

3 March 2022 Zoom Board of Trustees Agenda/ Meeting Minutes –

1. Administration Karakia

Mihimihi

1.1 Present

1.2 Apologies

1.3 Declaration of interests

<http://www.governancepages.org.uk/faq-2/faq-25-32-2/25-conflict-of-interest/>

Karakia: Simon

Apologies:

In attendance: Simon Huges (Chairperson), Marisa Maclachlan (Member), Fale Lea'aetalafou (Member), Patricia Hepi (Member), Hamish Peart (Member), Bernice Mata'utia (Principal), Rebecca Walker (Staff Representative), Jan Bills (Secretary/DP)

2. Discussion

2.0 Board discussions

2.1 - COVID Update

Acknowledge the hard work that Dale and Rebecca have put in place to track and manage the Covid.

Easier to manage now with putting in name of child and not having to send out letters re close contacts. Will be sending letter to inform that there is a child who has Covid in the class, that it still safe for children and health and safety measures are in place

- Ventilation and air quality important - is this being monitored

Candace has been monitoring using the Ministry issued CO2 monitor

Cross check in the Y3/4 area as data has shown that this was an initial area for us

- Are we checking in with people who have covid to ensure they have support?
- Rat tests are self reporting - there maybe cases in the system who are not followed up

Important we are checking in with our school community

This is facilitated through the school manaakitanga team, SWiS, Turuki Health nurse, daily phone calls to whanau of all absent children

Simon to send invite to Meeting Thursday 17 March 6.30pm to go through Health and Safety policy - open to Bot members who will want to attend, Bernice will be present

Important for Board to respond promptly to emails/communication from Bernice especially in these changing times and need for quick decisions

2.2 - Policy Review Discussions

2.4 - Board responsiveness

3. Monitoring

3.1 Finance Updates [Finance Meeting](#)

Motion: That the Finance report be accepted
Moved: Simon | **Seconded:** Fale | **Motion** Passed

Discussion re the budget:

Deficit: Learning support staff are valued and there is a need for teacher aides to cover the behaviour needs. Whilst this is a figure that needs to be looked at and what can be done to reduce this amount the Board collectively validate and support the way in which teacher aides help both tamariki and staff to ensure wellbeing and learning occur for all. Currently working through contracts for learning support and these are reviewed termly.

Relievers budget tied into professional development, Te Hiaroa leadership release, Pasifika leadership release
Important to have cushioning in the reliever budget as there is always an unknown factor eg covid

Income for L1/2 Immersion total

- supporting a teacher aide to work in Reo.
- Cultural uniforms are for Te Hiaroa and this is the wording in the request for this listed as Kakahu made for tamariki.
- Significant amount - query is this for a kapa haka group for the whole school?

Is this uniform asked from the dedicated funding for immersion?

Is there a detailed plan for the dedicated funding for immersion?

Decision to be made to purchase or lease devices

Query what is the possibility of a programme where children own their device

Board are keen to lease

Query re cyclic maintenance and how that shows in the budget in 2 places

Budget to align with the strategic plan and annual goals

Bernice Initial thoughts re deficit:

Working with PE budget which shows \$20,000

Investigating a different provider for relievers

Digital devices - leasing will cut costs

External PLD - review this and use inhouse expertise

How can we increase our income - grants, applications etc?

Do we pay someone to apply for grant applications

Approach the PTA to see if there are people who would be prepared to donate their skill base and time to work with applying for grants

<p>3.2 Principals Report Principals Report</p>	<p>This would need coordination with the playground applications to ensure multiple applications were not going to the same provider</p> <p>The Wellbeing packs have been well received by those people isolating and this initiative from Bernice on behalf of the BOT has been one that meets our strategic goals - Wellbeing Thankyou to Dale, Rebecca, Jan, Jas and Jenny who have delivered packs</p> <p>Bernice has applied for more RATs to cover Candace (office) and teacher aides - 5 per person - this enables us to support our staff to be on site. They are used in the context of staff isolating due to family contact Attendance: 358 students Present on site - teachers are catering to those students who are not onsite and requesting work. The small amount choosing to stay at home are a group to continue to advocate for being on site. WK130 WK151 WK154 WK152 Newsletter was a celebration of learning showcasing what is available for learning on site.</p> <p>Bernice introduced to the BOT the draft Strategic Plan which has come from initial consultation with Senior Leadership This will also require follow-up in consulting with the staff and the community Has been important to maintain elements of the previous strategic plan Analysis of variance upload has had extended timeframe from MOE Annual plan has been started ready for MOE submission</p> <p>Motion: That the Principals report be accepted Moved: Simon Seconded: Patricia Motion Passed</p>
<p><u>4 Strategic Discussions</u></p> <p>4.1 Strategic Plan Discussion</p> <p>4.2 Board elections and succession planning</p>	<p>Elections have been extended to October important to begin thinking about this and who to shoulder tap</p>

5. Identify Agenda Items for Next Meeting	Board elections and succession planning
6. Administration 6.1 Confirmation of minutes Minutes from last meeting 6.2 Correspondence	Motion: That the minutes from the previous meeting be accepted Moved: Rebecca Seconded: Patricia Motion Passed Outgoing response to the music proposal via email
7. In Committee -	
8. Meeting Closure 8.1 Comments on meeting procedures and outcomes	8.50 pm