

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 11 November 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1905

Agenda

1. Administration
2. Correspondence
3. Strategic decisions
4. Monitoring
5. Items for the next meeting

1.1: Administration

1.1 Attendance

Present

Shane Doherty [SD], parent representative

Spencer Hiess, parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Chris Miller [CM], parent representative

Craig Press [CP] parent representative

Janie Tito [JT], parent representative

Apologies

1.2 Declaration of interests

No new interests were declared.

1.3 Confirmation of previous meeting's minutes

The minutes of the Board's October 2020 meeting were approved.

Moved: JT. Seconded: SH.

2.0 Correspondence received

2.1 Regular items of correspondence

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

2.2 Letter of resignation

JT's letter of resignation from the Board (dated 10 November 2020) was tabled. CP thanked JT for her work for the Board. JT's resignation takes effect on 31 December 2020. The Board will decide on the timing of the required election at a future meeting.

3.0 Strategic decisions – *School Documents review schedule*

3.1 Board policies for review / School Docs review schedule

Board members reviewed three policies prior to the meeting: Privacy, Salary Units and Classroom Release Time policies. The discussion emphasised the detailed, operational nature of these policies. It was noted that there is a managerial challenge to ensure that as many staff as possible consider applying for units and release time, to support the overall increase in staffing capability. It was also noted that staff sicknesses and absences can lead to the loss of release time.

3.2 Communication to the school community about DMIC (Developing Mathematical Inquiry Communities)

The recent evening presentation to parents and staff on DMIC was discussed. This emphasised the need for more child-centred / child-led activities and for more community engagement and information about the purpose / aim of the DMIC initiative. Members also indicated their interest in understanding more about how verbal learning and other forms of learning are captured as part of the DMIC evidence base.

3.3 Use of Te Reo Māori, support for Te Reo Māori training, and outreach to Māori communities

The extent of use of Te Reo Māori across the school, and the benefit of additional use and staff training, were discussed. The depth of knowledge required by staff in Te Puawaitangi o Te Kakano was also canvassed. This included discussing the deeper cultural knowledge that can be imparted by speakers with a wide vocabulary and understanding of the etymology of the Reo.

3.4 Relationship with Koraunui Marae and outreach to Māori communities

The Board spent time discussing the importance of improved engagement and outreach to Koraunui Marae and Māori communities. It was agreed that the Kura's relationship with Koraunui Marae needs to be reinvigorated to support better engagement on a range of issues.

4.1 November 2020 Principal's report

The Principal's report was read and discussed. DL outlined the ongoing efforts to clarify what the final level of teacher aide funding (including all wash up payments) will be for 2021. It is essential to get this clarity as there is expected to be a substantial (approximate doubling) in teacher aide costs between 2020 and 2021. The positive feedback on the recent school-wide trip to Avalon Park was also discussed. This is one of the occasions that Tamariki from across the school mix with each other.

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

Proposed: SH. Seconded: JT

4.2 November 2020 Finance Report

The November 2020 Finance report was discussed. Banking staffing will be rebalanced in early 2021. Several issues require clarification. This includes coding errors and final washups for the teacher aide settlement which need to accurately reflect the complexities of the settlement on each teacher aide's entitlements and the correct application of funding based on their work history.

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

Proposed: CM Seconded: SH.

4.3 November 2020 Property Report

The November 2020 property report was read. The Board needs to begin to think about its priorities for the next 10-year plan. The pool upgrade is proceeding well. The pool should be ready for Summer.

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

Proposed: SD Seconded: CP.

4.4 November 2020 Health and safety Report

The health and safety report was read. No discussion was held.

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

Proposed: JT. Seconded: SH.

4.5 Other operational issues

4.5.1 No vaping signs

It was agreed that health and safety signage needs to be augmented with no vaping signing. SH will organise this.

4.5.2 Request to approve alcohol at upcoming events on school property under the Alcohol Policy

Motion: That the Board agrees to allow alcohol to be consumed at the upcoming *thanks to those who have helped the school through the year event* (7 December 2020) and the end of year staff drinks (16 December 2020).

Proposed: SH Seconded: CP.

4.5.3 Gift for departing staff member

The amount to be made available for Teresa Kenny's leaving gift was discussed. It was agreed \$250 would be appropriate for such a longstanding staff member who has contributed so much.

Motion: That the Board approves up to \$250 funding for a leaving gift for Teresa Kenny (16 December 2020).

Proposed: SH. Seconded: CP.

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Closure of meeting

Karakia Whakamutiunga. Meeting closed at 21.05.

List of action points - current

Number	Who		Status [as of 5 December 2020]
2020-11-11#1	SH	Obtain no vaping sign	• Pending
2020-10-10 #1	DL	Advise school community of our participation in the Free and Healthy Lunches Programme.	• Pending
2020-09-09#4	DL	Report back once the capability of the Etap system to provide these additional functions has been identified.	• Ongoing
2020-09-09#2	SH	Report back on progress addressing remaining points of clarification from policy reviews	• Carry over
2020-09-09#1	DL	Report back to the Board with further information on progress on the preparation for the Taitā-Stokes Valley cluster's participation in the Free and Healthy Lunches Programme	• Ongoing
2020-06-11#1	DL	Action point 2020-06-#1: DL to report back with a plan for refreshing the Charter including developing content about Developing Mathematical Inquiries Communities	• Pending
2020-05-20#6	DL	Contact the Junos to request help with welding repairs to sports goal posts.	• Pending

List of action points completed in the last three months

2020-10-10 #3	All	Review policies and provide feedback via review portal on School Docs.	• Completed
2020-10-10 #2	DL	Engage with staff for their feedback on policies.	• Completed
2020-09-09#3	CP	Draft a note for the newsletter referring to the uncertainty of funding for teacher aides and the potential use of Etap.	• Completed. 23 September 2020. Newsletter 9 Term 3
2020-08-19#1	DL	Place call for comment and feedback on the Learning Support Policy in the school newsletter	• Completed. Included in Term 3 newsletter numbers 5 and 6, dated 25 August 2020 and 1 September 2020
2020-08-19#2	GM	Provide additional information about the DIMC approach to the Board	• Completed. Information provided 20 August 2020

Signatures

These notes are an accurate record of the meeting.

Craig Press, Chair



Dave Lamont, Principal