

## **MINUTES meeting of the Koraunui School Board of Trustees Meeting on 20 May 2020**

### **Meeting opening**

Karakia Timatanga

Meeting opened at 1910

### **1.0: Administration**

#### **1.1 Attendance**

##### ***Present***

Shane Doherty [SD], parent representative

Spencer Hiess [SH], parent representative

Craig Press [CP], parent representative

Dave Lamont [DL], Principal

Chris Miller [CM], parent representative

##### ***Apologise***

Gillian McPeake [GM], staff representative

Janie Tito [JT], parent representative

#### **1.2 Declaration of interest**

No new interests were declared.

#### **1.3 Confirmation of previous meeting's minutes**

The minutes of the Board's April 2020 meeting were approved with no changes.

Moved: SD. Seconded: SH.

#### **1.4 Correspondence received**

The correspondence received was discussed and noted. Correspondence included:

- Ministry of Education Bulletin for School Leaders Covid-19 Updates since 21 May 2020 which are available at the following site: <https://www.education.govt.nz/school/ministry-bulletin-for-school-leaders-he-pitopito-korero/>;
- Ministry of Education (Penny Jones) 14 May 2020 about allocation from the School Investment Package; and
- Ministry of Education (Jasmin Danby) School Energy Usage Request 4 May 2020.

### **2.0 Covid-19 planning**

There was a general discussion about the return to school and the elements of the Covid-19 response which had worked well, and not so well.

Positive elements included:

- the resilience shown by our tamariki;
- the relative ease using contact tracing tools (code scanning and registers);
- teachers' work ensuring strong elements of a local curriculum during lock-down;
- teachers' work organising subject matter experts for online learning during lock-down; and
- a general increase in staff members' use and knowledge of online tools and resources which is likely to lead to greater use of online learning on an ongoing basis.

Less positive elements have included:

- continuing gaps in contact with some families compounded by a lack of current contact details;
- the impact of the digital divide within our school community and related differences in household's ability to engage with, and support online learning; and
- confusion about some of the logistical arrangements for the return to school such as different afternoon pick-up points for different classes.

A number of anticipated challenges as part of the recovery phase were discussed:

- increased absenteeism and working with whanau to support a timely return to school;
- fostering improved personal hygiene and appropriate social distancing; and
- supporting staff resilience and energy levels during the remainder of the term to mitigate post lock-down fatigue and the impact of increased insecurity.

The disruption to end-of-term testing was also discussed. There is no end of term data available and the next round of testing will be used to support a reassessment of learning goals. These adjustments will continue to focus on target groups of learners who have the potential to make the largest gains.

### **3.0: Strategic decisions**

#### **3.1 Vision Statement**

A final whakatauki was decided and will be included in a completed vision statement along with related references to our Korau values. The whakatauki is:

Popoia te kakano kia puawai – Nurture the seed and it will thrive.”

*Action point 2020-05-01: DL to discuss the final vision statement with staff and publicise it in the school newsletter.*

### **4.0: Monitoring (reports and updates received)**

#### **4.1 Principal's report**

The Principal's report was read and discussed. Enrolments and staffing of the new entrant classes was discussed. It was noted that in Term 3 new entrant pupils and some from Rooms 23 & 8 from this term will join in a transition class. Some pupils may be moved into mainstream and whanau classes if they are ready in the latter part of Term 3 or Term 4.

Motion: That the May 2020 Principal's report is noted as read and accepted.

Proposed: SH. Seconded: CM.

The benefit of recognising staff members' additional efforts during the lock-down was discussed. The Principal requested the Board's support for a morning tea to recognise these efforts.

Motion: That the Board approve up to \$200 for a special morning tea to recognise staff members' extraordinary efforts during the recent lock down.

Moved: SD. Seconded: CP.

#### **4.2 Finance report**

The May 2020 Finance report was discussed. It is unclear how recent changes in funding sources for industrial awards and settlements, and the pandemic response, are reflected. DL will seek clarification.

Motion: That the May 2020 Finance Report is noted as read subject to the Principal obtaining clarification about the status of information on new sources of funding for teacher aide wages and pandemic funding. [action point 2 for DL]

Proposed: CP. Seconded: SD.

#### **4.3 Property report**

The property report was read. The continuing water leak at the front entrance, the recruitment for the caretaker vacancy, quotes for lawn mowing, and the state of the pool were discussed.

DL also confirmed that the delayed work on enhanced visibility markers around the school will be completed in the July school holidays, and that he was considering approaching the local Juno company, for help with some welding repairs to goal posts.

Motion: That the May 2020 Property Report is noted as read and accepted.

Proposed: SD. Seconded: SH.

Motion: That the lawn mowing quote provided by Seyclean on 11 May 2020 for \$7,840 per annum (excluding GST), is accepted and the impact of changing to a contracted service is monitored with a view to continuing to exclude this work from the caretaker's duties if the trial is a success.

*Action point 2020-05-03: DL to contact the Junos to request help with welding repairs to sports goal posts.*

#### **4.4 School Investment package**

There is a \$173,000 in available funding from the School Investment Package and the Ministry needs to know how the school wants to use the money.

DL proposed this funding should be used to repair the pool heating system and the handrails and steps in the pool complex, and to replace door handles and locks.

It was also agreed that a portion of these funds should be used towards a playground refurbishment.

Motion: That DL apply to the Ministry of Education for approval for the pool repairs, door handle and lock replacements, and playground refurbishment to be funded through the School Investment Package.

Proposed: CM. Seconded: SH.

#### 4.4 Health and safety

The health and safety report was read and discussed. DL also briefly spoke about an inquiry from a former pupil's family about the possibility of re-enrolling. DL informed the family that the school would have health and safety concerns about the former returning to Koraunui. The enrolment is not proceeding.

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

Proposed: CP. Seconded: SD.

#### 5.0: Public-excluded section

There were no public-excluded items discussed.

#### Closure of meeting

Karakia Whakamutiunga. Meeting closed at 21.10.

#### List of action points - current

Number	Who		Status [as at 22 May 2020]
2020-05-20 #1	DL	<i>Discuss the final vision statement with staff and publicise it in the school newsletter.</i>	<ul style="list-style-type: none"> <li>Completed. Publicised in newsletter on 3 June 2020</li> </ul>
2020-05-20 #2	DL	<i>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</i>	<ul style="list-style-type: none"> <li>Pending</li> </ul>
2020-05-20 #3	DL	<i>Contact the Junos to request help with welding repairs to sports goal posts.</i>	<ul style="list-style-type: none"> <li>Pending</li> </ul>
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>	<ul style="list-style-type: none"> <li>Pending</li> </ul>
2020-03-11 #6	DL	<i>Complete the Vision Statement and Charter within a month</i>	<ul style="list-style-type: none"> <li>Pending</li> </ul>

#### List of action points – recently completed

2020-04-22 #1	DL	<i>Obtain quotes for lawn mowing</i>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
2020-04-22 #2	DL	<i>Contact CM or a substitute to bless the caretakers shed before it is used again</i>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
2020-03-11 #1	CP	<i>Update February 2020 minutes.</i>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
2020-03-11 #2	CP	<i>Contact an individual who may be interested in becoming the Minute Taker.</i>	<ul style="list-style-type: none"> <li>Contact made (19 March 2020). Offer declined.</li> </ul>
2020-03-11 #3	DL	<i>Prioritise drafting of an updated pandemic plan.</i>	<ul style="list-style-type: none"> <li>Completed 25.03.2020</li> </ul>
2020-03-11 #4	DL	<i>Relocate the supply of masks to make them more accessible for staff and</i>	<ul style="list-style-type: none"> <li>Completed</li> </ul>

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		<i>reiterate advice to staff about protocols for assisting any unwell pupils.</i>	
2020-03-11 #5	DL	<i>Include a draft whakatauki in the school letter in the week beginning 16 March 2020 and seek feedback</i>	<ul style="list-style-type: none"><li>• Draft whakatauki discussed at April 2020 meeting</li></ul>

**Signatures**

These notes are an accurate record of the meeting.

 11<sup>th</sup> June 2020

Craig Press, Chair

Dave Lamont, Principal

