

BoT Minutes July 29th 2020 @ 7pm - 9.32 Held via ZOOM

1. Administration

- 1.1. Roll call with round robin check in (how are we all doing?)
Elaine, Barbara, Jackie, Eve, Robert, Matt, Jo.
 - 1.1.1. Apologies: Gary
- 1.2. Declaration of interests. n/a
- 1.3. Confirmation of previous minutes, 25th June 2020 - Approved by all.
- 1.4. Correspondence:
Education Gazette (2 March and 29 June 2020)
TO BE FILLED IN!!! Matt/Eve do you have any to add?
- 1.5. Meeting planning

2. Matters Arising

- 2.1. Charter Review - Deferred. Review after Parent Meeting

3. Discussions & Decisions

- 3.1. Enrollments
 - i. One student is currently visiting another school and may leave - which would reduce roll to 25.
 - ii. In regard to the refund for our second teacher the Auckland Office and School contact at MOE have signed off on the full refund, based on the information Eve has provided them with; however they are disturbed that we are not running our roll at 28. There is no Guarantee that the national office will approve the refund, though it is likely. We must run at 28 going forward. Tania has asked what the BOT is doing to reach a roll of 28, and Principal reported that BOT has repeatedly alerted the Proprietors to the need for 28 pupils, and that the proprietors have been made aware of the fallout that running at 26 has caused. Principal and BOT in support of running the roll at 28 - the decision last meeting to not take further new enrollments this year was made in response to the particular circumstances of the time, and not as a preference beyond this timeframe. MOE agrees that it is good to leave 2 spaces for siblings.
 - iii. BOT went into committee 7.30. BOT came out of in-committee meeting at 8.09.
- b. Mid Year Budget Review -
 - i. BOT reviewed the document that Eve and Jackie prepared. Items in black are tracking within acceptable ranges. The items in blue need to be looked into, the items in red have had monies added to them the items in green have had monies reduced from them.
 - ii. Learning Equipment - has been added to - there is money here for the soccer goals planned for purchase. Jackie is ordering them and they should arrive next week.
 - iii. Student Resources - decreased by \$500 (due to lockdown)
 - iv. Books - monies have been increased - lots of great books available at present and the library has had a cull of old books (see principals report)

- v. 71023 Cleaning - increased by \$500 due to Covid 19 pandemic
- vi. 75061 R & M Buildings - the fire extinguishers need to be added to our yearly budget - are they replaced every 3 or 5 years? Barbara will check this and confirm.
- vii. Security - Is the alarm rewiring due to the office upgrade part of the Proprietors responsibility? Eve to enquire from Alarm company about School being able to change the code ourselves.
- viii. Cyclical maintenance - cedar coat needs doing but cannot be done while the water restriction is in place - monies are set aside for this.
- ix. Insurance premiums - does this amount (assets) need to be increased with new music equipment? Jackie will find out.
- x. 23010 - Computer expenses - is 'Jackie's' new computer coded to assets? Jackie to check with Leading Edge
- xi. Printing and Photocopying and also Staff travel are reduced (lease of photocopier listed elsewhere).
- xii. Admin salaries have risen - in line with annual pay rise.
- xiii. 22041 Internet - has risen to \$400 - Eve to check in with Robert re invoice re website and provider costs.
- xiv. Te Ao Maori Support - BOT approves that Jackie apply for a grant for Te Ao Maori Teacher Aide support. Jackie to advise the BOT of the amount required. Eve will action talking with Rachel about her availability for this role.
- xv. Playground - There is money elsewhere for this upgrade. Jo, Eve and Fay to liaise about this.
- xvi. Music Room - Matt discuss dismantling ramp with Kris.
- xvii. Huge interest in music in the school and it is incompatible to share space with other learning.
- xviii. Jackie to confirm with leading Edge what our surplus is. Leading edge recommends keeping the surplus. Staffing overspend may eat this up. BOT will wait until we have confirmation about this.
- xix. BOT are in favor of the music room if we are able to afford it.
- xx. Thanks to Jackie and Eve for their time preparing this document for review.

3.2. BOT Meeting Dates: Next meeting Tues 25th Aug, then Tues 22 Sept, Thurs 15th Oct, Thurs 12 Nov, Mon 14 Dec. Meeting time remains at 6pm

3.3. Property -

Fay and Elaine to come to the Parent meeting to meet new parents and update parents about kaitiaki - next parent meeting 6th Aug.

3.4. Driveway safety - Proprietors rep's to talk to Beth (see Principal's report).

4. Ongoing Monitoring

4.1. Property maintenance

4.2. Financial Update

4.3. Principal's report

- Ideas welcome re cleaning school - Parent help needed at school, but lots of outstanding tidying etc needed.
- Focus currently on cleaning and juniors - BOT remarks that seniors are also needing support. Principal agrees.

- School needing help with general cleaning (no working bee T2). Parent rep to take this parent meeting about how to address this - should we have another working bee or would parents prefer to donate an extra half day during the week to focus on this?
- 4.4. Proprietors report
- 10Ypp needs to be clear. Next proprietors meeting is in August.
 - BOT all agree to the French doors in the main room not going ahead (see discussion June 25th minutes).

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
- Nag 3 Non-Principal Staff Performance Appraisal Policy - was missed 2019 and needs review
 - Charter Targets review
 - Music Room
 - Kitchen Plans need to be tabled so we can finalise by August. Jackie will get feedback re design and liaise with staff and Fay.
- 5.2. Comments on meeting procedures and outcomes
- BoT appreciates depth of discussion re enrollments.
 - Please lets stick to our meeting time agreements.
 - Reports need to be submitted in a timely manner.

Meeting Evaluation

1. What do you think was the most important item we discussed?
2. What do you think was the least important item we discussed?
3. Do you think we worked effectively as a team? If not why not?
4. Did you feel able to participate fully? If not why not?
5. What for you, would make our meetings more enjoyable and more effective?