

BoT Minutes March 26th 2020 @ 6pm - 8.04pm. (Via ZOOM conference.)

1. Administration

1. Roll call Eve, Matt, Elaine, Gary, Barbara, Jackie, Robert, Jo
2. Karakia
3. Sharing
4. Declaration of interests: n/a
5. Confirmation of [previous minutes](#)
 1. Confirmed unanimously via email post meeting.
6. Correspondence (via email as there has been no general access to the school since Monday)
 1. MOE Covid-19 Update 23 March
 2. NZSTA Knowledge Hub 24 March
 3. Keith Langton email re Lundia Shelving (See 3.5.1)
 4. MOE Special Bulletin Covid-19 Update 25 March
 5. NZSTA Services Update 26 March
7. Meeting planning

· Matters Arising

1. Jackie to confirm, after checking with David from Leading Edge, if there is available money from the budget surplus that can be used on the music room:
 1. Jackie has spoken to Kerry Dean (David's boss), who advised not spending \$25,000 from the surplus of \$39,000.
 2. BOT decides to defer this decision until we are in a position to move anything forward during the pandemic.
2. Barn Deck - It is unsafe. Eve asked Proprietors reps how BOT can help to get this mended. Letter to be written from BOT. Matt to write (Eve to support):
 1. Proprietors Rep's brought this up at the Proprietors March meeting and things are underway to mend this. Nothing for the BoT to do at this stage

· Discussions & Decisions

1. Music Room
 1. Deferred due to pandemic.
2. Curriculum implementation tables
 1. Deferred until post shutdown
3. Eve: to report on roll return and roll funding
 1. There is a guaranteed second adult (not necessarily a teacher) in all schools now. The roll return numbers as relates to the employ of a second teacher take into consideration the higher of the current and last roll returns (see below). Therefore as long as we have the roll up to 26 by the July return we understand that we will not lose funding for our second Teacher.
<http://www.education.govt.nz/school/funding-and-financials/resourcing/school-staffing/school-staffing-cycle/>
 2. Tobias Pierrot and his whanau have joined Timatanga School.
4. School camp report
 1. Eve did not include her customary school camp report in the Principal's report because of the COVID-19 emergency taking precedence. Eve and Matt: the camp was a success, bonded us all as a new group after loosing so many seniors last year. The main focus ended up being sports, physical and social development.
5. Office Shelving Correspondence from Keith Langton to the Board Chair (22/03) expressing concern and miscommunication issues. Points of clarification:

1. The plans for the upgrade to the office were included in the 2019 Timatanga Community School 10yPP (without quotes). The plan had been approved both by Proprietors and BOT.
2. The Proprietors and BOT agreed that Fay be appointed as Property Manager for 2019 and 2020.
3. In this role Fay has liaised between Proprietors and Staff/BOT to implement the 2019 10YPP
4. For the office upgrade project Fay met with the Principal and staff in Oct 2019 to assess needs, including the need to make the office earthquake safe with current health and safety legislation.
5. The identified needs were as follows: 1) requirement under 2015 health and safety legislation, 2) the need for extra private classroom space for intermediate students, 3) Functional workstation for three teachers and 4) more efficient storage for teaching resources.
6. At the November 2019 BoT meeting Proprietors reps reported that the Proprietors had agreed in principle to the upgrade in the Principal's office, however quotes were required.
7. Fay invited several providers to assess the space and offer solutions to meet the needs.
8. Fay, School Staff and Elaine were unanimous that Lundia offered the best design solution, so Fay asked Lundia to provide the costing.
9. Fay obtained a quote from Lundia and she and the Proprietors reps took it to the Proprietors for approval.
10. The proprietors have approved (March 1st meeting) the spending of Policy 1 monies to finance the Lundia plan and approved the work to go ahead.
11. The Lundia plan (sans costing) was circulated to the BOT via email and BOT do agree that the plan met the practical requirements.
12. The BoT apologises for the misleading interpretations of process the wording "move this forward" in the January minutes has caused, and for the thinness of info regarding this topic in the minutes generally .
13. The Board Chair will respond by email letter to Keith's query.

6. Outdoor Classroom

1. Deferred until after pandemic.

7. Kitchen

1. Deferred (Office will be done first)

8. School Holiday - Discussed.

1. This is an incredibly challenging time for teachers along with the entire nation, and indeed the world. Therefore the board is happy to follow the advice from the Prime Minister and bring the school holidays forward two weeks. The holidays are seen as important to allow time for all to integrate with their bubble and adjust to the new "normal" and also to plan forward.

BOT are hugely appreciative of our Staff.

4. Ongoing Monitoring

1. Music Room Update

1. Deferred

2. Fiscal Monitoring

1. Monthly reports tabled and discussed. Two issues of note.
 - Cleaning budget exceeded due to pandemic supplies.

- R and M budget exceeded due to coding error. Jackie will sort this out with Leading Edge.

3. Staff Discretionary Paid Leave.
 1. Eve moves that Shaun be granted Staff Discretionary Paid Leave for Wednesday 15 April, Thursday 16 April, Friday 17 April and Wednesday 22 April, as he will be needed to care for his children at home as his wife is an essential worker on those days. BoT agreed unanimously.
4. Principal's report
 1. Strategise whether we will need an extra person if lockdown moves beyond the month should any staff be unavailable. Parents to help with homeschooling under teacher guidance.
2. Eve's planned paid leave to write curriculum.

Eve moves that this is parked until circumstance allows, due to the current extreme changes.
BOT all agree to this. We will look at this again as circumstance allows.
3. School lockdown has been done. Remove any fire hazards and rake pits behind the library are the outstanding jobs.

Gary agreed to do this.
4. Gutters (outside the office and the library) need clearing this Saturday wearing gloves, and 2 weeks after this. No touching of face, and gloves to be discarded straight away after the job is finished.

Gary will clear the gutters this Saturday and again 2 weeks after this, or organise sharing this job with Tony (resident).
5. Proprietors report
 1. The jobs associated with the office shelving have been postponed until next holidays (or as pandemic allows)
 2. Children in the community are respecting the ban on entering the school.

5. Meeting Closure

1. Identify agenda items for next meeting & confirm date
 1. 22 April Wednesday 6pm
 2. Charter Targets in light of distance learning
 3. NAGs (to be considered and approved or amended online prior to the meeting)
 4. Strategise whether we will need an extra person if lockdown moves beyond the month should any staff be unavailable.