

BoT Minutes April 22nd 2020 @ 6pm - 8.21pm (Meeting via Zoom)

1. Administration

1. Karakia Timatanga
2. Roll call with round robin (how are we all doing?) Barbara, Matt, Gary, Elaine, Eve, Robert, Jackie, Jo.
3. Declaration of interests: Eve declares interest re Lola as teacher aide. Elaine re Caretaker pay.
4. Confirmation of [previous minutes](#): Agreed upon unanimously
5. Correspondence
 - MOE Covid 19 Update 20 April
 - MOE Covid 19 Update 16 April
 - MOE Ministers Announcement 8 April
 - NZSTA Membership Matters March issue 7 April
 - BOT reply to Keith Langton (re office shelving) 7 April
 - BOT to School parents re School Holiday 27 March

6. Meeting planning

2. Matters Arising

1. Charter Targets in light of distance learning. Deferred.
2. NAGs (to be considered and approved or amended online prior to the meeting): There hasn't been time for these to be uploaded. Deferred.
3. Strategise whether we will need an extra person if lockdown moves beyond the month should any staff be unavailable. See Principals report/planning below.

3. Discussions & Decisions

1. Pandemic Level 3 Planning
 1. Refer Principals Report.
 2. BOT decided to continue discretionary leave for Sean Wed-Fri as needed. If Sean comes into school during L3 code red Wed-Fri he will bring his younger son with him.
 3. Fay (Caretaker) is not able to come back at this time. BOT agrees to continue her pay over this time. Greta has kindly mown the open grass area. Tony or Greta to mow within the cordoned off school bounds.
 4. At L3 code red BOT has decided there will be no school children using the playground where it overlaps with the community space. i.e. the school will not use playground space beyond the skate ramp/basketball hoop. Likewise children from the community (except in the context of attending school) are not to use the playground space cordoned off by the school - there is a net dividing these areas that will stay in place.
 5. Matt (on behalf of the BOT) to write advising Proprietors of above and to let them know of our intention that at L3 code yellow the gate would be closed and that children at school would have access to the open grass area (with tramp reinstated), and inviting any feedback by 1st May.
 6. Parents will also be sent a reminder re what to expect over L3 code red.
 7. BOT Discussion re Lola being approved to work as Teacher Aide should that be needed. BOT unanimously agree to this.
 8. BOT agree that the parents of those children attending school during L3 code red are asked to clean the school at the end of the day in lieu of parent help, or to discuss with Eve if they are not able to do this.

2. 10 YPP Tabled

- BOT asks that Principal ensures that our school version matches the proprietors version.

<ul style="list-style-type: none"> • BOT approves our school 10YPP <p>3. Annual Report - Deferred</p> <p>4. Property -</p> <ol style="list-style-type: none"> 1. Office Upgrade Wait until caretaker is back (7 May). In the meantime if practicable Eve could begin to empty office shelves. 2. Hazard Register
<p>4. <u>Ongoing Monitoring</u></p> <ol style="list-style-type: none"> 1. Property maintenance <ul style="list-style-type: none"> • Lawns have been discussed (3.1.3) • Health and safety walkaround - connection to happen between either Gary or Tony and Fay to ensure this happens before 30th April GARY TO DO 2. Principal's report <ul style="list-style-type: none"> • There is very positive feedback re curriculum Staff are delivering during this time. • Zoom meetings for teaching staff have just begun to be free as of today. Thanks to Matt for supporting with this to date! • Simplicity of access has been good. There is no need for our children to hook up to devices more than is needed and there is no intention to continue it beyond this necessary time. • Eve reports parents loving not having loads of emails. Parents struggling re uploading work to google classroom. Eve has accessed help for this. Schedule is working well. • Kids have begun to receive packs from MOE - feels like a gift! • Principal does have RSI and eye strain. Not feeling overwhelmed. 3. Proprietors report The slight dis-alignment between proprietors and school 10YPP - this has been looked at in this meeting. (see 3.2) 4. Financials - March financials received and discussed. <ul style="list-style-type: none"> • Jackie to ask Leading Edge to re-code playground safety review from property services to playground fund. • Learning Equipment Budget to be reviewed in July. We are over budget here - some of the spend was monies from fundraising and grants, and the budget needs to be reviewed to reflect this. • Cleaning materials over budget due to cleaning products for Covid related cleaning. Need to review this in July - will need to add about \$500 to this.
<p>5. <u>Meeting Closure</u></p> <ol style="list-style-type: none"> 1. Identify agenda items for next meeting & confirm date BOT check in scheduled for 7pm 12th May (additional to the BOT meeting on the 28th May) Review NAG's (these need to be sent in advance) Annual report Charter Targets in light of distance learning. Increasing Roll? 2. Comments on meeting procedures and outcomes
<p>Addendum - 01/05/20</p> <p>With reference to the school's Healthy and Safety policy for children returning to school under Level 3 conditions:</p> <p><i>The Board notes that the staff will take all reasonable steps to ensure that everyone onsite under Alert Level 3 maintains the appropriate physical distancing. The Board acknowledges the challenges young children present in achieving this.</i></p>

