

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 22 April 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1905

1.0: Administration

1.1 Attendance

Present

Shane Doherty [SD], parent representative

Spencer Hiess [SH], parent representative

Craig Press [CP], parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Janie Tito [JT], parent representative

Absent

Chris Miller [CM], parent representative

1.2 Declaration of interest

No new interests were declared.

1.3 Confirmation of previous meeting's minutes

The minutes of the Board's March 2020 meeting were approved with no changes.

Moved: CP. Seconded: DL.

1.4 Correspondence received

The correspondence received was discussed and noted. Correspondence included:

- Ministry of Education Bulletin for School Leaders Covid-19 Updates (24 updates dated between 12 March and 22 April 2020 inclusive): available at the following site: <https://www.education.govt.nz/school/ministry-bulletin-for-school-leaders-he-pitopito-korero/>
- New Zealand School Trustees Association Membership Matters, 12 and 18 March, and 2 April 2020; and
- Letter from Education Payroll about pay arrangements following the recent death of the school caretaker.

1.5 Minute taker

CP approached a parent asking if they would like to become the Minute Taker. The person declined the offer.

2.0 Covid-19 planning

There was an extensive discussion about the current pandemic, the related communication to parents and caregivers, and the school's preparedness for a limited return of pupils on 29 April 2020. The demands that learning from home is placing on parents and care givers was also discussed.

The Board noted its thanks for the clarity and the timeliness of the information that the Principal and staff have provided, and the considered and professional way that the school leadership has acted on the advice provided by the Ministry of Education.

DL also explained that principals in the local group of schools had shared information and this has helped him with the scope of information to be passed on.

3.0: Strategic decisions

3.1 Vision Statement

A revised whakatauki for the Vision Statement was discussed. Finalising the Vision Statement remains a priority even during the current pandemic.

3.2 Analysis of variation

The current pandemic has prevented end of term testing and data collection for Term 1. A mid-year data point will now be used.

3.3 Charter

Remaining work on the Charter will be progressed as possible while business-as-usual operations remain disrupted.

4.0: Monitoring (reports and updates received)

4.1 Principal's report

The report was read and discussed.

Motion: That the April 2020 Principal's report is noted as read and accepted.

Proposed: GM. Seconded: SH.

4.2 Finance report

The Finance report was discussed. It was confirmed that spending on teacher aide resources is currently tracking to budget.

Motion: That the April 2020 Finance Report is noted as read and accepted.

Proposed: JT. Seconded: SH.

4.3 Property report

The property report was read and discussed. Fixing the water meter leak remains the top priority alongside getting traction with the Ministry to start work on the major projects under the Five-Year Plan.

Motion: That the April 2020 Property Report is noted as read and accepted.

Proposed: CP. Seconded: JT.

The situation following the recent death of the school caretaker was discussed including developing an updated job description and moving responsibility for lawn mowing to a contractor. DL will obtain quotes and will contact CM to bless the caretaker's shed before it is used again.

It was agreed that a subcommittee, with SD, GM and DL as the members, would be established.

Motion: That a subcommittee of the Board, consisting of SD, GM and DL, is established to oversee the drafting of a new job description and recruitment of a new caretaker.

Proposed: CP. Seconded: SHT.

4.4 Health and safety

The health and safety report was read and discussed. No safety issues requiring discussion or mitigation strategies to be put in place were identified.

Motion: That the April health and safety report is noted as read and accepted.

Proposed: SH. Seconded: CP.

5.0: Public-excluded section

There were no public-excluded items discussed.

Closure of meeting

Karakia Whakamutiunga. Meeting closed at 20.30

List of action points - current

Number	Who		Status [as at 22 April 2020]
2020-04-22 #1	DL	<i>Obtain quotes for lawn mowing</i>	• Pending
2020-04-22 #2	DL	<i>Contact CM or a substitute to bless the caretakers shed before it is used again</i>	• Pending
2020-03-11 #6	DL	<i>Complete the Vision Statement and Charter within a month</i>	• The current pandemic has pushed back timeframes but this remains important.

List of action points – recently completed

2020-03-11 #1	CP	<i>Update February 2020 minutes.</i>	<ul style="list-style-type: none"> Completed
2020-03-11 #2	CP	<i>Contact an individual who may be interested in becoming the Minute Taker.</i>	<ul style="list-style-type: none"> Contact made (19 March 2020). Offer declined.
2020-03-11 #3	DL	<i>Prioritise drafting of an updated pandemic plan.</i>	<ul style="list-style-type: none"> Completed 25.03.2020
2020-03-11 #4	DL	<i>Relocate the supply of masks to make them more accessible for staff and reiterate advice to staff about protocols for assisting any unwell pupils.</i>	<ul style="list-style-type: none"> Completed
2020-03-11 #5	DL	<i>Include a draft whakatauki in the school letter in the week beginning 16 March 2020 and seek feedback</i>	<ul style="list-style-type: none"> Draft whakatauki discussed at April 2020 meeting

Signatures

These notes are an accurate record of the meeting.



Craig Press, Chair

21st May 2020

Dave Lamont, Principal