

**Ngaio School Meeting of Board
of Trustees 21st May 2020,
7:00pm Via Google Meet**

Present: Raewyn Watson (Principal), Estelle Jaine (Chair), Christian Hawkesby, Clinton Geeves, Sarah Sims, Sarah Smart (Staff Rep), Helen Shields (Secretary)

Karakia:

Tuia ki runga, Tuia ki raro
Tuia ki roto, Tuia ki waho Ka
rongo te ao,

Ka rongo te pō Haumi e, Hui e Taiki e.

Welcome and Apologies: Mark Palmer

Conflicts of Interest: None to declare

Property: Mark's report was tabled via email earlier in the week. Raewyn was invited to talk to it.

- McLeod Hall - tender review by Mark and Raewyn
- Trees between McLeod and the playground have been lowered in height. Consider trees as a windbreak.
- Te Kapua - shade sail. During lockdown two bolts sheared off leaving the sail very loose. Contractors will remediate this weekend.
- Does the repair come under the Consumer Guarantees Act?
- The retaining wall is at least a metre high and therefore by law has to have a fence above it. Consider planting a hedge above the wall. Raewyn and Sarah to discuss.
- Mark, Raewyn and Will to meet on Monday to discuss the \$318K extra property funding
- New playground markings funded by PTA. Bronwyn O'Halloran is following up on installation.
- The stage shade sail is ripped and has been taken down by Shadepro for assessment. Damage may be covered by insurance however the purchase of a brand new sail may need to be considered. Clinton asked the Board to consider space freed up by the removal of the pre-fabs.
- Noisy air conditioner fan under Block B. If the fan is not on a timer a quote will be obtained. More investigation on this is required.

Finance

Budget

- Have landed at a balanced budget which may be lean in some areas. Income and expenses are down in April.
- Sarah Sims asked if the staff have input into the Budget? Yes they do.
- Discretionary budget available after operating expenses are allocated to curriculum.
- Expected lower levels of donations this year due to roll drop however the budgeted level for donations has been set the same as last year. This should have been changed in the final version of the budget.
- The budget should be approved on the basis that the donations level is adjusted to a more sensible number.
- Helen to advise the board of the level of donations to date.
- Due to roll drop and therefore reduced family donations the deficit is likely to rise to \$39K.
- Donation reminders to be sent out at the end of the month.

- **The trustees present at the meeting formally approved the 2020 budget.**

Devices

- Sarah Smart highlighted the aging of device stock.
- A funding plan for new stock to be considered.
- Abby to review what Liz and Lucy had previously proposed. The 10 laptops that came off lease last year were not purchased.
- BYOD - no push from staff at this stage.
- PTA not able to commit \$10K each year for ICT.
- Raewyn suggested that as a next step a policy on device use should be developed. She will come back to the Board with a proposal based on the school's need to be well resourced to deliver the digital curriculum.
- Abby Smalley's work on device management has been outstanding. Staff have appreciated her practicality and email support during lockdown.

Principal's Report:

- Focus has been on management through the different alert levels.
- Restarting the assessment programme has been discussed.
- 6 year net testing has started and 6 week parent meetings are ready to begin again.
- Planning for e-asttle testing and writing samples.

- Under the Education Act the school is required to report to parents twice a year. Keeping a watch for MOE report writing advice given the disruption of Covid-19.

Staffing:

- Wendy Holbrooke will return on Monday 3rd August.
- MOE funding has been obtained for children who will benefit from assistance transitioning back to school post COVID-19.
- *iheart* – Innate Health Education and Resilience Training programme will be delivered to those students who have received transition funding. The programme will then be delivered to a year 5 class.
- Banking staffing is up to \$11K. Alwyn has not been replaced - Raewyn to follow up.
- Karen Tui Boyes from Spectrum Education has assisted staff with transitioning children back to the classroom. She will also present on a growth mindset and may run a session with parents around resilience.
- A new lawnmower has been purchased. A heavy duty water blaster is also needed.
- Raewyn highlighted awareness that we are still in response mode and the full extent of the effects of COVID-19 on the school community is yet to be seen. Staff and student wellbeing is top of mind.
- Important messaging to families is that school is here if anyone needs us.
- Alwyn's farewell was discussed.

Health & Safety:

- Very important to maintain vigilance - we are still in Alert Level 2 of the COVID-19 national response.
- Cleaner is employed for extra hours to clean and sanitise all areas of the school during the day.
- Management plan (working document) for COVID-19 - updated as issues arise.
- Allergies - need to carefully manage this, particularly in spring time with the onset of hay fever.
- Going forward one senior leader will manage COVID-19 protocols.
- Te Kapua - safety mechanism required in case bolts holding sail taut fail. Work in progress.
- Retaining Wall - need for a barrier above due to the wall being over 1m. Work in progress.
- Flu vaccinations for all staff have been encouraged and will be reimbursed by MoE.

Comms Update:

- Christian will follow up next steps for progression of website development with Diana Price.
- Parent App is ready to go - waiting on eTAP.

Kahui Ako:

- Estelle has met online with cluster board chairs.
- Finance tip - create a new code for COVID-19 expenses. Actioned.

- Advice shared about dealing with the media, having a strong wellbeing focus, revising expectations, refocussing, celebrating the good things and concentrating on home and school connections.

Policies: Health Consultation

- Consultation document has been emailed to board members. Sunsense, healthy food, water only. Should these be included in this consultation?
- Sarah Sims and Raewyn will work on the content before re-sending to board members.

Acknowledgements:

- Mark has connected with school neighbour Ralph Johns about the clearing work he and his family are doing in the gully. Their work will be acknowledged in the school newsletter and copied to the Johns family.
- The Board acknowledges the work of Abby Smalley during lockdown. Her work coordinating the delivery of devices and support to families is greatly appreciated.
- On behalf of the Board Estelle made a presentation to Christian and thanked him for his work as Board Chair.

Meeting Review: Admin: Minutes from April Meeting: Re-email the minutes in PDF format for approval.

MOE Bulletin: Item to Note: Boards need to be aware of the mis-information circulating about police having powers to uplift children to test for COVID-19.

Matters Arising:

- E conversations: The Health and Safety Pandemic Policy (COVID-19) was reviewed and accepted by the Board by email prior to school re-opening at Alert Level 2. Sarah Sims accepted the Policy on the basis that it was noted that she had not seen the procedural management plan which it referred to, but assumed the plan would include supervised handwashing before eating, as was happening at other schools.

Next PTA meeting: Sarah Sims will attend.

Inwards / Outwards correspondence: nothing to note

In Committee: Nothing to note.

Meeting Closure: Meeting closed at 9.06pm.

