

1. Administration

1.1. Roll call: Matt, Eve, Elaine, Magenta, Robert, Gary, Eve, Jackie

1.2. Declaration of interests

1.3. Confirmation of previous minutes

Sept 22 Minutes - To approve online over the weekend

Special Covid meeting 1. 13 Oct minutes - unanimously approved via email 17 Oct.

Special Covid meeting 2. Oct 18 - To approve online over the weekend

1.4. Correspondence In:

22 Sept - Isabel Evens - Govt Education

STA news, issue 312

24 Sept - Covid-19 update - Iona Holsted

28 Sept - Covid-19 update - Iona Holsted

5 Oct - Covid-19 update - Iona Holsted

8 Oct - Letter re decision to homeschool from Magenta

11 Oct - Covid-19 update - Iona Holsted

12 Oct - NZEI Te Riu Roa President - Mandate for Educators

12 Oct PPTA- Covid update

13 Oct - Covid 19 Update - Education Bulletin

14 Oct - Covid 19 Update - Education Bulletin

15 Oct - reply to Elaine from APIS re implications of covid mandate on the community at school

15 Oct - Covid 19 Update - Education bulletin

Expressions of Interest for role on BoT from Cerian, Max

19 Oct - Covid19 update - Education bulletin

12 Oct - Letter from Greta Anderson

20 Oct - Parent Survey Feedback from Khaz, Sally, Willow and Karen & Rachel

26 Oct - NZSTA Special Edition: Covid 19 Vaccination Order

STA News Oct Edition - Issue 313

2 Nov MOE Bulletin and flowchart re mandatory vaccination.

1 Nov Covid 19 update - Education bulletin

3 Nov NZSTA Employment and Governance update

3 Nov Covid 19 Update - Education Bulletin

Notice from Tribunal that hearing re Keith Langton will be put on hold until L2

Out:

11 Oct BoT chair - Principal's performance Questionnaire to Parents

14 Oct BoT chair letter and survey to parents re Gov covid mandates for schools

1.5. Meeting planning

2. Matters Arising

2.1. Review of actions from previous minutes

- 2.1.1. Confirm with parents that have expressed interest of their intentions, and check in with others if there is interest. Matt will send letter to parents following this to explain the process of co-opting to Parents. **Done**
- 2.1.2. Staff Appraisals - Deferred - this appraisal will be rolled into the October one. Matt will contact Parents re feedback into this. **Done**
- 2.1.3. Mindset of Parent meetings changed with the new timetable - more Parent ownership. Parent rep to take this back to Parent meeting and re-check in with Parents. **Deferred to next PM due to COVID meetings**
- 2.1.4. Charter Targets to be discussed at next Parent meeting - Eve and Jo to liaise.
- 2.1.5. Parent Reps - to check back with parents re how Parents feeling re our democratic decision making. **Deferred due to Covid meetings**
- 2.1.6. **Upgrading curriculum:** 40 pages in! Eve will share her work after the holidays, and then we can look at time required for this. **Deferred due to Covid Meetings**
- 2.1.7. Property:
 - 1.1.1.1. Fay and Eve will finalise this this week, and then the BoT can sign off on it at the end of the week. **Done**
 - 1.1.1.2. BoT will provide info as to why the kitchen is important to Proprietors. Jackie and Eve to write, BoT to approve and then to send on to Proprietors reps. **Deferred due to Covid - Jackie will do this by 14th Nov.**
- 1.1.2. Eve will discuss caretaking hours with Fay and BoT will seek approval for her hours at our next meeting. **See 5.2.1**
- 1.1.3. Proprietors have asked that BoT name the occasions when the gate would be locked. Gary will respond to this via email. **Gary to do.**

2.2. Deferred actions

- 2.2.1. Caretaker: Fay Collins : For the year 2022 the caretaker shall be employed by Timatanga School for 2.5hrs a week or 10hrs per month at \$24 pr/ hr. Approved unanimously except for Elaine who abstains due to conflict of interest.
- 2.2.2. Annual Objectives
 - Eve will seek out any outstanding actions for staff and Matt will seek outstanding BoT actions will review, and BoT will review at next meeting.
- 2.2.3. Staff Appraisals
 - 2.2.3.1. Completed as per principal's report
- 2.2.4. Draft Budget
 - 2.2.4.1. See Principals report re proposed draft budget.
 - 2.2.4.2. 2022 Draft budget tabled. BoT accepted unanimously and directs the principal to submit this to leading edge.
- 2.2.5. Final decision re selecting BoT members (See 6.3)

3. Discussions & Decisions

- 3.1. Annual Work plan
 - 3.1.1. Set Charter Targets
 - 3.1.1.1. Analysis of variance - Parent reps to get feedback from parents at next parent meeting if they feel it necessary at this stage. Needs to be submitted at next BoT meeting.
 - 3.1.2. Parent Survey
 - 3.1.2.1. **Complete**
 - 3.1.3. BOT Self Review and Evaluation
 - 3.1.3.1. **Defer**
 - 3.1.4. Health & Safety Review
 - 3.1.4.1. Deferred due to constantly changing covid landscape, and policy needs overhaul. Eve, Gary Elaine and Fay will review in holidays and present to proprietors and BoT in early 2022 (January).
 - 3.1.5. Consult with whanau and Proprietors re: attendance dues and donations
 - 3.1.5.1. This will happen in Dec, after the proprietor meeting.
- 3.2. Covid levels update
 - 3.2.1. MoE flow chart makes it very clear that they require for any parent help MUST be vaccinated.
 - 3.2.2. Residents may live onsite if unvaccinated, but may not be incontact with the school children. Commonsense processes needs to be established for access during school hours e.g. retrieving toddlers/moving cars.
 - 3.2.3. Parents vaccinated or not will be able to come onsite to settle children.
 - 3.2.4. Offsite excursions are not able to be handled by non-vax parents.
 - 3.2.5. Unvaccinated Parents/caregivers can come to celebrations.
 - 3.2.6. Reminder that the disease is the problem, not the people. People should not come in if they are sick.
 - 3.2.7. Parents need to be consulted on these new criteria - figuring out how to implement these.
 - 3.2.8. Matt and Eve will take to Parent meeting on Saturday.
 - 3.2.9. BoT reviews the NZSTA communication.
 - 3.2.10. BoT to ensure that Principal is keeping Staff vaccination register and for Parent help, and a student register 12 and up. This is to be kept in a locked draw.
 - 3.2.11. Reminder too, of what Eve and facilitators are holding.
 - 3.2.12. Elaine (and Matt) facilitated 2 workshops with parents, which has really helped to reconcile the parents with one another, despite wide ranging views on the current situation we find ourselves in. There is another parent meeting this Saturday, more focussed on problem solving.
 - 3.2.13. BoT reviews how long parent feedback forms to be kept for. Info is useful to hold for now (with identifying names redacted). Keeping this or not beyond our next meeting will be discussed next meeting. They are private to Matt and principal at this point.
- 3.3. Principal's Appraisal
 - 3.3.1. Principals appraisals etc are held in the BoT Chair folder, so will be available to the next BoT chair.
 - 3.3.2. BoT needs to address sabbatical asap. Could this tie into a reduction in senior students?
 - 3.3.3. Visual aid of appraisal, which not only reviews what is currently happening , but also

compares year on year so that progress can be tracked and made visible. HUGE thanks to Matt for making this appraisal SUCH a useful tool.

- 3.4. BoT Succession Planning
 - 3.4.1. BoT into committee 9.16pm out 9.26pm
 - 3.4.2. Magenta steps down from BoT. BoT very grateful to Magenta for all she has brought.
 - 3.4.3. Eve proposes that the BoT selects Shaun Davis to replace Magenta as Parent Rep on the BoT. BoT unanimously agree. Matt to put this in motion.
- 3.5. 10yr property plan - Eve tabled 10YPP via email 23 Sept and asked that "The 2022-2031 10YPP is approved to go to the proprietors for their input. It contains our Ops Grant tasks and our recommended Policy One tasks and costings." BoT approved unanimously.

4. Ongoing Monitoring

- 4.1. Proprietors report
Received. Elaine will take Covid updates to Proprietors meeting
- 4.2. Principal's report
 - 4.2.1. Letter to ministry - make visible the impact this is having on the school. Jo & Elaine will draft letter ready for Eve to review.
 - 4.2.2. Health and Safety - has been an important part of moving forward together.
 - 4.2.3. Exemptions have come through for Cooke's and Guthries.
 - 4.2.4. Re Enrollments - Eve shares info. Robert suggests contacting Hobsonville primary school families as there is an overflow there, if the first steps of Eve's process do not bear fruit.
- 4.3. Property maintenance
- 4.4. Financial Update
Received monthly accounts for Sept
Outstanding donations - one family has not responded to Eve's letter. Eve will phone, and let them know that if they don't respond it will need to go to the BoT.
- 4.5. Enrollments : see 4.2.4.
- 4.6. Staffing

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
 - A of V approved
 - Health and safety (carry over to January meeting)
 - Bot self review
 - Charter Targets -incorporate into discussion we are having re special character. Wellness focus for 2022. Resilience is not just a classroom issue but a wider learning. Charter targets can be used in upcoming Parent meeting as a tool.
- 5.2. Confirm next BoT meeting dates - Weds 1st Dec. time to be decided. Reports to be timely to allow for planning.
- 5.3. Comments on meeting procedures and outcomes

