coming and going at same time to discuss with contractor and Rikki
- 2.** Using R12 and 13 as site offices – this could be a cost saver
- 3.** To continue to be proactive and challenge about their delay excuses of availability of imported project materials and supplies
- 4.** Remind the contractors that line of contact is with Principal and Board not via the school caretaker

Heat pumps - a Koha in cash was handed in to school. But is not the correct amount for heat Pumps invoice. This may be for some of the old black roof heaters – to be checked out.

Action point 3

Marriene will follow up with Edwin Jackson about the payment for the invoice for sale of heat pumps.

3. **Principal's Report:** Report was circulated to all board members in pre reading material and accepted.

Discussion points:

- Good work being done at school by teachers covering lockdown situation
- Focussing now and when we all return on connections
- There will be a lot of work to do on this when children and staff are all back on site
- This will be another big change for the Children and families especially

4. **Covid 19 Update:** Jared Fretwell spoke to this

- **Alert level 3** – school plans and MOE requirements communicated to parents
- Wellbeing checks by phone and some visits being continued
- **School safety guidelines** are confirmed
- Bill Earlie liaised with MOE on requirements for set up at Level 3 ie. Using Viztab for signing in and out, Hand Sanitiser and tissues etc
- Marriene and Jared working alternative days with a least one other staff member in office in case of any emergency
- **MOE information** posters have been put up in windows of office
- Other class and group meetings working well on zoom platform
- If school hear of or contact a family where children might better benefit from being at school, they will be asked to allow children to come into school – ie for mental health issues, hardship or supervision
- **What about Level 2** – MOE have put a lot of info up and also there is the ability to contact other schools to see what is working for them. Level 2 could have buses back working – this could be tricky in respect of numbers on buses for distancing. Maybe a need to list passengers for later contact tracing - may need a monitor or parent to do this. Some issues may arise in L2 re parents having right to choose school or not and how this might affect truancy or a genuine reason for keeping kids at home. It remains the parent's choice.
- **Teacher only day:** Marriene is not in favour of having this mooted teacher only day happen. After 7 weeks of having children home she feels it is not then appropriate to have a further day off school.

5. **Clifton Strengths project - Reminder** that this needs to be done as soon as possible.

Action point 4. All board members

Questionnaire needs to be done by all and then contact made with Emma so she can progress it and plan learning. All to complete the test which takes about 45m and then about 30m with her to follow up about strength based learning and understanding. This will allow a profile of the board which will be very informative.

In committee – Moved Abbey Parsons Chairperson

That the meeting moved into public excluded session at 7.51 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 re a staffing/union issue and a family issue.

Returned to main meeting at 8.02

7. **Board Audit process:**

- On going work - be helpful to have it ready before school is back
- Could be helpful and informative as we come back to gauge what would be useful and what do families need from board and school as they settle back in. Term 3 would be a good time once settled back in

Action point 5. Michael and Andrew

To work together on refining and completing this work and then email out to BOT for comments and finalising so that it is ready for when children return to school. Timing will be judged when appropriate after return.

8. **Correspondence:**

Inwards: Letter from parent to Marriene - good result once explanation of process and This was accepted by parent.

Outwards: nil new

9. **Financial report** - April accounts and statements

- Credit card statements are not in and this will be queried
- Annual report for Audit - very close to budget – good money management
- Deficit is over projected but unexpected costs of both sites and delays of move relate
- Staff banking - underuse so refund of about \$3000 likely
- Auditors questions answered
- Report ready for signing and inclusion with Annual Report to MOE
- Remove Bridget Riddle from trustee list
- Correction of Abbey's name – spelling
- April accounts: ongoing query with Meridian about power costs being investigated and will not be paid until clarified. Pool committee advised power must now be off. To be addressed again at next meeting.

10. **Health and Safety**

- Flu injections for staff – only a few have had them through school to this point
- BOT members could also have them through school if needed as they are considered to be part of the school staff.

11. **Policy:** none for discussion at this meeting

Meeting closed at 8.26

NEXT MEETING: June 8th at 7pm Venue to be confirmed nearer time.

APPROVED

DATE:

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CHAIRPERSON

TABLE OF ACTION POINTS

| Person responsible | Action | Due date |
|--------------------|---|-----------------------------|
| Jared | Whakapuawai document to website and BOT | asap |
| Tim and Abbey | Delegation documents | ongoing |
| Marriene | Followup re heat pump payment | assap |
| All Board members | Clifton Strength project | Asap within May |
| Michael and Andrew | Refine board audit plan | Ready for school start back |
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