

**BOARD OF TRUSTEES**

**Meeting minutes**

**Monday 14<sup>th</sup> December 2020**

**Start:** 7.04 pm.

**Present:** Vicki Beaumont (Chair), Michael Earl (Principal), Rangi Tamaariki-Liddle, Tanya Hansen, Diane Ah-Chan, Natalie Charteris, Paul Honor, Janine Dewes ( Secretary)

**1. Karakia:** Michael

**2. Mihi** Vicky

**3. Apologies:** Te Arepa

**4. Interest Register:** Members completed the Interest Register form (a combination of contact details and conflict of interest )

**5. Minutes**

**5.1 Confirmation of Minutes:**

9.1 Structured literacy should be included in the ideas for the Annual Plan for 2021.

Resolution 01.12.2020 : *That the minutes of the meeting held on Monday 9th November 2020 are a true and correct record of the business conducted at that meeting subject to the change discussed.*

**5.2 Matters arising from the minutes**

**5.3 Action points from the last meeting:**

See the Action Points table

**Moved:** Natalie **Seconded:** Michael **AGREED**

**6. Correspondence**

1. Newsletters, of which the Regional Newsletter Term 4 is recommended to be read.

Resolution 02.12.2020 : *That the correspondence is received.*

**Moved:** Natalie **Seconded:** Paul **AGREED**

**7. Reports to the Board**

**7.1 Principal's Report:**

The update to the roll is 407.

There should be 50 new chromebooks for this year.

Michael provided information about the grants lady and would like to enquire what she could offer our school. Typically she charges \$3000 to write six grants and has been very successful in her applications.

There are many children who do not have their own devices and the board is keen to set a goal that every child will have a chromebook. Ngati Whatua provide devices for iwi children. The board needs to understand who has a device and how many do we have? How many year 5 children have a chromebook? The board needs to have a very clear plan of how teachers are going to use them effectively to supplement their programs in the classroom to reassure parents i.e. digital fluency PD. The digital curriculum is part of the technology curriculum.

The goal is that every year 4 and 5 child will have their own device by the end of 2021/2022.

1.4 Te Reo is being offered for our mainstream teachers but where is the Te Reo for our mainstream children? Can we make use of our four Rumaki Kaiako as a resource and perhaps have a dialogue whereby we can have a cultural teacher exchange with our mainstream teachers for something like half a day a week. There is a concern that our children in mainstream are missing out on Te Reo and Michael will seek the best solution for everybody.

Resolution 03.12.20: *That the Principal's Report for December 2020 is accepted.*

**Moved:** Tanya                                      **Seconded:** Natalie                                      **AGREED**

## **7.2 Year to date October 2020 financial statements and Treasurer's Report**

Because of Covid the year remains to be very good in terms of expenses. There was a recommendation for a year 8 Graduation lunch or dinner to be budgeted in order to recognize their wonderful efforts. There was little information in this final report.

The Ministry has not paid for the sewage works as yet.

Resolution 04.12.20: *That the year to date financial statements and Treasurer's report for November 2020 are accepted.*

**Moved:** Diane                                      **Seconded:** Paul  
**AGREED**

## **7.3 Sub-Committee Reports**

### **7.3.1 Stakeholder**

No formal report. The Stakeholder committee will prepare two separate draft parent surveys ready for term one release.

Stakeholder committee to pursue a website refresh for term one.

### **7.3.2 Property**

The school was invited to join a consultation group led by Kainga Ora in relation to their redevelopment work in Orakei and initiated by Simon O'Connor . The group also included representatives from the Auckland Council, Ngati Whatua; Orakei local board, Residents and Ratepayers association and St.Joseph's school . The focus was on development at Brenton place. Issues discussed included site fencing; number of single dwellings; a big push for permanent families rather than transitional housing; confirmation of possible school numbers.

The procurement meeting is set for late January for our new building and drop off zone.

Michael will find the plans and information from the K block build and circulate to members.

Resolution: 05.12.2020: *That the Sub-Committee reports for December 2020 are accepted.*

**Moved:** Michael

**Seconded:** Natalie

**AGREED**

## **8. Health and Safety**

### **8.1 Update**

Identify the wooden borders on the side of A4 and which ones are dilapidated and need repairing.

## **9. Strategic Discussion**

### **9.1 Annual Plan for 2021**

- academic and educational achievement
- looking at critical skills
- differentiate between the primary and intermediate sector
- celebrate year 6
- camp for year 5 and 6

Resolution 06.12.2020: *That the Annual plan 2021 tabled at the meeting is adopted.*

**Moved:** Natalie

**Seconded:** Tanya

**AGREED**

### **9.2 Draft Budget 2021**

We have enough money in the budget to be able to run a second ballot for out of zone students in March.

Resolution 07.12.2020: *That we have a second ballot for out-of-zone students for up to 20 places in Mainstream to be advertised and run for a Term two start.*

**Moved:** Michael

**Seconded:** Paul

**AGREED**

NB. The budget tabled at the meeting included a \$90 000 deficit.

Resolution 08.12.2020: *That the Draft Budget 2021 tabled at the meeting is adopted as the working draft pending approval of the final budget for 2021 in 2021.*

**Moved:** Diane **Seconded:** Rangi  
**AGREED**

## **10. Other Items**

### **10.1 Governance Discussion**

### **10.2 Policies for Review – SchoolDocs**

The draft policies are to be reviewed during the holidays by all members and who are to identify the changes to the generics tailored to our school .Feedback will be discussed at the first meeting in 2021.

### **10.3 Other Business**

#### **10.3.1 Dates for 2021 meetings**

February 15<sup>th</sup> ; March 15<sup>th</sup> ; April 12<sup>th</sup> ; May 17<sup>th</sup> ; June 21<sup>st</sup> ; July 26<sup>th</sup> ;August 16<sup>th</sup> ;  
September 20<sup>th</sup> ; October 26<sup>th</sup> ; November 15<sup>th</sup> ; December 13<sup>th</sup>

Nb. Procedural motion at 8.40 p.m. for meeting to carry on.

#### **10.3.2 Allocation of balance of School Investment (SIP) funding Package**

Resolution: *That the balance of School Investment Package (SIP) funding of 447,220.00 currently allocated to “ landscaping works to create outdoor learning spaces outside Blocks 10 and 11 including canopies, new play matting and seating” be ( confirmed or reallocated to the project agreed at the meeting).*

*NB. This resolution will be deferred until the February meeting.*

Heat pumps have been identified as being in need in the classrooms as well as the library and staffroom. They will increase the well-being for both students and teachers. Michael will identify how many pumps are needed, three quotes, identify where the outdoor units will go etc.

#### **10.3.3 Update of financial services providers**

Diane went to three companies 1) CES 2) Education Services and 3) EdTech and compared prices of service delivered, relationship and information. The board will settle on two options CES and Education Services to decide on which will be re-visited in February.

Michael, Rangi and Kirsten will meet to review Education Services.

#### **10.3.4 Rain jacket design**

Resolution 09.12.2020: That the rain jacket design option O1 approved by the majority of the board members is approved for addition to the uniform and that the uniform policy is updated.

**Moved:** Tanya

**Seconded:** Natalie

**AGREED**

#### **10.3.5 Board picnic**

The annual board picnic for 2021 will be held on March 18<sup>th</sup>.

#### **10.3.6 Board thank you to Tanya**

Tanya confided to the Board that she would be relocating and no longer able to serve on the Board. She tendered her resignation. The Board would like to extend its heartfelt thanks and gratitude to Tanya for her dedicated service and commitment to the Board. Her voice will be sorely missed around the table and the Board would like to sincerely wish her all the very best in her future endeavours.

**11. Karakia Whakamutunga**

Michael

**Close** 9.46 p.m.

**Next meeting: Monday 15<sup>th</sup> February 2021 at 7 p.m. in the staffroom**