

BoT Minutes August 25th 2020 @ 6.14pm - 8.41pm - Meeting held via ZOOM

1. Administration

- 1.1. Roll call with round robin check in (how are we all doing?) Gary, Matt, Barbara, Elaine, Robert, Jo, Jackie. Eve arrives 7.15.
- 1.2. Declaration of interests n/a
- 1.3. Confirmation of previous minutes, 29th July 2020 (see 2.1): Approved by all.
- 1.4. Confirmation of In-committee meeting minutes: Approved by all.
- 1.5. Correspondence
- 1.6. Meeting planning

2. Matters Arising

2.1. Review of actions from previous minutes

- Fire extinguishers - Barbara confirmed that these need replacing every 5 years. Barbara queried the invoice for servicing *and* replacing. 5 yearly replacement needs to go into budget - Jackie to action this. Barbara to get comparison quote to check current charges are fair.
- Is the new computer coded to assets? Jackie will do tomorrow.
- Eve to check in with Robert re invoice re website and provider costs - New hosting provider in the pipeline - things need to be shifted to new provider (and is half of usual cost!). Robert is working on this.
- Jackie to advise the BOT of the amount required for grant for Te Ao Maori support. Eve will action talking with Rachel about her availability for this role. Eve to talk to Rachel over this first, so that Jackie has a figure to work with.
- Playground - Jo, Eve and Fay to liaise about this. Jo will ensure this happens before the next meeting.
- Matt to discuss dismantling ramp with Kris - Actioned, and ramp removed! Great!
- Jackie to confirm with leading Edge what our surplus is - Jackie confirmed via email that we have a surplus of \$39,000.
- Proprietors rep's to talk to the offending proprietor (re driveway use) - This has happened.
- General cleaning of the school and how to achieve it? - Parents agreed to do an extra half day during the school week to achieve this. Eve to put a reminder in parent notice about this (since we have moved to T3 since then).
- Kitchen design - Jackie will get feedback re design and liaise with staff and Fay. Sooner we can bring proprietors on board the better, but unlikely that we will be able to do this by August!
- Security - Is the alarm rewiring due to the office upgrade part of the Proprietors responsibility? Eve to enquire from Alarm company about School being able to change the code ourselves (has this happened?) - Elaine has spoken with Proprietors re alarm rewiring and Proprietors have fixed it. Elaine is clearing a query as to whether the upgraded sensor is part of Policy 1 with MOE.

- 2.2. Nag 3 Non-Principal Staff Performance Appraisal Policy - was missed 2019 and needs review. There was recent Teacher Council correspondence which may contain changes to consider - Deferred until 2021
- 2.3. Music Room - still waiting to hear back from ministry re staffing money. (see also monies in term deposit 4.2.)

3. Discussions & Decisions

- 3.1. Policy Review
 - 3.1.1. Nag 3: Staff appraisals (no changes recommended) Deferred until 2021 (due to changes)
- 3.2. Procedure Review
 - 3.2.1. Nag 4 Cheque Payment of Accounts (no changes recommended)
 - 3.2.2. Nag 4 Protecting School Assets: All approve with changes
Elaine to ask Fay to cover inside of Whare Tamariki so music equip not so visible.
 - 3.2.3. Nag 4 Cleaning: All approve with one change.
 - 3.2.4. Nag 4 Reimbursements: All approve with one change.
 - 3.2.5. Nag 4 Use of Policy One Funding Account: Eve recently received the Proprietors most updated version from Fay, and we will replace the older school one with that one.
- 3.3. Pandemic Planning Update
Reviewed Eve's proposal for L3.
Letter discussed and changes made.
Eve will send the letter to parents on behalf of Matt and Eve tonight.
- 3.4. Staffing Update
Still in process - waiting to hear from the Wellington Office
- 3.5. Enrollments Update
New Y7 student has replaced the Y7 who has decided to stay at Waimauku.
BOT query our roll at the pivot point of 26. Staff speak to this. There are options available but there is a need to keep stability within the school. Next meeting we will pre-plan our options. There have been multiple requests from interested families re open day. Need to be at L1 for these.
- 3.6. Property - See Principal's report.
Long grass in orchard - to be discussed at upcoming Proprietors meeting.
- 3.7. Charter Targets - See 4.3 below

4. Ongoing Monitoring

- 4.1. Property maintenance
- 4.2. Financial Update
Wood chip top up (2yrs) and replacement (10yrs) needs to be added into our budget! Eve and Jackie to look at this.
Update reviewed - this budget sheet was produced pre-budget review - items have since been balanced.
Monies in term deposit - a large percentage of our monies are tied up in term deposit til January. It would be better if this was not so long, given upcoming projects (music room). Eve to talk to Leading edge re this situation going forward.
- 4.3. Principal's report
Charter Targets -
Target 1 - Supporting Junior Teacher: Shaun is feeling supported. Eve will ensure that Shaun does the early literacy course before next year, but Shaun is pacing himself and meeting his

and the childrens needs well with the learning he is doing.

Target 3 - Te Ao Maori: Te Reo content - Eve has written content for the rest of this term. Matariki celebration was a nice way to begin to bring focus to this target. Eve will have a conversation with Rachel re supporting this to enable BOT to apply for funding.

Target 4 - Supporting Teacher Learners:

Great to see new families at the latest parent meetings. Parent meetings a good platform for passing on information (e.g. schools approach to resilience) but not always enough time to cover these. Cultivating relationships is so important right now. Elaine's visit to the parent meeting and giving of some history and background to the school was much appreciated. There was a high level of interest and questions, particularly from new families and a perfect initiation for new whanau. Our Matariki celebration was excellent at bringing the school community together in a relaxed way. Making sure everyone feels they belong.

BOT reflected that feeling included, loved and safe is the bottom line of being supported.

Target 2 - Curriculum Upgrade: The parents at parent meeting were in agreement with BOT suggestion to defer this target.

Strategic Planning: Student scholastic achievement data not top priority at present. CORS would be useful in terms of reporting on wellness and engagement etc. Maths and reading data reports were completed after the 1st lockdown, and will be shared with parents.

4.4. Proprietors report

5. Meeting Closure

5.1. Identify agenda items for next meeting - **26 Sept - Jackie on Dinner**

Music room

Kitchen Upgrade

Te Reo - staffing support

Pre-planning enrollments

Nag 3 Non-Principal Staff Performance Appraisal Policy - was missed 2019 and needs review in 2021.

Meeting Evaluation

1. What do you think was the most important item we discussed? Principal getting feedback on reporting.
2. What do you think was the least important item we discussed? N/A
3. Do you think we worked effectively as a team? If not why not? Yes
4. Did you feel able to participate fully? If not why not? Yes
5. What for you would make our meetings more enjoyable and more effective? Need to be clear on

timing/dates of meeting; ragged beginning meant a longer meeting.