

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 10 June 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1910

1.0: Administration

1.1 Attendance

Present

Shane Doherty [SD], parent representative

Craig Press [CP], parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Chris Miller [CM], parent representative

Janie Tito [JT], parent representative

Absent

Spencer Hiess [SH], 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 May 2020 meeting were approved with no changes.

Moved: SD. Seconded: CM.

1.4 Correspondence received

The correspondence received was discussed and noted. Correspondence included Ministry of Education Covid-19 bulletins (19, 20, 21, 26 and 28 May, and 2, 4 and 8 June 2020), and a letter about equitable digital access from the Ministry of Education dated 4 June 2020.

2.0 Covid-19 planning

There was a general discussion about attendance and other elements of the level 1 recovery efforts. Attendance is almost back to normal levels and staff and pupil resilience seems good. The Education Review Office is about to conduct a survey of schools' learnings from their levels 2-4 experience. The impact of the digital divide and take up of online learning during the lock down was further discussed.

3.0 Vision statement and other strategic and operational documents

There was a short discussion about the vision statement. The initial reception has been positive. The spelling of “poipoia” has been incorrect and will be corrected to “Poipoia te kakano kia puawai – Nurture the seed and it will thrive”.

The next step will be to review the Charter and ensuring that the use of Developing Mathematical Inquiries Communities is fully reflected in the strategic documents.

Action point 2020-06-#1: DL to report back with a plan for refreshing the Charter including developing content about Developing Mathematical Inquiries Communities.

Work is also progressing on reviewing the content of the suite of policy documents provided in the initial download of the School Documents package.

Action point 2020-06-#2: DL to report back once the review of the initial content of the School Documents download is completed.

4.0 Principal's report

The Principal's report was read and discussed.

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

Proposed: JT. Seconded: GM

5.0 Finance and operational reports

4.1 June 2020 Finance report

The June 2020 Finance report was discussed. Clarified information about the status of COVID-19 and teacher aide settlement funding has been provided. The over all financial position is positive and the finances are on track for a balanced budget at year's end, provided anticipated holiday pay calculations are correct.

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

Proposed: CM Seconded: JT.

4.2 Management letter and 2019 financial statements

The Audit Management letter and 2019 finance statements was discussed. Two issues were raised in the letter:

- a \$17,000 difference in cyclical maintenance provision between the Cyclical Maintenance Plan and the 10 Year Property Plan; and
- a missed signing of 5 November 2019 SUE expenditure report.

The difference in the Cyclical Maintenance Plan and the 10 Year Property Plan was discussed and attributed to a difference in quotes. The management letter and financial statements were also discussed.

Motion: That it is agreed for the Principal and Chair to sign off and post the 2019 financial statements online.

Proposed: CM. Seconded: SD.

Action point 2020-06-#3: DL to confirm if the \$17,000 difference between the Cyclical Maintenance Plan and the 10 Year Property Plan relates to quote prices.

Action point 2020-06-#4: CP and DL to sign and post the 2019 financial statements

3.1 Property report and School Investment Package funding

The property report was read. The continuing water leak at the front entrance, the recruitment for the caretaker vacancy, the required repairs to the school pool, and progress on School Investment Package projects were discussed.

Two candidates will be interviewed for the caretaker role. DL will continue actively liaising with the Ministry of Education and Ashby Property Services to progress the water repair and arrangements for repairing locks and door handles during the July school holidays.

DL also confirmed that Seyclean has been engaged to provide mowing services.

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

Proposed: SD. Seconded: JT.

4.4 Health and safety

The health and safety report was read.

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

Proposed: GM. Seconded: JT.

4.0: Staffing and personnel

Zita Smith from Growing to Lead Consultancy has completed DL's appraisal for 2019-2020. CP and staff were interviewed as part of the process. It was agreed that CP would provide a summary at the next meeting.

Action point 2020-06-11#5: CP to provide a summary about the Principal's appraisal to the next meeting.

The following motion was put at 20:45.

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

- student engagement
- (remaining) staffing and personnel items

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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 21:05.

Closure of meeting

Karakia Whakamutiunga. Meeting closed at 21.10.

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#2	DL	<i>DL to report back once the review of the initial content of the School Documents download is completed.</i>	• Pending
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#4	CP DL	<i>CP and DL to sign and post the 2019 financial statements</i>	•
2020-06-11#5	CP	<i>Provide summary of Principal's 2019-2020 appraisal</i>	• Pending
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 – recently completed


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>	• 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
2020-05-20-#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

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2020-04-22 #1	DL	<i>Obtain quotes for lawn mowing</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
2020-03-11 #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
2020-03-11 #1	CP	<i>Update February 2020 minutes.</i>	• Completed
2020-03-11 #2	CP	<i>Contact an individual who may be interested in becoming the Minute Taker.</i>	• Contact made (19 March 2020). Offer declined.
2020-03-11 #3	DL	<i>Prioritise drafting of an updated pandemic plan.</i>	• Completed 25.03.2020
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.

 2nd July 2020

Craig Press, Chair

Dave Lamont, Principal

