

BoT Minutes September 22nd 2020 @ 6pm - 9pm. Meeting held via ZOOM

1. Administration

- 1.1. Roll call with round robin check in (how are we all doing?)
 - 1.1.1. Present - Eve, Elaine, Barb, Jo, Jackie, Matt, Gary (8pm)
 - 1.1.2. Apologies - Robert
- 1.2. Declaration of interests
 - 1.2.1. Eve - regarding lola's renewing for term 4
 - 1.2.2. Elaine with regards to talking through issues around Faye
 - 1.2.3. Barbara re Roll Planning
- 1.3. Confirmation of previous minutes, 25 August 2020 (see 2.1)
 - 1.3.1. Approved Unanimously
- 1.4. Correspondence
 - 1.4.1. Whenuapai Primary School Board of Trustees about their enrollment scheme - Matt to action response
 - 1.4.2. NZSTA magazine
- 1.5. Meeting planning

2. Matters Arising

- 2.1. Review of actions from previous minutes
 - 2.1.1. Jo / Matt to Carry over incomplete actions
- 2.2. Music room - Still waiting to hear re surplus
Fay may like to grass this area in the meanwhile - this decision is at Fay's discretion.
- 2.3. Kitchen Upgrade
 - 2.3.1. Shaun, Fay and Jackie have met and discussed. Fay has also met with other schools to get good ideas re practical info towards this. Staff will manage getting the design made for this, and Fay will manage and liaise with proprietors re installation (as per office). The design needs to be done within the next month to present to proprietors. Jackie will liaise with Fay this week re new ideas. Jackie and Shaun will need to have something to show BOT next meeting (in 3 weeks).
 - 2.3.2. 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!
 - 2.3.3. 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.
- 2.4. Pre-planning enrollments
 - 2.4.1. BOT discuss this thoroughly - looking at numbers and forward planning so that our roll can accommodate siblings, and also not dip below 26.
 - 2.4.2. Eve will write to people on the waiting list to let those who are not siblings know that there is no more space until 2023 (bar the one student beginning in 2021).
 - 2.4.3. BoT agrees upon the staff proposal moving forward.

- 2.4.4. There will be no open day until next year, however it is important to do one to keep the waiting list fresh.
- 2.4.5. BOT went into committee 7pm - 7.34pm
- 2.5. Nag 3 Non-Principal Staff Performance Appraisal Policy
 - 2.5.1. was missed 2019 and needs review in 2021.

3. Discussions & Decisions

- 3.1. Policy Review
 - 3.1.1. Nag 4 Use of Policy One Funding Account - Received and approved. Eve will amend our policy to reflect the minor changes.
- 3.2. Pandemic Planning Update - see principal's report.
- 3.3. Staffing Update
- 3.4. Enrollments Update
 - 3.4.1. See 2.5
- 3.5. AOB - in committee meeting 7 -7.34pm

4. Ongoing Monitoring

- 4.1. Property maintenance
- 4.2. Financial Update - Not tabled, but assets (including Jackie's computer, ICT, lease, term investments) are included in Pg3 of the commentary.
- 4.3. Principal's report
 - 4.3.1. "Jade Speaks Up" has been really invaluable. Wellbeing meaning a lot to juniors.
 - 4.3.2. Staffing: Waiting to hear back from MOE re staff overrun. MOE having some problems accessing our last roll return, but Eve has sorted this out now.
Teaching staff ask to hire Lola for T4 as teacher aide for T4. close to \$4000 has been budgeted for a teacher's aide and close to \$6,000 has been budgeted for relief teaching. It is estimated that it will cost \$4000 to have Lola as teacher aide for T4. Has been great support, esp for Shaun in adjusting to his new teacher role, and for Eve to have space for admin.
BoT approves hiring Lola as teacher aide for the same fixed term, part time, pay rate for T4 as per previous contract.
 - 4.3.3. Te Reo - staffing support - SEve to do
 - 4.3.3. Eve would like residents and proprietors to note that Fay is in a paid caretaking position for the school and the proprietors, and a reminder to please cooperate with her in her role. Matt will write to proprietors re this.
 - 4.3.4. There is recent concern from parents around a visitor's driving through the playground. Parent's have requested that the gate be locked during school hours. Matt will write letter to proprietors re appreciation of the the residents applying the rules and being safe in the playground, but that parents are concerned for safety of children re visitors and BoT will be providing a lockable gate option for T4 - this will only be used in the regrettable instance that it is needed if school playground rules are not adhered to.
 - 4.3.5. Assessment data submitted : BoT very impressed and happily surprised with the results from the data, given the events of this year. The support of our tamariki by school parents and staff has been amazing and has facilitated this!
- 4.4. Proprietors report
 - 4.4.1 Fay's recent fluffing of woodchip in the playground - kids really enjoying the ability to

jump from swing onto this. Supervising parent will need to check that wood chips are fluffed in this area, and mats laid out. Parent Reps to bring to the Parent meeting.

4.4.2. Cost of replacing the window in junior room with a door looks to be exorbitant and will be put off until after the kitchen upgrade. Jackie suggests that the window will not be load bearing so perhaps a second opinion should be sought.

Kitchen upgrade more urgently needed than the doors.

4.4.3. Window in the loft has been used by children to climb into tree from - Eve will organise with Fay to have stays put on the windows. Children have been told that climbing out this window is not allowed.

4.4.4. Barn - Eve has been trying to move things out but there is now other items preventing access, re-entry into covid L3 has also inhibited this happening before now. This will be addressed at the school working bee.

4.4.5. Orchard has been mown - great to hear that the kids are enjoying the space. Fay making plans re places to remain mown and areas to have paths - feedback from children and staff requested. Sticks and ropes to be put back on long grass or brought back to school.

5. Meeting Closure

5.1. Identify agenda items for next meeting

5.1.1. 2021 budget

5.1.2. Principals appraisal

5.1.3. Driveway

5.1.4. Matters arising

5.1.5. Kitchen

5.1.6. Health and Safety review between Board and Proprietors

5.2. Confirm next BoT meeting date 15th October, Gary will do dinner.

5.3. Comments on meeting procedures and outcomes