

MINUTES meeting of the Koraunui School Board on 17 August 2022

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1905

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

Craig Gilmour [CG], staff representative

Amber Pacheco [AP], parent representative

Chris Blazkow [CB], parent representative

Renee Madsen [RM], parent representative

Kris Dando [KD], parent representative

2.2 Apologies

Nil

2.3 Welcome to the new board and first-time members.

Congratulations and thanks for offer of service extended to all members and discussions around support and training that is available to new and returning members.

2.4 Declaration of interests

No declarations.

2.5 Election of Presiding Member

The election process was run by Craig Gilmour.

There was one nomination of Spencer Hiess for Presiding Member in 2022.

It is moved that Spencer Hiess is elected Chair of the Koraunui School Board for 2022.

SH to update NZSTA (New Zealand School Trustees Association) with details.

2.6 Confirmation of previous meeting's minutes

Minutes of the previous meetings were reviewed with no changes.

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

Proposed: SH Seconded: DL

2.7 Correspondence

The correspondence received was discussed. Decision to require masks for Yr. 4+ from online discussions confirmed. This was to cover first 4 weeks of term then be reassessed in line with MoE (Ministry of Education) guidance.

Motion: That Koraunui School continues to require mask usage aligned with MoE and MoH guidance

Moved: SH Seconded: All

3.0 Strategic decisions

3.1: Reporting and planning - Strategic plan will be replacing the Charter.

Discussion with new board members around the current plan for the remainder of 2022 and early 2023 including developing the new Strategic Plan.

The Board will engage in planning for how to engage with community and what information we would like to gather.

4.0 Strategic discussions

4.1: School docs.

Discussion around School Docs and the review schedule.

SH to email out login and review schedule details to all BoT members

ALL to review School Docs content and review according to Term 3 schedule for next meetings review

Bomb threat procedures reviewed in response to recent threats to other schools.

SH asked if there were guides for if an 'attack' was to occur at school – like an active shooter.

SH will email details to BoT members for **DL** and **CG** to review in line with current Lockdown procedures.

4.2: COVID response update

The schools COVID response was discussed. Approx 15 cases so far this term. 4 x air purifiers being shared around school and 3 x CO₂ monitors being shared and moved round school. Students being involved in conversations around their use and importance.

AP expressed thanks to Dave for consistency and quality of messaging.

4.3 Special Reason Staffing (SRS)

DL led discussion around SRS and completed form for submitting to MoE Advisor.

DL will submit SRS Form to MoE Advisor

4.4 Board of Trustees Election

Bruce Hewitt has completed his requirements for Returning Officer role. Maree has arranged payment to be made.

SH to send induction email to new BoT members including links to NZSTA website, learning and Appendix 2 for registering as BoT Members.

5.0 Monitoring

5.1: Principal's Report

Report Discussed. Lack of availability for relief cover a continuing issue. Admin Support Staff collective agreement discussed. No negative implication for school finances as is fully funded by MoE.

Mid-year data reviewed. A promising trend of improvement amongst target groups with Structured literacy and DMIC and overall increases. Discussions around how to transfer these results into writing results occurred. This may form part of the Strategic Goals for 2023.

5.2: Finance Report

The July 2022 Finance report was discussed.

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

Proposed: DL Seconded: SH

5.2.1: Audit letter from MoE

Discussed requirement with new BoT members.

Finally received and forwarded to auditor for completion of review documents.

5.2.2 Mid-year budget review

Discussed mid-year revised budget.

Motion that the reviewed budget has been reviewed and agreed to.

Proposed: DL Seconded: CB

5.2.3 Review of Financial Services Provider

Discussion around the ongoing problems with service being provided by Education services and the extra admin requirements on Dave and Maree chasing up to have corrections made. This amounts to approx. 15 shared hours a month and 5-6 days with the Auditor for end of year reporting. Feedback has been provided but no improvement to service has occurred. DL requests support from the Board to explore alternative providers to assess the viability and costs associated with changing.

Motion: The board approves the exploration of alternative financial providers with a report back to the board on alternatives, including costings and viability with staffing, hours, and skills.

Proposed: DL Seconded: KD

5.3: Property Report

Discussed. Bund has been doing its job. Remediation work required and being followed up on as there is some erosion of it happening at the dental clinic end.

Ongoing liaising with MoE, insurers and contractors for repairs to room 14 and 15. Unlikely that classes will be back in by end of term.

Kowhai block upgrades are being reviewed by engineers due to some of the proposed changes with

sliding doors between classrooms.

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

Proposed: SH Seconded: CG

5.4: Health and Safety Report

Discussed. Awareness of H&S requirements and thresholds discussed with new BoT members.

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: DL

The Board passed into committee at 2127 and out of committee at 2147.

7.0 Other items (Board set up and operations).

7.1 Bios and Contact details

SH will start introducing BoT members to school community through newsletter entries and Facebook posts. ALL BoT members to decide how they would like to contribute and email text and photo or short video (30 Sec – 1 min) for FB page to SH.

SH to email Admin for website BoT details update.

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 2152.

Next Meeting

14th September 2022

Minutes of the meeting of the Koraunui School Board 17 August 2022

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
17-08-22 #1	SH	Update NZSTA with Presiding Member details	•
17-08-22 #2	SH	email out login and review schedule details to all BoT members	•
17-08-22 #3	ALL	Review Term 3 documents on School Docs	•
17-08-22 #4	SH	Email out Crowded Places guides	•
17-08-22 #5	DL	Submit SRS (Special Reason Staffing) Form to MoE Advisor	•
17-08-22 #6	SH	Send induction email including links to NZSTA website, learning and Appendix 2	•
17-08-22 #7	ALL	BoT introduction notes and photo or short video to Spencer	•
17-08-22 #8	SH	BoT introductions for newsletter and school Facebook page	•
17-08-22 #9	SH	Email Admin for School website updates	•

List of recently completed action points

29-06-22 #2	SH	Send confirmation letter to Bruce and official letter of appointment	• Completed 02/07/22
29-06-22 #3	DL	Follow up with MoE finance for letter	• Emailed 30/06/22
29-06-22 #4	SH	Attendance register check for CM attendance and follow up as required	• Completed

Signatures

These notes are an accurate record of the meeting.



Spencer Hiess, Presiding Member



Dave Lamont, Principal

21/09/2022