



**Board of Trustees GENERAL Meeting**

**HELD ON THURSDAY 7 December 2020 AT 5.40PM**

**Present:** Sandy Hastings, Lisa Taylor, Marcel Frei, Matthew Macdonald (Acting Chairperson), Judith Clarke, Jules May

**Late:**

**Apologies:** Ester Vallerio (Chairperson)

**Absent without Apology:** Sampson Karst

**Attendees:** Susan Heukels (Board Secretary)

**Speaking Rights:** Rob Proffitt-White (Acting Deputy Principal), Sue Leadbetter (Deputy Principal)

**Karakia tīmatanga**

<i>Ma te whakapono,</i>	<i>By believing and trusting,</i>
<i>ma te tumanako,</i>	<i>By having faith,</i>
<i>ma te titiro,</i>	<i>By looking and searching,</i>
<i>ma te whakarongo,</i>	<i>By listening and hearing,</i>
<i>ma te mahi tahi,</i>	<i>By working and striving together.</i>
<i>ma te whakamomori,</i>	<i>By sheer desire and determination.</i>
<i>ma te aroha,</i>	<i>By all being done with love,</i>
<i>ka taea e matou.</i>	<i>We will succeed</i>

**1.0 CONFIRMATION OF MINUTES**

Amendment to November Minutes actioned in 7.2 (remove reference to siblings and add reference to evaluating Christchurch South Intermediate School) prior to signing.

**Moved:** Matthew                      **Seconded:** Jules

**Motion:** *That the minutes of the previous BoT meeting held on 19 November 2020 having been circulated and modified be approved as a true and correct record of that meeting.*

**Carried**

**2.0 CONFLICT OF INTEREST REGISTER**

No amendments.

### 3.0 MATTERS ARISING

- Judith enquired if Nicole had been invited to this meeting. Unable to confirm due to Ester's absence. Sandy Has sent her the 2021 calendar of meetings and undertook to send her a welcome to the Board email.
- **ACTION: Lisa will communicate the Board staff vacancy to the staff together with nomination form**
- HERO is fully set up for use in 2021. Teachers will use it day one and will be trained in the teacher only days leading up to the start of Term One.
- Lisa asked if a separate spreadsheet could be used for the Actions ongoing. **ACTION: Lisa to provide the secretary an action template.**

### 4.0 CORRESPONDENCE

Referenced and linked in Agenda

In: 01 2/12/20 Letter of thanks from Lisa Griffith

**Moved: Matthew**

**Seconded: Sandy**

**Motion: That the Correspondence In and Out be accepted**

**Carried**

### 5.0 PRINCIPAL'S REPORTS

#### 5.1 **Principal's Report on Annual Plan**

Not circulated prior to this meeting. Sandy gave the Board a verbal update.

- Completed classes allocation for 2021 this afternoon.
- Three new teachers starting next year were in the school for orientation today.
- Teachers are busy putting together social stories for introduction into the school next year.
- Farewell morning tea today for long-serving teacher aide who is retiring.
- Rachel (new finance person) is progressing well. Focussing on paying staff and accounts before the end of the year.
- New PA poised to be offered a job to commence 2021. There will be some capital purchases required for her resources.

#### 5.2 **Principal's General Report**

##### 5.2.1 **2020 SwimSafe Programme Review**

This was a successful and cost effective programme held at Pioneer Stadium. It included some swim instruction as well as water safety. Parent helpers and staff endorsed the quality of the programme. The timing of the programme was optimum - prior to the summer holidays.

##### 5.2.2 **2020 Achievement Report**

Rob spoke to this. Comparison of the reading/writing/maths standards for the same children from end of 2019 to end of 2020. 2% overall improvement noted for reading.

The Board clarified and discussed aspects of the graphs and their implications. Sandy noted the school will be looking for better progress in 2021 with these students as the outcome isn't as good as expected. Also noted the year has been challenging due to Covid.

The MOE have invested in 40 new curriculum advisors that will support schools in formative assessment from 2021.

**Proposed: Sandy**

**Seconded: Matthew**

***Motion: That the Principal's written and verbal reports for November/December be accepted.***

**Carried**

## **6.0 FINANCE REPORT**

Taken as read. Sandy spoke to the report.

Have discovered we are paying two lots of insurance. One to the MOE and the other to Crombie Lockwood. Sandy reviewed the policy provisions and noted Crombie Lockwood have been good to deal with and the school would like to continue the relationship. Will be querying with Solutions & Services how the error has been made and once we withdraw from the MOE will look to see if recovery of the \$4k paid can be actioned.

**Moved: Sandy**

**Seconded: Matthew**

***Motion: The Board agreed to withdraw from the MOE Risk Management Scheme***

**Carried**

## **7.0 DRAFT 2021 BUDGET**

Copy tabled for discussion. Sandy spoke to it. Currently projecting a \$47k surplus for 2021 due to the school's Operating Grant increasing significantly based on last years roll. Staff funding is more appropriate which will mean additional spending on teachers won't be required out of the Ops budget and will leave additional funds to spend in other areas.

The teacher aide budget isn't confirmed as wages have gone up and not sure what the MOE will fund for that.

The budget doesn't include SIPS (Property budget).

**Moved: Sandy**

**Seconded: Judith**

***Motion: The Board approve the draft budget for 2021 which will be confirmed as final in March***

**Carried**

## 8.0 PROPERTY REPORT

Sandy spoke to this. Another meeting to be held this week to discuss the demolition - Demo Pre-start Meeting. The assumption is that this will start in the holidays. Targeting design completion date of 11 December if this is met then likely to get building completion by the end of T2.

### 8.1 Airconditioning

The air conditioning isn't working in the new hub. It is locked and currently unable to be unlocked. Working on a solution.

### 8.2 Outdoor Spaces

A house removal company able to shift the shed during the holidays, and line marking (could be \$25-30K) could also be done before school starts again.

**Moved: Sandy (via email)**

**Motion: *That the Board approve the application to the MOE for up to \$50,000 of SIPS funding to progress the next phase of work including: purchasing cargo nets for the playground, moving the shed, line-marking, and hydrology solution to collecting rainwater for pumping into the river.***

Carried

**Moved: Matthew**

**Seconded: Marcel**

**Motion: *That the Property Report be accepted as true and correct***

Carried

## 9.0 HEALTH & SAFETY

No report tabled.

The Outdoor Spaces meeting, held last month, noted the serious nature of the matting in the playground. Potential to consider if there will be changes in the playground before laying the replacement matting. The Board discussed interim options. Needs to be looked at as priority in 2021.

Marcel noted toolboxes 1 - 3 will be priority for the beginning of the New Year also.

Sue extended thanks to Rob for his work in Health & Safety and Assessments.

Matthew queried the Pot hole grate repair and will check on his way out.

*Rob left the meeting at 7.20pm.*

**Moved: Matthew**

**Seconded: Lisa**

**Motion: The Board accepts the Health & Safety Report for November**

**Carried**

## **10.0 POLICY REVIEWS**

- **Privacy**

The Board reviewed this policy noting that there is an update to the Privacy Act from 1 December which needs to be incorporated. The MOE is likely to send information to Principals however Sandy confirms she hasn't come across it yet. Sandy is the school's Privacy Officer. The Board discussed access for separated parents and court order implications in terms of access to their child's information.

- **Salary Units / Management Allowance**

The Ops Grant enables the school to offer two additional salary units to staff next year.

Sandy overviewed Fixed Term Units which will be available next year. One of the things they can be used for is encouraging and PD for leadership roles. All units are focussed on achieving our strategic plans.

- **Classroom Release Time / Timetable**

As part of the collective agreement classroom teachers get 2 days per term classroom release time. The policy is ensuring teachers get what they are entitled to and part-time teachers get some level of relief time too. Sue canvases teachers on how they use their time. Will encourage a portion of this time to be used to visit another class and how others teach.

Beckenham School have a timetable in half day chunks to ensure teachers are taking their release time.

**Moved: Sandy**

**Second: Matthew**

**Motion: The Board approves the wording for the Policy, Salary Units/Management Allowance and Classroom Release Time policies.**

**Carried**

## **11.0 GENERAL BUSINESS**

### **11.1 Board Casual Vacancy**

**Moved: Sandy**

**Seconded: Judith**

**Nomination: Matthew Macdonald be appointed to the Board to fill the casual vacancy for a 3 year term.**

**Carried**

**Moved: Sandy**

**Seconded: Lisa**

**Motion: Co-opt Judith onto the Board to the end of 2021 to take the school through the transition for finances.**

**Carried**

## **11.2 Interim Chairperson Appointment**

**Moved: Lisa**

**Seconded: Jules**

**Motion: Nominate Matthew Macdonald as interim Chairperson until the first Board meeting in 2021**

**Carried**

**Moved: Sandy**

**Seconded: Judith**

**Motion: The Board extended a vote of thanks to Ester for her role as Chairperson and having the children at the heart of all her decisions.**

**Carried**

*The Board issued a Thank you to Jules for her work and commitment on the Board and best wishes for her new role.*

## **12.0 IN COMMITTEE**

**At 7.53PM the meeting moves into a Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons.**

**At 8.12PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board**

**Carried**

**Moved: Sandy**

**Seconded: Matthew**

**Motion: Previous Public Excluded session in November be approved.**

**Carried**

**Meeting closed 8.15pm**

Next meeting: 25th February 2021

**Lisa will provide an Action spreadsheet which is to be stored and updated separately by those charged with the action.**

**ACTION ITEM LIST**

Meeting	Action	Delegated to	Date Due	Comments
13 May 2020 5.2 Property report	Send Beattie Air Conditioning report to Marcel	Sandy	27 May	Yet to occur. 19/11 - Yet to occur <b>7/12 - to be discussed 2021</b>
28 May 2020 4.1 Finance	Jules, Sandy & Lisa to meet to consider Grant applications we might make so that we can increase our income.	Sandy/Jules/ Lisa	August	Date yet to be set. Suggested Zoom meeting. Once Grant Application organisations are decided Sandra will complete the applications on behalf of the school. 10/9 - Still o/s. No further update 24/11 - Yet to occur <b>7/12 - Sandy &amp; Lisa and a further Board member to action in 2021</b>
19 Nov 20	Include discussion on alternate technology provider in March Board Agenda	Sandy	March 21	

19 Nov 20	Communicate to Nicole Foster her confirmed selection to the Board casual vacancy and invite her to the December meeting.	Esther/ Sandy	Nov 20	7/12 - Sandy to take up this mantle and send a welcome email on behalf of the Board.
19 Nov 20 & 7 Dec 2020	Communicate the Staff Trustee vacancy to the staff and invite nominations.	Lisa	Dec 20	
19 Nov 20	Add to the newsletter a thank you for donations and a reminder we are still accepting them. Also remind parents of the tax claim for 3 years at the end of the financial year.	Lisa	Nov 20	7/12 - Actioned  CLOSED
19 Nov 20	Review the following policies: <ul style="list-style-type: none"> <li>• Privacy</li> <li>• Salary Units / Management Allowance</li> <li>• Classroom Release Time / Timetable</li> </ul> Bring any items for discussion to the December meeting	All	Dec Mtg	7/12 - Actioned  CLOSED

Confirmed: Matthew Macdonald

Date: 25.2.21

Matthew Macdonald - ACTING CHAIRPERSON