

Board of Trustees

Meeting Minutes

Wednesday 6th May 2020

6.30 pm Zoom Conference

Meeting Commenced 6.32pm

In preparation for the meeting and to maximize use of our time together all trustees are expected to have read all papers circulated and where possible seek clarification on any matter or issue prior to the meeting of which they are unclear. This will allow the focus to be on informed discussion. Whilst hard copies will be provided for the meeting – it is expected you will have read them all on-line.

Agenda Items	Led by:	Action Minutes
<ol style="list-style-type: none"> 1. Introduction <ol style="list-style-type: none"> a. Karakia & Mihi b. Present & Apologies c. Minute taking for today's meeting 2. Administration <ol style="list-style-type: none"> a) Confirmation of minutes [Circulate] of last meeting b) Matters arising from previous minutes not covered on agenda c) Correspondence inwards/outwards Finance Report March 2020 	Kerry Pearce	<p>No Apologies</p> <ol style="list-style-type: none"> a. Aaron b. Present: Catherine, Brendan, Aaron, Kerry, Bruce, John, Graham, Hine c. Sue <p>Confirmation of minutes Moved by Catherine Seconded by Brendan No comment by John Property minutes: Moved by Catherine Seconded by Brendan Correspondence: Rates received Finance report: See attached Cleaning was discussed. The school opening at Level 2 was discussed but we do not know when this will happen until the announcement tomorrow. We can claim back from the Ministry couriers, sanitizers etc for covid19 Moved by Brendan Seconded by Catherine All in favour</p>
<ol style="list-style-type: none"> 1. Principals Report 	Brendan	Principals report see attached.

<p>a) Academic Achievement</p> <ul style="list-style-type: none"> ● Annual Plan Update <p>b) Co-curricular Enrichment</p> <ul style="list-style-type: none"> ● Covid 19 Impact on Events <p>c) Investing in People</p> <ul style="list-style-type: none"> ● Staff Appraisals ● Banked Staffing and SUE Report <p>d) Inclusiveness</p> <p>e) Community Relations</p> <p>f) Building Global Citizens</p> <p>g) Resources</p> <p>Monitoring</p> <p>h) Ratification of Stand downs and Suspensions</p> <p>i) Section 27s</p> <p>EOTCs</p>	<p>Carroll</p>	<p>Brendan discussed wireless internet to be available from the school for the valley residents. Brendan requests a board member to be available in implement this project. Currently this is in the infancy stage. John suggested as a board this needs to be discussed further. A trust would need to set up to own the equipment as this cannot be funded by the school. This could be beneficial financially to the school in the long term. Guide lines are already set up by the ministry.</p> <p>Brendan discussed the teacher's experiences due to covid19. School devices were discussed. Google classrooms discussed. Parent's feedback considered. Re opening the school again discussed. Thermal imaging to be installed into the school. Brendan will purchase tomorrow. Sick students to be isolated and sent home when they return to school. Buses discussed. Brendan awaiting a reply from the ministry in regards to crowding on buses. Requested that a discussion be had in regards to the effect on students, teachers, MOE etc in regards to online learning.</p> <p>Principal's report moved by Brendan Seconded by Catherine.</p> <p>Monitoring</p> <p>NIL – covid19 lockdown</p>
<p>4. Strategic Planning –</p> <p>a) Policy Reviews</p> <p><u>Term 1 Review</u></p> <p>Recognition of Cultural Diversity</p> <p>Staff Leave</p> <p>Separated Parents, Day to Day Care, and Guardianship</p> <p>Term 2 Reviews</p> <p>Documentation and Self Review Policy</p> <p>Employer Responsibility Policy</p> <p>b) Charter Update</p>		<p>Strategic planning</p> <p>Policy reviews. Term 2 reviews to be done.</p> <p>Charter review – update when we come out of lockdown.</p> <p>Assurances: Annual report to auditor. Emergency procedure to be done once lockdown over.</p> <p>Vet checks – one to be done after lockdown</p>

<ul style="list-style-type: none"> ● Next Steps - Living Document <p>c) Assurances</p> <ul style="list-style-type: none"> ● Annual Report to Auditor ● Police Vet Check ● Emergency Evacuation Procedure Update <p>d) Community Survey Results</p> <ul style="list-style-type: none"> ● To wait until face to face meeting <p>e) 5/10yr PP Update</p> <ul style="list-style-type: none"> ● Refer to Property Meeting Minutes <p>f) Attestations</p> <p>2018 Audit Report - sent to MOE</p>		<p>5/10yr LSC room being quoted at present for update.</p> <p>John mentioned an email sent to Kerry and Brendan from himself, and asked if he can contact Cindy directly. Kerry will reply after the meeting when he finds the email.</p> <p>2018 Audit report sent to MOE.</p>
<p>5. Any Urgent General Business To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>	Kerry Pearce	Urgent general business – Pool quotes discussed.
<p>4. In-committee</p> <ul style="list-style-type: none"> ● In-committee Minutes ● Principals Appraisal <p>Consider Appraisal Goals</p> <p>Matters Arising</p>	Kerry Pearce	<p>In committee – 7.26pm Out of committee : 7.48pm</p>
<p>Meeting Closure</p> <p>a. Preparation for next meeting</p> <p>b. Closing Karakia</p>		<p>Preparation for next meeting: Kerry to email correspondence to board</p> <p>Closing Karakia Aaron</p>
<p>Date of Next Meeting: Wednesday 3rd June 2020 6pm</p>		
<p>Meeting closed</p>		7.52pm

BoT Chair: 

3/6/20 .