

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 1 July 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1905

Agenda

1. Administration
2. COVID19 response
3. Strategic decisions
4. Monitoring
5. Staffing and personnel
6. Items for next meeting

1.1: 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 interests

No new interests were declared.

1.3 Confirmation of previous meeting's minutes

The minutes of the Board's June 2020 meeting were approved with minor changes noted.

Moved: CP. Seconded: SD.

1.4 Correspondence received

The correspondence received was discussed including items about the teacher aide settlement holiday pay issues, an annual copy right payment, and digital access at home for our tamariki.

DL confirmed that a \$400 copy right payment has been made and that verified home addresses, for tamariki for digital access purposes, have been provided to the Ministry of Education.

2.1 Education Review Office (ERO) COVID19 survey

There was a discussion about the recent ERO survey of our kura's experience during the March-June COVID19 response. CP and DL were interviewed as part of the survey.

Action point 2020-07-#1: a copy of the write up of CP's and DL's interview will be provided once it is forwarded by ERO.

3.1 School Documents

The *School Documents* suite of documents for our kura has been reviewed. Small changes / confirmation of some content relating to media, leave and finance policies were discussed:

- the Leave Policy will be clarified to provide the Principal with the delegation to approve leave of up to five days
- at least two quotes will be required for any purchase valued at or above \$5,000; and
- exit interviews will be offered to all departing members of staff.

It was also agreed that JT and SH would keep an overview of the review schedule and update the Board accordingly.

4.1 Principal's report

The Principal's report was read and discussed. High staff absences and the management of severe behaviours were the main themes for the month.

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

Proposed: CP. Seconded: SH

4.2 June 2020 Finance Report

The June 2020 Finance report was discussed. The discussion referenced pressure on banked staffing, some coding errors for completion, and a pending liaison meeting with Education Services.

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

Proposed: CP Seconded: SH.

4.3 Property Report

The June 2020 property report was read. Asbestos removal, the continuing problem with the water main, storm water and drainage repairs, and roofing were discussed.

Replacement of door handles and locks has been carried out as a Five Year Plan project. The pool repairs /upgrade will be paid from School Investment Package funding.

4.4 Health and safety Report

The health and safety report was read. No items for action were identified.

Motion: That the July 2020 health and safety report is noted as read and accepted.

Proposed: GP. Seconded: SD.

5.1: Staffing and personnel

The following motion was put at 20:25.

That the public be excluded from the in-committee proceedings of this meeting, namely, agenda items:

- student engagement
- (remaining) staffing and personnel items

The reasons for passing this resolution and the grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIA) were to protect the privacy of natural persons subject to s48(1)(a)(ii) with reference to s7(2)(a).

Proposed: CP Seconded: JT.

The Board passed out of Committee at 20:35.

Closure of meeting

Karakia Whakamutiunga. Meeting closed at 20.40.

List of action points - current

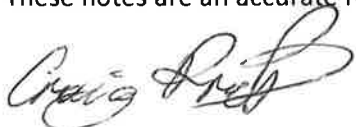
| Number | Who | | Status [as at 28 June 2020] |
|--------------|-------|---|-----------------------------|
| 2020-06-11#1 | DL | <i>Action point 2020-06-#1: DL to report back with a plan for refreshing the Charter including developing content about Developing Mathematical Inquiries Communities</i> | • Pending |
| 2020-06-11#4 | CP DL | <i>CP and DL to sign and post the 2019 financial statements</i> | • |
| 2020-05-20#6 | DL | <i>Contact the Junos to request help with welding repairs to sports goal posts.</i> | • Pending |

List of action points completed in the last three months

| | | | |
|---------------|-------|---|--|
| 2020-07-01#1 | CP DL | <i>Provide a copy of the write up of CP's and DL's interviews for the recent ERO COVID-19 response survey</i> | • Completed |
| 2020-06-11#5 | CP | <i>Provide summary of Principal's 2019-2020 appraisal</i> | • Completed |
| 2020-06-11#3 | DL | <i>DL to confirm if the \$17,000 difference between the Cyclical Maintenance Plan and the 10 Year Property Plan relates to quote prices.</i> | • Pending |
| 2020-06-11#2 | DL | <i>DL to report back once the review of the initial content of the School Documents download is completed.</i> | • 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> | • Draft whakatauki discussed at April 2020 meeting |
| 2020-05-20-#4 | DL | <i>Provide the Ministry of Education with information about the projects the Board wishes to have completed using School Investment Package funding</i> | • Completed |
| 2020-05-20 #2 | DL | <i>Contact Education Services seeking clarification about whether information for the teacher aide top funding and pandemic response funding has been included in the May 2020 finance report</i> | • Completed |
| 2020-04-22 #2 | DL | <i>Contact CM or a substitute to bless the caretakers shed before it is used again</i> | • Completed |
| 2020-04-22 #1 | DL | <i>Obtain quotes for lawn mowing</i> | • Completed |
| 2020-03-11 #6 | DL | <i>Complete the Vision Statement and Charter within a month</i> | • Completed |

Signatures

These notes are an accurate record of the meeting.

 20th August 2020

Craig Press, Chair

Dave Lamont, Principal