

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 19 August 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1910

Agenda

1. Administration
2. Correspondence
3. COVID19 response
4. Strategic decisions
5. Monitoring
6. Staffing and personnel
7. Items for next meeting

1.1: Administration

1.1 Attendance

Present

Spencer Hiess [SH], parent representative (from 2010)

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Chris Miller [CM], parent representative

Craig Press [CP], parent representative

Janie Tito [JT], parent representative (on Zoom)

Absent

Shane Doherty [SD], parent representative

1.2 Declaration of interests

No new interests were declared.

1.3 Confirmation of previous meeting's minutes

The minutes of the Board's July 2020 meeting were approved with minor changes noted.

Moved: GM. Seconded: CP.

1.4 Correspondence received

Regular items of correspondence

The correspondence received was discussed including Ministry of Education COVID-19 updates and Ministry of Education School Leader updates.

Education Review Office's (ERO) COVID-19 survey

A written summary of the Principal's and Chair's recent interviews for ERO's COVID-19 survey was discussed. The ERO was impressed by the pastoral care provided to the school community and plans to visit to hear more about Koraunui's COVID-19 experience.

Confirmation of Craig Gilmore's appointment as Kahui Ako

Correspondence confirming teacher Craig Gilmore's appointment (one day a week) as Kahui Ako for Koraunui's local community of learning was discussed.

2.0 COVID19 response

Changes put in place with the return to Level 2 were discussed. It has proven straight forward to revive / reintroduce practices previously used (use of hand sanitiser, use of different exits for different classes, registration of parents coming on site). Attendance is much higher than previously at Level 2.

3.1 Strategic decisions – School Documents

An approach for implementing the 3-year review schedule in the *School Documents* suite was discussed.

Board members will be expected to review the policies identified for assurance checking before the relevant meeting using their School Documents log in.

A schedule of policies reviewed will be recorded in the Board minutes.

Input from stakeholders as part of formal policy reviews will be sought before the relevant meeting to ensure sufficient time for review by board members.

The Learning Support Policy was identified as the first policy for formal review.

Action point 2020-08-19 #1: DL to issue a request in the school newsletter, for comments from parents and care givers on the Learning Support Policy.

3.1 Strategic decisions – Student achievement data for School Documents

There was an extended discussion about the mid-year student achievement data. This focused on the continuing low assessed learning achievement and differences in assessed achievement by ethnicity and gender.

There was discussion about what is required to fundamentally lift achievement and the strong emphasis on using the Developing Mathematical Inquiry Communities (DMIC) approach in the medium to long term. This is anticipated to make a difference for all students, in particular Māori and Pasifika. It was agreed that is a need to provide more information on DMIC, and the gains it is

expected to support, to the school community, and to provide more information about the purpose of the DIMC approach to the Board.

Action point 2020-08-19 #2: GM to provide additional information about the DMIC approach to the Board.

4.1 August 2020 Principal's report

The Principal's report was read and discussed. The current process reassessing teacher aide grading, based on a new matrix, was discussed.

DL reaffirmed that the Ministry of Education has committed to funding the associated increase in costs via a series of adjusted payments. There will be a substantial negative financial impact if this commitment is not kept to.

Motion: That the August 2020 Principal's Report is noted as read.

Proposed: CM. Seconded: CP

4.2 July 2020 Finance Report

The July 2020 Finance report was discussed. School management was thanked for the strong efforts at cost control. The need for clarity on teacher aide expenses and end of year holiday pay was also discussed.

Motion: That the July 2020 Finance Report is noted as read.

Proposed: CM Seconded: SH.

4.3 August 2020 Property Report

The August 2020 property report was read. Asbestos removal, progress on fixing the water main, storm water and drainage repairs, and the recent replacement of door handles and locks throughout the school were discussed.

The continuing poor service provided by the contracted property management company, including the need to rework related errors in Five Year Plan documentation, was raised. A new property management company will be engaged to oversee the School Investment Programme Funding projects and pending Five Year Plan projects.

Motion: That the August 2020 Property Report is noted as read.

Proposed: SH Seconded: CP.

4.4 August 2020 Health and safety Report

The health and safety report was read. The details of two trips over objects by teachers, and two falls from heights by children were discussed.

These four incidents did not result from any new hazards and no additional mitigations were identified.

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It was confirmed that the parents of both children who had fallen were contacted and informed about the incidents.

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

Proposed: SH. Seconded: GM.

5.0 Staffing and personnel

The three stand downs since the last meeting were discussed. These related to violence against other pupils. Parents / caregivers of the perpetrators and parents / caregivers of the victims have been contacted.

Closure of meeting

Karakia Whakamutiunga. Meeting closed at 21.25.

List of action points - current

Number	Who		Status [as at 28 June 2020]
2020-06-11#1	DL	<i>Action point 2020-06-#1: DL to report back with a plan for refreshing the Charter including developing content about Developing Mathematical Inquiries Communities</i>	• Pending
2020-05-20#6	DL	<i>Contact the Junos to request help with welding repairs to sports goal posts.</i>	• Pending

List of action points completed in the last three months


2020-08-19#1	DL	<i>Place call for comment and feedback on the Learning Support Policy in the school newsletter</i>	• Completed. Included in Term 3 newsletter numbers 5 and 6, dated 25 August 2020 and 1 September 2020
2020-08-19#2	GM	<i>Provide additional information about the DIMC approach to the Board</i>	• Completed. Information provided 20 August 2020
2020-07-01#1	CP DL	<i>Provide a copy of the write up of CP's and DL's interviews for the recent ERO COVID-19 response survey</i>	• Completed
2020-06-11#5	CP	<i>Provide summary of Principal's 2019-2020 appraisal</i>	• Completed
2020-06-11#4	CP DL	<i>CP and DL to sign and post the 2019 financial statements</i>	Completed
2020-06-11#3	DL	<i>DL to confirm if the \$17,000 difference between the Cyclical Maintenance Plan and the 10 Year Property Plan relates to quote prices.</i>	• Completed
2020-05-20-#4	DL	<i>Provide the Ministry of Education with information about the projects the Board wishes to have completed using School Investment Package funding</i>	• Completed

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2020-05-20 #2	DL	Contact Education Services seeking clarification about whether information for the teacher aide top funding and pandemic response funding has been included in the May 2020 finance report	• Completed
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Signatures

These notes are an accurate record of the meeting.

 10th September 2020

Craig Press, Chair

Dave Lamont, Principal

