

BoT Minutes Dec 1st 2021 @6:30 pm - 9.52pm--Meeting held online

1. Administration

1.1. Roll call :

- 1.1.1. Matt, Jo, Shaun, Elaine, Jackie, Eve, Gary
- 1.1.2. Welcome to Shaun, who has been selected as our new Parent Rep on the BoT (replacing Magenta)

1.2. Declaration of interests

- 1.2.1. N/A

1.3. Confirmation of previous minutes

- 1.3.1. Unanimously accepted

1.4. Correspondence In

- 1.4.1. MOE Iona Holstead re Elaine's letters

1.5. Meeting planning

2. Matters Arising

2.1. Review of actions from previous minutes

- 2.1.1. Annual Plan - 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. Few outstanding tasks but they won't be actioned before the end of the year. Telephone tree re School/Proprietors is part of this.

2.2. Deferred actions

- 2.2.1. A of V approved unanimously
- 2.2.2. Bot self-review - completed via Miro

3. Discussions & Decisions

3.1. Annual Workplan

3.1.1. Confirm Attendance Dues

- 3.1.1.1. Dependent on schedule of the attendance dues from the proprietors Elaine has received information from APIS. Proprietors will apply for re-gazetting. Presently looking like \$300per child if 19 children are at school. If more children attend there may be a rebate.
- 3.1.1.2. Elaine tables calculated attendance dues for 2022 subject to MoE re-gazetting.
- 3.1.1.3. Parents will be informed of these new attendance dues of \$300 for 3 or more terms, or \$150 for up to 2 terms per child, again subject to the likely re-gazetting. This meeting will be held Dec 15th (see 3.1.1.11)
- 3.1.1.4. Set donations based on draft budget
- 3.1.1.5. Budget reviewed - under in donations by \$450 (correcting the principals report). Next year parents may be asked to pay for trips by donation if they wish to resolve this going forward?
Our Learning resource budget will balance at next financial report - amount made up with resources sent out over lockdown period.
Stationery over, due to materials for over lockdown.
Kiwisport over, due to late invoice for soccer goals
Cleaning will have it's own covid section next year
- 3.1.1.6. In terms of the donation for next year communication re what is able to be paid

is key. BoT suggestion is \$400. Aware that there are added stressors for families, and that if this is not achievable for families to please let staff know. Eve and Jackie will prepare supporting documents for the upcoming parent consultation.

- 3.1.1.7. Parent consultation re donation will be held on zoom. Date shifted to 15th Wed Dec. Shaun and Jo to present. Jo will send invite to Parents asap. Parent rep to send feedback from meeting to Principal and Jackie asap.

3.1.2. Set Staff Budget/hours

3.1.2.1. Done November meeting

- 3.2. Update on Letter to / from ministry re: impact of Covid on School

3.2.1. MoE has responded with understanding. Thank you Elaine for actioning this. Good to address this before we are in crisis.

- 3.3. Charter targets

3.3.1. Update from discussion at parents meeting

Big round robins with good feedback about where people at/struggling with/reflections on learning. Parents were very appreciative of the work Matt, Elaine and Eve have put in to facilitate our current learning.

Charter targets discussed briefly at end, principal reflected on importance of current targets (see principals report) which was well received by parents. Principal has had a few conversations with parent since the meeting. BoT discusses this further. Eve to collate our discussion into our proposed targets.

The Board approves the following Charter Targets for 2022:

- To Support the Junior Teacher as per 2021
- To Upgrade the School Curriculum as per 2021
- BoT approves Prioritising Wellness in our Community as Charter tgt 1.
- Current Charter tgt 4 to either be kept (and slimmed down) or incorporated into the Community wellness tgt.

Parents will be consulted in February 2022 before BoT finalises Charter for the March 3 Deadline. Given the current circumstance of overload, BoT is eager to consult more deeply with parents in Feb re these targets.

- 3.4. Covid levels update

3.4.1. As per Principals report

3.4.2. BoT reviews how long parent feedback forms (re covid, see Nov minutes) 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.

BoT agrees to keep this info privately, with all identifying features redacted, accessible to BoT chair and Principal only (this is separate from the Miro boards which all participants have access to view).

- 3.5. Property
see 4.1

4. Ongoing Monitoring

- 4.1. Proprietors report

Proprietors report received.

- Proprietor discussion was held about the locking of the gate. The intention is to make a 2 stage process:
 - 1). First breach, a warning is given by school to resident and a copy of this is given to prop reps
 - 2) further breach gate is locked Reason given to prop rep and along with principal the length of time of locking is agreed upon. These incidents will be discussed at the following Prop meeting.

- Jo proposes that the BoT accepts this proposal, accepted unanimously
 - Gary asks Management to inform him (as health and safety officer) if any adult is walking through the school property during school hours without a mask.
 - Kitchen upgrade in process of approval. The sooner this happens the better!
 - 10 YPP approved by majority of Proprietors, and now approved unanimously by BoT.
 - Succession planning for Proprietors an important topic for proprietor discussion, and role of school going forward.
- 4.2. Principal's report
- 4.2.1. Not in the principal's report, but the topic of the stress of staff being exacerbated with parents in distress in the mornings bringing this distress into morning interactions, right before staff begin teaching. Right now, the consultation has been done and staff are needing to focus on the children generally and school leavers in particular. Staff are at their limit with consultation. If Parents need to talk to someone, they are invited to approach their Parent reps who can pass this on where relevant. Matt will write a letter to parents.
- 4.2.2. Junior Teacher interviews: Eve, Jackie, Elaine, Shaun (and Robert where at all possible) will form the team to interview for Junior Teacher.
- 4.2.3. Roll update: Interested families have not been able to visit yet. Eve is in contact re visiting families, if the visits do not happen this week, they will need to defer til T1.
- 4.2.4. Anna's farewell. It is sad we cannot do our usual farewell. Eve to organise Big card for Anna from parents, Jackie to organise Plant voucher from BoT and Card from Children. To be gifted at Y8's leaving ceremony. Jackie and Eve to consult budget re cost of plant voucher (no more than \$100). Anna has been a much valued part of our team!
- 4.3. Property maintenance
- 4.4. Financial Update
- 4.4.1. Eve tables the Budget for the Statement of Financial Position 2021. All approve; board chair to sign and submit to Leading Edge for the Auditor.
- 4.4.2. 2021 Annual Accounts Audit Update: Eve and Jackie are beginning the tasks now. Eve states that our timing does not allow for a library stock take and asks that this be deferred to 2022. All approve. Jackie will do the stationery stock take as usual.
- 4.5. Enrollments
- 4.6. Staffing
- Eve asks that Lola Houghton be approved as a part-time teacher aide for the next 2 weeks to help the senior students to make their film (principal to set hours as needed). Eve had lined up parent help to support with this project but for various reasons this has fallen through or proved impractical. Approved.

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
- 5.1.1. Health and Safety Review
 - 5.1.2. BoT chair for 2022 appointed
 - 5.1.3. BoT to decide how to fill parent rep spaces/secretary
 - 5.1.4. School Camp decision
 - 5.1.5. Finalise Budget
 - 5.1.6. Principals Sabbatical
- 5.2. Confirm next BoT meeting dates: Weds 2 Feb 6.30pm - 8.30. Eve on Dinner (should we be so lucky!)
- 5.3. Comments on meeting procedures and outcome

