



## BOARD OF TRUSTEES

### Meeting minutes

Monday 9<sup>th</sup> November 2020

**Start:** 7.03 pm.

**Present:** Vicki Beaumont (Chair), Michael Earl (Principal), Tanya Hansen, Diane Ah-Chan, Te Arepa Morehu, Natalie Charteris, Janine Dewes ( Secretary)

**1. Karakia:** Te Arepa

**2. Mihi:** Vicki

**3. Apologies:** Rangī and Paul

**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:

Resolution 01.11.2020 : *That the minutes of the meeting held on Monday 12<sup>th</sup> October 2020 are a true and correct record of the business conducted at that meeting.*

**Moved:** Michael

**Seconded:** Te Arepa

**AGREED**

##### 5.2 Matters arising from the Minutes

##### 5.3 Action points from last meeting:

See the Action Points table.

#### 6. Correspondence

1. Information containing changes to the Privacy Act will be picked up with the school docs policies and is something members and teachers will need to be aware of in terms of what is personal information and what happens if you share it.

2. The 'Membership Matters' newsletter from NZSTA contains useful statements which members can use whilst looking at the annual plan for 2021 re. bottom line goals.

Resolution 02.11.2020 : *That the correspondence is received.*

**Moved:** Tanya

**Seconded:** Natalie

**AGREED**

## **7. Hours Log:**

Rangi 2.0 hours ( Property );

### **8.1 Principal's Report:**

The update to the roll is 407.

The staff management will now ,and in all future meetings, be discussed in-committee instead of being included in the Principal's report.

In terms of cyclical maintenance Michael is looking at providing quotes to the Board for painting that needs to be done to the front entrance of the school.The idea is to present quotes at the next meeting with the plan of having work done in the school holidays.

Michael sent out the survey ' Orakei School Health Curriculum Consultation Plan' and received 83 responses. Seventeen comments were grouped into categories i.e. information needs.

The response to the survey was that we need to communicate via the newsletter and the website to help promote programmes and what they entail clearly. Other responses included a general desire to have regular correctly taught physical education lessons. See 1.3.

There was also a lot of positive feedback about our school values. It is important to help teachers understand through their team leaders how to incorporate the values into their sports and health programmes.Sport is a part of learning.

Parents also said they would like more mindfulness, extra-curricular activities and active outdoor learning.

There were also interesting comments on the topic of bare feet, climbing trees and risk.

Michael shared the events of the lockdown drill and the genuine lockdown experience.

Resolution 03.11.20: *That the Principal's Report for November 2020 is accepted.*

**Moved:** Natalie **Seconded:** Te Arepa **AGREED**

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

The budget is in a good place and the report continues to track extremely well with nothing unexpected.

Resolution 04.11.20: *That the year to date financial statements and Treasurer's report for October 2020 are accepted.*

**Moved:** Te Arepa **Seconded:** Tanya  
**AGREED**

## **8. Health and Safety**

### **8.1 Update**

Michael did the health and safety walk with the Property manager and noted some issues. The gutters need cleaning and Michael will seek quotes for this job.

There are fears about the safety of children in relation to the building development next door. Michael will set up a meeting with Kainga Ora and other construction managers to ensure compliance and enforcement.

## **9. Strategic Discussion**

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

Picking up from Wednesday's discussion there are four strategic focus areas :-

- 1) Curriculum development
- 2) Student learning
- 3) Partnership
- 4) Digital technology development

Members ideas included :-

- age appropriate financial literacy should be part of what a broad curriculum would include
- meaningful curriculum with practical application
- during the enrolment process the Principal would meet with every new family creating a positive first experience
- making the Intermediate part of the school special
- accelerate digital fluency
- linewise team can help gather data
- identifying what devices are needed
- employ a grants person to seek out and apply for grants
- outdoor education
- how we start prepping our kids for sustainability which will become their norm
- investment in school leadership and team leaders
- small class size

## **10. Other Items**

### **10.1 Governance Discussion**

See above.

### **10.2 Policy for Review**

Resolution 05.11.20: *That the policies for review Governance 1: Board of Trustees Roles and Responsibilities is accepted.*

**Moved:** Vicki

**Seconded:** Tanya

**AGREED**

## **11. Sub-Committee Reports**

### **11.1 Stakeholder**

The committee met twice ,once with the web designer.

### **11.2 Property**

No report.

## **12. Karakia Whakamutunga** Michael

**Close** 9.28 p.m.

**Next meeting: Monday 14<sup>th</sup> December 2020 at 7 p.m. in the staffroom.**