

MINUTES meeting of the Koraunui School Board on 18 May 2022

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1910

Agenda

2. Administration
3. Strategic decisions
4. Strategic discussions
5. Monitoring
6. Public excluded items
7. Other items

2: Administration

2.1 Present

Spencer Hiess [SH], parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Amber Pacheco [AP], parent representative

2.2 Apologies

Absent

Chris Miller [CM], parent representative

In Attendance

Chris Blazkow [CB], interested in becoming Parent Representative. Speaking rights given to Chris at start of meeting.

2.1a Selection of new board member

Chris Blazkow [CB] confirmed as Selected Parent Representative based on no response from school community requesting a by-election.

2.3 Declaration of interests

No new declarations.

2.4 Confirmation of previous meeting's minutes

Minutes of the previous meetings were reviewed and approved with minor formatting corrections.

Motion: That the minutes from the March 2022 meeting are approved as accurate.

Proposed: SH Seconded: CB

2.5 Correspondence

The correspondence received was discussed.

3.0 Strategic decisions

3.1: Charter, priorities for year and Annual Goal development.

Discussion around annual goals and 2021-2023 charter had. **DL** will submit online requirements to MoE online portal.

Discussions around how to consult with school for 2023 and onwards strategic plan and goals occurred. Potential ways to communicate with community such as Facebook – comments and polls, open evenings, phone calls by BoT members, pick up/drop off interactions, whanau hui and fono attendance.

4.0 Strategic discussions

4.1: School docs (overview)

SH to send out topics for reviews for T2 to board members. **DL** will include notes in newsletters.

Board Code of Conduct

BoT members in attendance signed **SH** to scan and upload to BoT folder with attendance register.

4.2: COVID response update

The schools COVID response was discussed and updates, aligned to the email correspondence received by the school community reviewed.

CO2 and Air purifiers on site and will be shared around the different classrooms for monitoring. Still some mask use for staff and students.

Plans still in place should a return to red occur during winter months.

Some staff have been in isolation. So far no child cases for T2.

DL and **GM** to review schools COVID response plan.

GM will check with Public Health nurse when on site if Flu Shot provision available for school staff.

4.3 Special Reason Staffing (SRS)

Discussed an application to MoE for SRS due to roll drop and contact from MoE about Staffing Entitlement. Draft letter will be completed by **DL**, **GM** and **SH** for review at next meeting.

4.3.1 MoE letter

Discussed – see notes for 4.3.

4.4 NZSTA Checklist

Reviewed. On track for annual and mid-year reporting. Elections – see 4.5

4.5 2023 Elections

Discussed Election cycle and dates. **SH** to contact Bruce Hewitt and see if available and discuss options for postal or electronic voting.

Confirmed that Election dates will follow with suggested election date of 07 September 2022.

SH will check with Bruce about BoT taking office from 14/09 and that being scheduled meeting date.

5.0 Monitoring

5.1: Principal's Report

Report Discussed. Appreciation for the ongoing applications and advocacy for extra support and funding for students that require this expressed to Dave, Gillian and those that assist.

5.2: Finance Report

The April 2022 Finance report was discussed.

Motion: That the April 2022 Finance Report is noted as read.

Proposed: DL Seconded: CB.

5.3: Property Report

Discussed. Playground and LSC office completed. Pool sheds now watertight. Will move Pool key discussions to Term 4. DL has some documentation for other school on how they run their Pool Key systems.

Kowhai block refurbishment tender has gone out. Now awaiting applications and discussions with IR Group.

Boundary fence upgrade will be funded and directly communicated with neighbour. Funds will come from the SYA funding.

Motion: That the March 2022 Property Report is read and accepted.

Proposed: SH Seconded: CB.

5.4: Health and Safety Report

Discussed.

6.0 Public excluded items

Motion: That the public be excluded from the in-committee proceedings of this meeting. The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are to protect the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: SH Seconded: GM

The Board passed into committee at 2142 and out of committee at 2153.

7.0 Other items (Board set up and operations).

Nil

8.0 Items for next meeting.

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Charter/Strategic goals consulting
SRS application letter

9.0 Karakia Whakamutunga

Meeting closed at 2134.

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List of action points - current

Number	Who		Status
2021-05-19-#3	DL	Contact the Principal of Tui Glen School to discuss how Tui Glen works with Koraunui Marae including key contacts	• Pending
22-02-23 - #1	DL	Send out to BoT members reading colour wheel and math levels information	• Pending
22-02-23 - #6	DL	Investigate the Bursar expenditures (Dec 2021 Finance report) to confirm if coding error.	• Pending
22-02-23 - #8	SH	Email Admin requesting meeting dates be updated on school Website.	• Pending
18-05-22 - #1	DL	Upload charter/goals to MoE portal	• Completed 26/05
18-05-22 - #2	DL	School docs review details into newsletters	• Completed 25/05
18-05-22 - #2	SH	School docs review details to BoT members	• Pending
18-05-22 - #3	SH	Code of Behaviour scan and upload	• Completed 29/05
18-05-22 - #4	DL GM	Check review date of schools COVID plan	• Completed April and confirmed 25/05
18-05-22 - #6	GM	Public health nurse for Flu Shots	• Completed 19/05
18-05-22 - #5	DL GM SH	Special Reason staffing draft letter	• Pending
18-05-22 - #6	SH	Bruce Hewitt for Returning Officer	• Completed 29/05

List of recently completed action points


22-02-23 - #5	SH	Update Board Code of Conduct review date and forward to BoT members for signing and returning.	• Completed
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Signatures

These notes are an accurate record of the meeting.



Spencer Hiess, Presiding Member



Dave Lamont, Principal

29/06/2022