

## **Ngaio School**

### **Minutes: Extraordinary Board of Trustees Meeting - COVID-19**

**Thursday 19 March 2020, 7:30pm**

**Ngaio School Staff Room**

**Karakia:** I Tipu Mai te Mauri

#### **1. Welcome:**

- Estelle thanked everyone for attending this extra meeting and advised Christian would be late this evening.
- Welcome also to James McMullan - leader of Tui Syndicate.

#### **2. Conflicts of Interest:**

- Year 6 Camp - Estelle and Mark have children in Year 6.
- Closing school - Megan (Mark's wife) is a teacher.

#### **3. COVID-19**

- Currently 4 families are self isolating. It was emphasised that the privacy of these families is to be upheld at all times.
- Staff will be advised to get their flu injections as soon as possible from 13th April. Staff will be reimbursed.

#### **Pandemic Plan:**

Review and Discussion - procedures / readiness

- Increasing the number of hand towel and soap dispensers, however some are on back order.
- Our new cleaning team is doing a good job.
- Suggested that older students are supervised when hand washing. Effective hand washing technique and reasons will be explained.
- For Newsletter: parents - impress on your children the importance of hand washing.

#### **Year 6 Camp:**

- 20 extra day parents were confirmed. 16 parents were confirmed for overnight supervision. 3 teachers attending.
- We have secured a postponement date for 14 - 18 September - 'postponement' softens the blow.
- James suggested camp should be postponed as there are far reaching implications if anyone gets sick.
- A mix of opinions from parents: some want postponement, some want it to go ahead.
- Important to get our reasoning clear as to why we have made this decision.
- As we are unable to answer 'yes' to all questions enabling the camp to go ahead **the Board unanimously agreed that camp should be postponed.**
- James will advise the other year 6 teachers and parents and helpers will be advised tomorrow by letter. Estelle and Raewyn will draft the communication.
- James expressed his appreciation for the support he and Amber have received.

### **NOSCAR:**

- Hand washing and sanitising is already part of the regular routine at Noscar.
- Questions:
  1. Holiday Programme - 60 children have enrolled and paid for the April holiday programme.
  2. Staff: worried about their jobs. Will Noscar staff be paid? **Yes.**
  3. Need to give fair notice to service providers for holiday activities.
  4. Raewyn will talk to Charlene, other schools and NZSTA.
  5. If the school is forced to close then parents won't be charged.
  6. If children pull out of Noscar they will pay to keep their place.
- Decision re: Holiday Programme will be made on Monday 23rd March.
- Note: Level of Family Donations may be low this year.

### **Staffing Matters:**

Leave, pay, travel

- Some discretion from Raewyn re sick leave balances and how to manage working from home if they are not 100% well.
- No non-essential travel for staff members. Message to be relayed to Noscar, Peter and Desmond

### **Learning from home:**

- The teachers have lots of ideas.
- Plan: every child will have an exercise book with a lesson plan in it - aligned to year levels. This will be included in a 'Home Learning Pack'. Books will go home from the library. Seesaw will be used - just checking a few points on this.
- Not the intention for parents to spend hours teaching their children.
- Concern about slow internet if everyone is on it.
- Some parents are concerned that their children won't work for them.
- Emphasis on low stress - don't worry about children forgetting things previously learned.
- Parents / PTA could be asked to photocopy material and prepare packs.

### **School closure:**

- if we had a confirmed case of COVID-19 the school would close. Schools within the cluster would also close.
- The Board makes the decision to close the school however the Ministry of Education will communicate the directive to close.
- Estelle will make a Whatsapp group for Board Communication.

### **Communications:**

- Raewyn advised that there is a lot of newsletter content coming in. Newsletters will be the primary form of communication to parents.
- Parent app - meeting tomorrow to progress the set up.

### **Wellbeing:**

- Links re: wellbeing to be put into newsletter.

**Swimming pool:**

- Pool water is chlorinated so the pool is fine. No risk.

**Other issues:**

- Estelle meeting with cluster BOT Chairs next week. Sarah Sims and Estelle attended a Trustees Finance meeting.

**Meeting Closure:** 9:25pm.

**Next Meeting:** Thursday 26 March 2020, 7:00pm