

## **MINUTES meeting of the Koraunui School Board of Trustees Meeting on 11 March 2020**

### **Meeting opening**

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Karakia Timatanga

Meeting opened at 7.10pm

### **1.0: Administration**

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#### **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

##### ***Apologies***

Chris Miller, parent representative

Janie Tito [JT], parent representative

#### **1.2 Conflicts of interest**

No new interests were declared.

#### **1.3 Minutes of previous meeting**

The minutes of the Board's February 2020 meeting were approved subject to two small, typographical corrections.

Motion: That the minutes of the February 2020 meeting are approved subject to the correction of two typographical corrections.

Moved: DL. Seconded: GM.

*Action point 2020-03-11 #1: CP to update February 2020 minutes and then sign off.*

#### **1.4 Minute taker**

The need for a minute taker was discussed. It was agreed that CP would approach a parent who may be interested. It was also agreed that this role would be paid the minimum wage hourly rate.

*Action point 2020-03-11 #2: CP to contact the individual who may be interested in becoming the Minute Taker.*

### 1.5 Correspondence received

The correspondence received was discussed:

- Letter from Men in White dated 9 March 2020 about the quality of current painting work;
- Ministry of Education Coronavirus Updates 28 February, and 3, 5 and 6 March 2020;
- Ministry of Education School Leaders Newsletter 2 March 2020; and
- New Zealand School Trustee Association Updates 19 February and 3 March 2020.

### 1.6 SchoolDocs software

DL confirmed that the setup for the *SchoolDocs* software will soon be received. Decisions will then need to be made about which resources / templates to use. This will be further discussed at the next Board meeting.

## 2.0 Covid-19 planning

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Preparation and planning for the Covid-19 pandemic was discussed including updating the school's pandemic plan. The importance of the following points was reiterated:

- any pupil or staff member who feels unwell should stay at home;
- personal hygiene, hand washing, is vitally important;
- the Ministry of Health and the Ministry of Education are providing reputable guidance which the school will continue to forward to parents and care givers.

*Action point 2020-03-11 #3: DL to prioritise drafting of an updated pandemic plan.*

*Action point 2020-03-11 #4: DL to relocate the supply of masks to make them more accessible for staff and reiterate advice to staff about protocols for assisting any unwell pupils.*

## 3.0: Strategic decisions

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### 3.1 Vision Statement and Charter

The need to complete a vision statement and charter and using a whakatauki as a focus for the vision statement, were discussed. The need to complete the vision statement and charter as soon as possible was agreed.

The whakatauki will emphasise the need to foster the potential of each child and to do so together as a school community.

*Action point 2020-03-11 #5: DL to include a draft whakatauki in the school letter in the week beginning 16 March 2020 and seek feedback.*

*Action point 2020-03-11 #6: DL to complete the Vision Statement and Charter within a month.*

### 3.2 Analysis of variation

The latest analysis of variation was discussed. Oral language achievement was identified as an area of strength for those involved in the target group.

### 3.3 Digital curriculum

DL is due to attend a Digital Network workshop at Te Papa. He will report back at the next meeting.

#### **4.0: Monitoring (reports and updates received)**

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##### **4.1 Principal's report**

The report was read and discussed.

Motion: That the March 2020 Principal's report is noted as read and accepted.

Proposed: SH. Seconded: CP.

##### **4.2 Finance report**

The Finance report was discussed. There were no significant changes in position since the last report.

Motion: That the March 2020 Finance Report is noted as read and accepted.

Proposed: SH. Seconded: SD.

##### **4.3 Property report**

The property report was read and discussed. The importance of using the available funding under the current property plan was reiterated.

Delays associated with a change in personnel at the property management / school property liaison function at the Ministry of Education were also discussed. This means that progress on fixing the major water leak around the water meter, asbestos removal and adding anti-slip visibility aids around the school, are not progressing as planned.

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

Proposed: SH. Seconded: SD.

##### **4.4 Health and safety**

The health and safety report was read and discussed. No safety issues requiring discussion or mitigation strategies to be put in place were identified.

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

Proposed: GM. Seconded: SH.

#### **5.0: Public-excluded section**

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*[Standing motion posed by the Chair at each meeting with adaptation as required]*

Motion: That the public be excluded from the in-committee proceedings of this meeting, namely, agenda items 6.1 student engagement, and 6.2 staffing and personnel.

The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIA) are:

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<i>Item</i>	<i>Reason for passing this resolution</i>	<i>Grounds under section 48(1) of the LGOIMA for passing this resolution</i>
<i>Student engagement</i>	<i>To protect the privacy of a natural persons</i>	<i>S 48(1)(a)(ii) with reference to s7(2)(a)</i>
<i>Staffing and personnel</i>	<i>To protect the privacy of a natural persons</i>	<i>S 48(1)(a)(ii) with reference to s7(2)(a)</i>

Proposed by CP and seconded by GM.

The Board passed into committee (public-excluded) discussions at 2110 and passed out of committee at 2135. Minutes of public-excluded items are recorded in a separate document.

**Closure of meeting**

Karakia Whakamutiunga. Meeting closed at 2140

**List of action points**

<b>Number</b>	<b>Who</b>		<b>Status [as at 2 April 2020]</b>
2019-03-11 #1	CP	<i>Update February 2020 minutes.</i>	• To action
2019-03-11 #2	CP	<i>Contact an individual who may be interested in becoming the Minute Taker.</i>	• Contact made (19 March 2020). Waiting on decision.
2019-03-11 #3	DL	<i>Prioritise drafting of an updated pandemic plan.</i>	• Completed 25.03.2020
2019-03-11 #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>	• TBC
2019-03-11 #5	DL	<i>Include a draft whakatauki in the school letter in the week beginning 16 March 2020 and seek feedback</i>	• TBC
2019-03-11 #6	DL	<i>Complete the Vision Statement and Charter within a month</i>	• Pandemic pushed back work and timelines

**Signatures**

These notes are an accurate record of the meeting.

 23<sup>rd</sup> April 2020

Craig Press, Chair

Dave Lamont, Principal