



MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON 8 June 2020 at 5pm

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

In Attendance: Linda Parsons – Minute Secretary

Apologies: Jared Fretwell – Staff Representative - unwell

Karakia

Whakawhanaungatanga and glimpses of the future:

- Karakia – Pūrea Nei
- Michelle: All good happy and healthy – still a lot of business pressure on and busy with family visitors.
- Abbey – work and home going well. Lots of work to keep her business and Chris’s in place during lockdown. Zoom platform helped with classes and meetings. Boys happy to be back at school.
- Andrew – Kids happy to be back to school. Learned lots from the lockdown and keen to be back to nearly normal.
- Tim – Life is harder out of lockdown – kids are tired and grumpy getting used to being back at school. Still working from home. Lots of baby cuddles - so loving it.
- Michael – nice to be back at work and will likely be a bit manic over next few weeks – teams not all in place yet so still a bit different. Nice to have extended family access back again – family is good
- Marriene – Kids are back but still some separation anxiety and confusion. Kids are very aware of when things are different. Lots of rides over “lunchtimes” working from home – missing them and the occasional day time nap.

1. **Minutes of the previous meeting** dated 5 May 2020 had been circulated and read. They were agreed to be accurate.

Moved: Tim Hayward

Seconded: Michelle Warburton

Matters Arising:

- **In committee meeting minutes:** These minutes from the meetings held in March, April and May via Zoom – were read and approved

Matters Arising continued –

- **Simon has resigned** - Gift to the value of \$50 to be purchased. Visa Pressie Card suggested. Abbey has replied to his email. Resignation accepted.
- **Selection or co-opting new board member** – discussion of options for replacement and the process and time frames around this. Abbey will contact a prospective person and report back.
- **Discussion about board representation on Project Management team** - Board has full confidence in Riki and Jared but discussed the idea of having a delegate to be a further set of eyes and ears on the BPMT at their two weekly meetings.

Action point: 1. Marriene – to email Riki to confirm item from last minutes of BPMT relating to the risk having been mitigated as minimal re the salvage incident – need this to be confirmed in writing

- **Delegation Documents:** Tim and Abbey have completed these. Some questions were raised:
 - Q. Re Professional Development days?
 - A. Four full days (8 half days) have been allocated
 - Q. Clarify unspecific capital expenditure/unbudgeted?
 - A. Clarified as Fixtures Furniture and equipment - \$5000
 - Q. Was Jared formally recognised as Principal’s Delegate?
 - A. Yes - he is authorised in the document.

Delegations document to June 2020 was approved:

Moved: Tim Hayward and Abbey Parsons Seconded: Andrew Turner

Action point: 2. Abbey to email the delegation documents to Tricia for printing and signing.

- **Heat pump query:** \$1600 account has not been paid to school yet. Marriene to follow this up
- **Clifton Strengths** - Coaching has been set down for Monday 22 June 4.30 or 5pm to be confirmed by email.

2. Environment and Property

- **Sustainability Fund:** Email as circulated. Yes - it was agreed that the school does have the passion to do this project. Agreed the Solar panels would be the best benefit for the school taking into account the new buildings and the laundry and hot water needs for showers etc in the high dependency unit.
The children could do some project work around this ie. investigating power usage and costs etc.

Action point 3. Marriene to activate learning around solar collection panels

- **Hall update:**

Stalled at present – 2 rejections but has been put back on to be discussed further – with building design to be assessed alongside orientation to playground.

3.

Action point 4. Michael – to go back to Solar companies re expressions of interest

Action point 5. Abbey to speak to Matt N about solar panels and any connections he might have or suggest.

Principal's report: Report had been circulated to all members in pre reading and taken as read

4. **Auditing** – The survey has gone out to all staff and student's families and includes topics relating to -
- The support from school over the lockdown periods
 - What went well
 - What could have been better
 - How are things going now

Board Auditing Questionnaire: as there are other audits out at present it was discussed about not wanting to overawe families with too much at once. Is this the right time with so much else going on. Andrew will adjust the wording from 'homework' to 'home learning'. Decided to launch it as soon as possible via multi platforms – School Loop, Website, Seesaw and email. Close off date will be 19 June.

Action point 6. Jared to send out to all platforms this week

5. **Direction Discussion:** Brainstorming for our future - Abbey introduced a brainstorming discussion and the notes are attached to the minutes as an appendix

6. Correspondence in/out

- Out: Letter to Bill and email to prospective board member

7. Financial:

- Ongoing issues re some issues in paying staff in lockdown
- Covid 19 monies
- Support worker's pay increment – will now differ from budgeted funds
- Reimbursements for flu injections
- Cleaner's wages – have had to be paying double cleaners
- August should see the budget back to normal with monthly expenses.
- No extra costs to date re staff working from home.
- Breakfast club to start – funds available – older children will help supervise this – open to anyone who wants to use it.
- Credit card statements have not been sent out by bank.

8. Health and Safety

- Truancy: need to keep an eye on truancy now that school is back on level 1. Parents choice about return to school is no longer valid. Attendance figures are up and down at present.
- Buses: A watching eye is being kept on bus 3 – not to be used until both other buses are full. Reminder has been sent out to parents about bus travel to keep school aware of child's travel plan.

9. In Committee discussions: Moved: Abbey Parsons – Chairperson

That the meeting moved into public excluded session at 7.20pm for reasons of legal and professional privilege and to protect the privacy of natural persons.

Returned to main meeting at 8.05

Closed 8.10pm

Next Meeting July 6 July at 4.30 pm * note new start time*****

TABLE OF ACTION POINTS

Person responsible	Action	Due date
1. Marriene	Email Riki re risk mitigation of salvage incident	immediate
2. Abbey	Email delegation documents to Tricia for printing then signing	immediate
3. Marriene	Activate learning for Solar project	immediate
4. Michael	Make contact with the solar companies again	immediate
5. Abbey	Contact Matt M re any solar company contacts he may have	Immediate
6. Jared	Send Board Audit to all platforms	Immediate

Approved: Date:

Chairperson