

BoT Minutes May 28th 2020 @ 6pm - 8.50pm

1. Administration

- 1.1. Karakia
- 1.2. Roll call with round robin (how are we all doing?)
Matt, Barbara, Jackie, Eve, Elaine, Jo, Robert.
Apologies: Gary arrived 7.07pm
- 1.3. Declaration of interests: Eve- staffing (re teacher aide hours)
- 1.4. Confirmation of [previous minutes](#) NOTICE TO DO
- 1.5. Confirmation of [Level 2 H&S Planning Meeting minutes](#)
- 1.6. Correspondence
BDO Annual Report
NZSTA President and BOT election January 2021
- 1.7. Meeting planning

2. Matters Arising

2.1. **Charter Targets**

N.B. see Principals Report. BoT discusses the targets.

Target 1: To support the junior teacher.

Much change this term. Big breadth of learning in Sean's room. Visiting children mostly would go into Sean's room. Lots of new children beginning and newly begun. Would be helpful to have help to support Y3's. Parent help is low at this time with Parents unable to bring toddlers into school (due to L2 Covid 19).

Principal asks if a teacher aide can be hired for 10-15 hrs (2-3 day a week) to support Shaun and Eve in the classroom with literacy and hands on making work over this time of reduced parent help and unsettling change.

Eve to approach Parents re ability to switch days (to help with Y3's and office).

BOT discuss needing to balance needs of school and also funds. Suggested Teacher aide would be paid at level B1. There is money in the budget for teacher aides - using this now will impact on the funds previously earmarked to enable the curriculum rewrite.

BoT decision re teacher aide - see 3.5 Staffing below.

Target 2: To upgrade the school curriculum.

This was planned for late T1 - Deferred until it is viable (due to pandemic). Much adjustment to enable the delivery of the school programme had to happen over the last few weeks also. N.B. BoT will re-look at the teacher aide funding for this at our mid-year financial review - also relates to target 1 (above) and 3.5 below.

Target 3 : Te Ao Maori

Fiscally we will need to defer hiring anyone because 1) It is very difficult under pandemic conditions to find anyone and 2) we have had a lot of visitors - many children are showing signs of stress at the changes and we don't want to add to this. Eve is supporting Te Ao Maori with the resources she has.

Target 4 : Supporting Teacher Learners to protect, strengthen and develop our pedagogy.

Time at home with Parents has helped - Parents have a more clear picture of their own child/children's learning and this has given rise to useful discussions between staff and

parents.

It was remarked that it is more important to be supportive of one another than to tick boxes at this difficult time. Parent rep's to report on BoT charter discussion at the Parent meeting.

3. Discussions & Decisions

3.1. **Review 10 YPP draft**

BOT accepted with changes. The French doors out from the Library/junior room need to be prioritised before the French doors in the bigroom (or at the same time if it is more fiscally viable). Eve will take in this change and liaise with Fay before Sunday.

3.2. **NAG 4 Travel and Entertainment**

Passed unanimously.

3.3. **NAG 5 Internet Safety**

Accepted unanimously with changes.

3.4. **NAG 5 Asthma**

Accepted unanimously with changes.

3.5. **Staffing**

Situation as per Principals report: The banking staffing account just to hand showed that we are not receiving MoE funding for our second teacher since March 3 2020. The 2.3 staffing allocation surplus from 2019 covered the shortfall until April, so we (leading Edge and School) did not notice this fact until now. We are currently owing \$11,500.

The small schools funding will cover these arrears plus one more month, and the budget surplus will continue to cover us while we get our roll back to 26. This may compromise the full use of the funds BoT had planned to allocate towards a music room, but support of staff and students is paramount. BoT will bear these changes in mind at our mid year financial review.

Eve has been advised by the Resourcing Division that the BoT can make the case to MoE that due to The Covid 19 lockdown we could not have visits, and therefore could not increase our roll at that time, however this cannot be considered until our roll is at 26. Visits are currently underway (see 3.6 below)

BoT agrees unanimously (Principal abstains) to the hiring of a teacher aide at level B1 for 10 -15hrs per week for the remainder of Term 2, as principal sees necessary.

3.6. **Enrollments**

BOT to meet one family (2 children) next week.

There is another family visiting the school at this time (1 child), and there will be 2 more families invited to visit asap.

4. Ongoing Monitoring

4.1. Property maintenance

see 3.1.

4.2. Financial Update

BOT received Annual Report 2019 from BDO
Financial Report April 2020 reviewed.

Mostly tracking under, and those that are tracking over are either for reasons beyond our control and/or covid 19 related.

4.3. Principal's report

Received

4.4. Proprietors report

Office shelving timeline discussed. Shelving to be done over the upcoming school holidays (assuming Lundia can do this).

Barn storage - deck on barn needs to be fixed before access can enable clearout. Once platform mended school will clear their things at a parent working bee. Proprietors have the deck on their next meeting agenda already.

School trampoline - the "upside down" solution for residents is ok for now, but will need to be re-looked at if L2 continues beyond Term 2.

Gary discusses the recent car speeding activity happening in the area. Gary will liaise with Eve about managing this (perhaps we could ask for a school sign on our road?).

Driveway hasn't been an issue this term. Fantastic!

Teachers remaining at school all day are to park in the residents visitors car park please.

5. Meeting Closure

5.1. Identify agenda items for next meeting & confirm date

BOT to meet with prospective parents Wed or Thurs next week, after school.

Next BOT meeting June 25th - Jo on dinner.

5.2. Comments on meeting procedures and outcomes

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?