

## MINUTES meeting of the Koraunui School Board on 9 December 2020

### Meeting opening

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Karakia Timatanga

Meeting opened at 1905

### Agenda

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1. Administration
2. Correspondence
3. Strategic decisions
4. Monitoring
5. Public excluded items

#### 1.1: Administration

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##### 1.1 Attendance

###### *Present*

Spencer Hiess (SH), parent representative

Dave Lamont [DL], Principal

Shane Doherty [SD], parent representative

Janie Tito [JT], parent representative

Craig Press [CP], parent representative

###### *Apologies*

Chris Miller [CM], parent representative

Gillian McPeake [GM], staff representative

##### 1.2 Declaration of interests

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No new interests were declared.

##### 1.3 Confirmation of previous meeting's minutes

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The minutes of the Board's November 2020 meeting were approved with minor changes noted (addition of a review of the Social Media Policy and item on serving of alcohol at the end of year staff party).

Moved: SD. Seconded: JT.

#### 2.0 Correspondence received

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##### 2.1 Regular items of correspondence

The correspondence received was discussed including Ministry of Education COVID-19 updates and Ministry of Education School Leader updates.

### *2.2 Application to Sustainability Contestability Fund*

The School's latest application for funding for modernised LED lighting was unsuccessful. We have been advised to keep trying as the application is likely to be successful as funding permits.

### *2.3 Taitā – Stokes Kahui Ako Term 4 2020 update*

This update was discussed.

## **2.0 Strategic decisions**

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### *2.1 School Documents review schedule*

It was agreed to add (in the Study Leave Policy) a requirement for staff members returning from study leave to provide a formal report to the Board.

Proposed: Add a formal report back requirement to the Study Leave Policy in Term 1, 2021

Moved: CP. Seconded: SD.

*Action point 2020-12-09 #1: Add requirement for a formal report back to the Study Leave Policy in Term 1 2021.*

### *2.2 Developing Mathematical Inquiry Communities*

DL explained that there are some indicative indicators of positive outcomes. An assessment matrix will be developed.

### *2.3 Annual Goals*

The draft annual goals for 2021 were discussed. Staff feedback has emphasised a need to make the annual goals alive and meaningful.

A need to focus on improving attendance and increasing pupils' sense of safety should be prioritised.

## **3.0 Monitoring**

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### *3.1 Principal's report*

The Principal's report was read and discussed.

Completing teacher aides' re-grading is the only remaining element of the teacher aide settlement to still to work its way through the system. All associated washups are expected to be completed by the end of April.

The inability to fund reading recovery interventions in 2021 means that reading recovery pdl needs to be emphasised in staff members' planning for the year.

Motion: That the December 2020 Principal's Report is noted as read.

Proposed: CP. Seconded: SD

### *3.2 December 2020 Finance Report*

The December 2020 Finance report was discussed including high levels of bereavement leave and reliever costs. Several expenses need to be re-coded as part of identifying a true end of year position. DL will forward the updated report when received.

Motion: That the December 2020 Finance Report is noted as read.

Proposed: JT Seconded: SH.

### *3.3 Annual Budget 2021*

The Board agreed to defer consideration of the 2021 Budget until the first meeting in 2021. This will allow updated financial information to inform the draft.

Motion: That consideration of the 2021 annual budget be deferred until the first meeting in 2021.

Proposed: CP Seconded: DL.

### *3.4 Board member fees*

It was agreed that all Board members would receive 2020 fees to their nominated accounts unless they advise the School Bursar that they do not wish to receive these payments.

### *3.5 December 2020 Property Report*

Work on the pool refurbishments (including asbestos removal), and reroofing will occur over the Christmas holidays.

The quality of the recent painting work adding visual aids / markings around the school was poor and re-works are required. The final invoice will be paid on completion of this rework.

Motion: That the December 2020 Property Report is noted as read.

Proposed: CP Seconded: JT.

### *3.6 December 2020 Health and safety report*

The health and safety report was read and discussed. No issues requiring action were identified.

Motion: That December 2020 health and safety report is read and noted.

Proposed: CP Seconded: DL.

## **4.0 Public excluded items**

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Motion: That the public be excluded from the in-committee proceedings of this meeting.

Proposed: CP Seconded: DL

The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIA) are:

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<i>Item</i>	<i>Reason for passing this resolution</i>	<i>Grounds under section 48(1) of the LGOIMA for passing this resolution</i>
<i>Information about stand downs</i>	<i>To protect the privacy of a natural persons</i>	<i>S 48(1)(a)(ii) with reference to s7(2)(a)</i>
<i>Staffing and personnel</i>	<i>To protect the privacy of a natural persons</i>	<i>S 48(1)(a)(ii) with reference to s7(2)(a)</i>

The Board passed into committee at 2055 and out of committee at 2105.

**Closure of meeting**

Karakia Whakamutiunga. Meeting closed at 21.10.

**List of action points - current**

<b>Number</b>	<b>Who</b>		<b>Status [as of 10 December 2020]</b>
2020-12-09 #1:	To be assigned	Add a formal report back requirement to the Study Leave Policy in Term 1 2021.	• Pending
2020-11-11#1	SH	Obtain no vaping sign	• Pending
2020-10-10 #1	DL	Advise school community of our participation in the Free and Healthy Lunches Programme.	• Pending
2020-09-09#4	DL	Report back once the capability of the Etap system to provide these additional functions has been identified.	• Ongoing
2020-09-09#1	DL	Report back to the Board with further information on progress on the preparation for the Taitā-Stokes Valley cluster's participation in the Free and Healthy Lunches Programme	• Ongoing
2020-06-11#1	DL	Action point 2020-06-#1: DL to report back with a plan for refreshing the Charter including developing content about Developing Mathematical Inquiries Communities	• Pending
2020-05-20#6	DL	Contact the Junos to request help with welding repairs to sports goal posts.	• Pending

**List of action points completed in the last three months**

2020-09-09#2	SH	Report back on progress addressing remaining points of clarification from policy reviews	• Carry over
2020-10-10 #3	All	Review policies and provide feedback via review portal on School Docs.	• Completed
2020-10-10 #2	DL	Engage with staff for their feedback on policies.	• Completed
2020-09-09#3	CP	Draft a note for the newsletter referring to the uncertainty of funding for teacher aides and the potential use of Etap.	• Completed. 23 September 2020. Newsletter 9 Term 3
2020-08-19#1	DL	Place call for comment and feedback on the Learning Support Policy in the school newsletter	• Completed. Included in Term 3 newsletter numbers 5 and 6, dated 25 August 2020 and 1 September 2020
2020-08-19#2	GM	Provide additional information about the DIMC approach to the Board	• Completed. Information provided 20 August 2020

**Signatures**

These notes are an accurate record of the meeting.

A handwritten signature in black ink, appearing to read 'Craig Press', written in a cursive style.

Craig Press, Chair

Dave Lamont, Principal