

BoT Agenda October 15th 2020 @ 6pm - 9.01pm - Meeting Held via ZOOM

1. Administration

- 1.1. Roll call: Matt, Eve, Elaine, Jo, Barbara, Robert (Robert dropped out 7.37).
Apologies: Gary
- 1.2. Declaration of interests
- 1.3. Confirmation of previous minutes (see also in Committee Minutes)
 - 1.3.1. Approved unanimously.
- 1.4. Correspondence
 1. NZSTA magazine
 2. Education Gazette
 3. NZCEO - Maintenance Funding Claim
 4. 9 October - Shaun's resignation to BoT and Parents
 5. Cerian to Eve re Anierin enrollment
- 1.5. Meeting planning

2. Matters Arising

- 2.1. RSVP to Whenuapai was not done - there was no particular feedback that we had except to thank them for corresponding with us.
- 2.2. Barbara queried the invoice for servicing *and* replacing the Fire extinguishers.
 - 2.2.1. Barbara to get a comparison quote to check current charges are fair. Barbara will look into this next week.
- 2.3. 5 yearly replacement needs to go into budget - Jackie to action this.
 - 2.3.1. Included in 2021 budget.
- 2.4. Eve to check in with Robert re invoice re website and provider costs - New hosting provider in the pipeline - things need to be shifted to new provider (and is half of usual cost!).
 - 2.4.1. Robert is working on this - moving to new server taking time.
- 2.5. Te Reo - staffing support
 - 2.5.1. Eve to do. Eve to pin this down with Rachel. Eve would prefer we shift this to next year. Eve will report on this next meeting.
- 2.6. Playground

Jo, Eve and Fay to liaise about this. Jo will ensure this happens before the next meeting

 - 2.6.1. Playground up to code (except nut covers which are arriving in post shortly) as of last Saturday. Parents did a great job completing these tasks!
- 2.7. Eve would like residents and proprietors to note that Fay is in a paid caretaking position for the school and the proprietors, and a reminder to please cooperate with her in her role.
 - 2.7.1. Matt will write to proprietors re this. Matt to do asap.
- 2.8. Matt will write letter to proprietors re appreciation of the the residents applying the rules and being safe in the playground, but that parents are concerned for safety of children re visitors and BoT will be providing a lockable gate option for T4 - this will only be used in the regrettable instance that it is needed if school playground rules are not adhered to.
 - 2.8.1. Draft done - Matt will resend to BoT to review tomorrow, before sending to Proprietors and residents. Lock will be installed this Friday.
- 2.9. Fay's recent fluffing of woodchip in the playground - kids really enjoying the ability to jump

from swing onto this.

- 2.9.1. Supervising parent will need to check that wood chips are fluffed in this area, and mats laid out. Parent Reps to bring to the Parent meeting.
- 2.9.2. Chips fluffed this last parent working bee, but Eve will alert parents to this in her parent panui.
- 2.10. Eve will organise with Fay to have stays put on the windows.
 - 2.10.1. Done
- 2.11. Eve will write to people on the waiting list to let those who are not siblings know that there is no more space until 2023 (bar the one student beginning in 2021).
 - 2.11.1. Eve to do.
- 2.12. *Nag 4* Use of Policy One Funding Account
 - 2.12.1. Received and approved.
 - 2.12.2. Eve will amend our policy to reflect the minor changes. Eve to do.
- 2.13. Kitchen update - Jackie to report on this.
 - 2.13.1. Jackie presents plan to date. The plan has been submitted to two kitchen companies and Jackie will hear back in 10 days with estimate. After the estimate is given, and once Proprietors approve the amount, the companies will then do a measure up. One company is able to install over Christmas Holidays, the other over Easter break.
- 2.14. Health and Safety review between Board and Proprietors:
 - 2.14.1. Matt to action adding to the annual work plan along with the self review. This needs to happen before Proprietors meet in November.

3. Discussions & Decisions

- 3.1. Policy Review
 - 3.1.1. [Nag5 Sick and injured children](#)
 - 3.1.1.1. BoT accepts with one change (re conjunction with pandemic policy)
 - 3.1.2. [Nag 3 Protected Disclosures](#)
 - 3.1.2.1. BoT accepts without changes
- 3.2. Pandemic Planning Update:
 - 3.2.1. Eve sent BoT Update on 7 October. Current school procedure is as per MOE update.
- 3.3. Staffing Update:
 - 3.3.1. We need to review what we need. Then set clear intention for what we are seeking, and advertise. ECE teachers outlook great, but ECE teachers can only teach til 6yo.
 - 3.3.2. Need someone who can support class in all areas. Someone who “gets” young kids and is excited by junior kids and their learning, has passion to be focussed on the junior room, enthusiasm and enjoyment of the group.
 - 3.3.3. Eve to re-write job description and write Gazette advertisement
 - 3.3.4. Hiring committee of Eve, Jackie, Barbara, Jo, Elaine, Matt.
 - 3.3.5. Lola *may* be free to work next year, should we need a teacher aide in 2021. She will continue this term (T4) as per agreement.
- 3.4. Driveway
 - 3.4.1. Robert presents an option re gate. Robert to send this info to Eve for future reference.
- 3.5. Enrollments Update
 - 3.5.1. see Principals report.
- 3.6. 2021 budget
 - 3.6.1. Thanks to Eve and Jackie for preparing this.
 - 3.6.2. BoT accepts the 2021 Budget, pending any changes that arise from setting charter

targets.

3.6.3. The Budget for the Statement of Financial Position for 2020 was tabled, reviewed, and approved unanimously.

3.6.3.1. Matt to print and sign this and return to Leading Edge.

3.7. Principals appraisal

3.7.1. While it is not compulsory to share this form, for transparency Matt shares this with the BOT, as he has updated the format!

3.7.2. Principal and Chair report the new form is much easier to use and for the Principal to understand feedback.

3.7.3. Matt shared the form (not filled in) with BoT in January so BOT understands how the appraisal works.

3.7.3.1. Main focus for Eve will be to focus on professional development .

3.7.4. BoT impressed with the clarity and usefulness of the new format.

3.8. Charter Review - Analysis of Variance.

3.8.1. Deferred.

3.8.2. Parent Reps to bring to Parent meeting.

3.9. Eve requested via email that the WLC able to use the School building for a meeting on 18 Oct. 6

3.9.1. BoT members replied via email with approval.

4. Ongoing Monitoring

4.1. Property maintenance

4.1.1. Big Thank you to Fay! Jobs are getting done and Fay is doing a remarkable job keeping up with this.

4.2. Financial Update

4.2.1. see 3.6.

4.3. Principal's report

- During the working bee the playground compliance was completed - (except 4 caps to go on nuts - which are in post). Thank you Jo. Cleanout of Barn mostly done and will be completed when other parents complete their working bee.
- Not in principals report but need to discuss Music Room.
- Addition to Principals report - [See 2020 Budget Update](#)
 - Excellent result!
 - BoT approve unanimously that \$20,000 is spent on the portable music room.
 - Specifications of the music room to be written up by Jo in consultation with Kirsty, Fay and Eve. Once approved the specifications will be sent to Kirsty to action.

4.4. Proprietors report

See report -

- Most of the proprietors support the school's capacity to lock the gate. One is un-supportive.
- Resident currently on Bail
 - The proprietors rep was just made aware of the full context of a current resident having a drug-related criminal charge being brought against them and currently being out on bail
 - Matt to ask NZSTA about our position/responsibilities re this
 - Principal will ask MoE support person tomorrow, and get directive in writing.
 - Elaine will follow up with Proprietors as to their position on the resident

currently on bail

- The lack of process with the lack of Police vetting by proprietors before this resident moved in in the 1st instance has not helped.
- Looking forward - with Health and safety we need to look at how we incorporate police vetting into this.
- Proprietors are asked to provide attendance dues to BoT before Dec 22nd. Elaine to follow this up.

5. Meeting Closure

- 5.1. Identify agenda items for next meeting (Nov 12)
Health and safety review
Analysis of Variance - Charter Targets
- 5.2. Confirm next BoT meeting date November 12th - Elaine making dinner :-)
- 5.3. Comments on meeting procedures and outcomes
 - 5.3.1. Proprietors report - do this earlier in the evening