

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 14 October 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1907

Agenda

1. Administration
2. Correspondence
3. COVID19 response
4. Strategic decisions
5. Monitoring

1.1: Administration

1.1 Attendance

Present

Spencer Hiess, parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Chris Miller [CM], parent representative

Shane Doherty [SD], parent representative

Janie Tito [JT], parent representative

Apologies

Craig Press [CP], 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 September 2020 meeting were approved.

Moved: SH. Seconded: JM.

Action points updates

DL – Finance reports uploaded to school web page

SH – Carry over for School Docs –

1. Physical restraint – non-teaching staff authorisation documentation
2. Risk management – hazard register and audit documentation

3. Surrender and retention – non-teaching staff authorisation
4. Pool signage

2.0 Correspondence received

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 Accommodation for Learning Support Coordinators

Discussion around location and possible configuration for office redesign to accommodate LSC. Limited funding for this from MoE.

2.3 Free and Healthy Lunches Programme

Discussion around kahui ako's combined supplier and process. Tenders currently out.

Action point 2020-10-10 #1: DL to advise school community of our participation in the Free and Healthy Lunches Programme.

2.4 ERO correspondence

Discussion around ERO feedback.

3.0 COVID19 response

There was a brief discussion about ongoing basic hygiene and cleanliness for Covid-19 measures in line with government advice.

4.0 Strategic decisions – School Documents review schedule

Currently there are three policies for the Board and Staff to review:

Privacy

Salary Units / Management Allowances

Classroom Release Time / Timetable

Action point 2020-10-10 #2: DL to engage with staff for their feedback on policies.

Action point 2020-10-10 #3: All BoT members to review policies and provide feedback via review portal on School Docs.

4.1 October 2020 Principal's report

The Principal's report was read and discussed.

One less teaching position for 2021 based on provisional staffing entitlement. fixed-term positions to be advertised. Discussions had with current fixed term staff.

October 2020 Special Needs students breakdown discussed.

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

Proposed: SD. Seconded: JT

4.2 September 2020 Finance Report

The September 2020 Finance report was discussed in conjunction with the available funds forecast supplied. Backpay is likely to be a significant contributing factor in regard to the Learning Support pay settlements. This may result in a \$15k carry over to 2021 until all backpay has been paid out by MoE.

The emerging uncertainty about whether all increases, as a result of the recent teacher aide settlement, will be fully funded was discussed again. The Board again expressed its concern about uncertainty so close to setting the 2021 budget.

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

Proposed: JT Seconded: CM.

4.3 October 2020 Property Report

The September 2020 property report was read. The amended Five Year Plan approved by MoE.

Refund for locks has been processed.

Ashby Property Services still to finish the water main project – awaiting cage and signing off from Hutt City Council.

Special Needs modifications – largely complete – some quality of work issues but largely meeting requirements.

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

Proposed: SD Seconded: JT.

4.4 October 2020 Health and safety Report

The health and safety report was read.

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

Proposed: JT. Seconded: SD.

Closure of meeting

Karakia Whakamutiunga. Meeting closed at 20.57.

List of action points - current

Number	Who		Status [as at 22 October 2020]
2020-10-10 #3	All	Review policies and provide feedback via review portal on School Docs.	• Pending
2020-10-10 #2	DL	Engage with staff for their feedback on policies.	• Pending
2020-10-10 #1	DL	Advise school community of our participation in	• Pending

Minutes of the meeting of the Koraunui School Board of Trustees on 14 October 2020

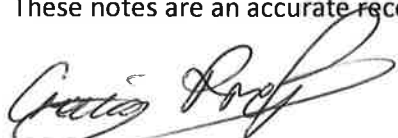
		<i>the Free and Healthy Lunches Programme.</i>	
2020-09-09#4	DL	<i>Report back once the capability of the Etap system to provide these additional functions has been identified.</i>	• Ongoing
2020-09-09#2	SH	<i>Report back on progress addressing remaining points of clarification from policy reviews</i>	• Carry over
2020-09-09#1	DL	<i>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</i>	• Ongoing
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
2020-05-20#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

2020-09-09#3	CP	<i>Draft a note for the newsletter referring to the uncertainty of funding for teacher aides and the potential use of Etap.</i>	• Completed. 23 September 2020. Newsletter 9 Term 3
2020-08-19#1	DL	<i>Place call for comment and feedback on the Learning Support Policy in the school newsletter</i>	• Completed. Included in Term 3 newsletter numbers 5 and 6, dated 25 August 2020 and 1 September 2020
2020-08-19#2	GM	<i>Provide additional information about the DIMC approach to the Board</i>	• Completed. Information provided 20 August 2020
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#4	CP DL	<i>CP and DL to sign and post the 2019 financial statements</i>	• Complete
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>	• 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
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

Signatures

These notes are an accurate record of the meeting.



Craig Press, Chair

Dave Lamont, Principal