

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 13 May 2020



Present: Michael Farac, Raewyn Matthys-Morris, Molly Fletcher, Greg Berry, Tineke Joustra, James Hutchins, Jane McLean, Mike Leonard, Ivan Millan

Apologies: Nil

In attendance (without speaking rights): Julia Coyle

Meeting opened at: 6.02pm

Declarations of Interest: Nil

The Board Chair welcomed everyone present at the BOT Meeting using Zoom and acknowledged the 1 member of the public. He reminded everyone that they are not able to record this meeting.

(1.0) ADMINISTRATION

(1.4) Confirmation of Minutes:

- Whenuapai School Board of Trustees Public Minutes dated 01 April 2020.
Moved: Jane moved that the public minutes dated 01 April 2020 are accepted as a true and correct record.
Seconded: James
Carried: Unanimously.

(1.5) Action Items, Amendments, Acceptance

- Nil

(2.0) PRINCIPAL'S REPORT:

- The Board discussed the Principal's Report.

(2.1) Decisions and Motions:

- The Teacher's Only Day scheduled for 29 May 2020 is to be postponed to a date later in the year.
- **Motion:** Board approves to postpone the scheduled Teacher Only Day on 29 May 2020.
Moved: Raewyn.
Seconded: Tineke
Carried: Unanimously.
Raewyn will send out our communication in regards to this.

(2.2) Discussions

(2.2.1) SchoolDocs – Policy Review

- No questions

(2.2.2) Team Leaders Home Learning

- No questions

(2.2.3) ESOL Report

- 40 students in total. The ESOL support teacher has been excellent in regards to connecting with these students.

(2.2.4) PB4L Report

- Question from James around major and minor incidents. Major, would result in dealing with Raewyn and Minor would be something a team leader could deal with. Eg: Major - bullying and hitting a child or teacher. Minor - could be taking someone else's property. The year levels also impact the severity of these. These records keep a good record that can be used for funding. Teachers have been proactive in recording these incidents. Mike asked how many of these students have resulted in a stand down, this number is 2. Raewyn is working with the Learning Support Coordinator (LSC) and family to work with the students rather than stand down students. The school is taking more of a restorative approach. The Dean of junior and senior schools and LSC also supports victims in classrooms.

(2.2.5) 2020 Annual Plan Goals

- No questions

(2.2.6) Learning Support Coordinator (LSC) Report

- No questions

(2.3) Monitoring

(2.3.1) Health and Safety / Property

- All contractors have their own contact tracing register and health and safety guidelines.
- The access way for health and safety standards in front of Room 15 - 18 will be underway in the next few months.
- Skids will be providing Raewyn with a detailed health and safety plan in regards to running this programme on school grounds.

(2.3.2) 5YA Classroom Refurbishment Programme

- James spoke about the initial projection for all classrooms to be completed. Due to unexpected overruns and the cost to complete one classroom being more than expected this is not the case, therefore we are not able to complete the 'wish list' items, or other property 'enhancements'. All classrooms and bathrooms will now be completed, except, the Board classrooms (Rooms 5 & 6). Recommendations from the property committee is that we continue with the project and get the inside of the classrooms looking as good as we can, including flooring, pin board wall linings and painting. This 5YA funding is effectively paying for work that could be from previous years work needed. No imminent building plans are in place, so we need to make this the best we can.

- 'Jacinda's money' is a one off amount to help bring buildings up to a good standard.
- There is some money as a contingency, should this be left over we can then look at how this can be used across the school.

(2.3.3) Playground Update

- All equipment and bark/soil has been removed. The new equipment will be installed starting Monday 18th. Blair will be presenting Raewyn with a detailed health and safety plan before commencing the work on this. Raewyn will ensure this aligns with our own health and safety plans.

(2.3.4) Covid 19 Alert Level Update

- Raewyn has sent out a community letter outlining the requirements for contact tracing and what we will be doing in classrooms and in the playground. Parents will sign in if they are picking up a child using lists prepared for each classroom. Buses have implications, especially for space within the bus, and for those coming off the bus in the morning. Parents are being encouraged to pick up and drop off their students rather than be on the bus. Our focus is to make parents and students feel safe and happy returning to school. Our systems and processes have been written in relation to the Managing Covid 19 in schools guidelines by the Ministry of Education. We continue to stress that if you are unwell do not come to school, this is in regards to teachers, staff, parents and all students. Board of Trustees to send out communication to support the letter sent home today. Julia Coyle to help advise us, and school docs will be sending some support with this around Level 2 guidelines. A temperature over 37.5 degrees, is a Ministry of Health guidelines of being what is unwell.

(2.3.5) Public Health Requirements

- As per 2.3.4

(2.3.6) Property Checklist for Schools Reopening

- James raised the issue of the hot water capacity for classrooms. This needs to be turned on, however we need to be mindful of the temperature. This will be followed up by Raewyn. Raewyn also to follow up and access the risk register and ensure this is up to date. Ivan commented on the details around a risk management plan. Raewyn commented that the side wall where the mural was taken down was a potential asbestos risk if not managed according to a risk management plan, devised by Colin Tucker - property consultant. There is also the issue of uneven concrete. Raewyn to access a copy of his risk assessment from Colin. Also we have a property modification risk assessment from MOE to support a student's mobility.

(2.3.7) Monthly Financial Reports

- James and Raewyn met and they have discussed the outline of the financial processes in school. Parent donations and local funding has been impacted however, we need to be mindful of the spending up to July. Accounts come in on the 28th of the Month following. Tony and Raewyn discuss the details. James and Raewyn will meet. Kerry meets with Raewyn 3 times a year. A critical time is July when the next 6 months funding comes in. Leading Edge oversees our spending and provides detailed support. James is beginning to understand the role of the financial committee.

James is focussing on What are they key outputs of the financial committee? Micheal raised the issue of asking for extra money from parents during this time. Considerations for supporting students and families in need were spoken about. Molly will work with LSC to find local support to help funding.

(3.0) DECISIONS

(3.1) Principal's Appraisal Summative Statement

- Micheal can confirm that the appraisal has been completed and provided to himself and Raewyn by Peter Gall, EDSOL NZ. This will be tabled at the next in committee meeting.
Moved: Micheal moved that Peter Gall be reappointed as principal's appraiser for the period May 2020 - May 2021.
Seconded - Jane.
Carried: Unanimously.
- A letter out to the community that the statutory intervention is now over, an update on the Covid 19 situation and the playground.

(4.0) DISCUSSIONS

(4.1) Covid-19 ALert Level 2 Update

- Discussed under Principal's Report at 2.3.4
- Jane suggested we have an in committee meeting earlier, however it is agreed that we stay as agreed on the June 17th

(5.0) STRATEGIC PLANNING

(5.1) Annual Goals

- Discussed under Principal's Report at 2.2.5
- This is a running commentary that also provides support for Raewyn's appraisal.

(6.0) ADMINISTRATION/CORRESPONDENCE

(6.1) WSBOT Emails (Inbox): Discussed


(6.2) WSBOT Emails (Outbox): Discussed

Public meeting closed at: 7:53pm.

Actions:

1. Zoning
2. Raewyn and Molly to develop guidelines for defining an 'unwell' student. Further guidelines will come from the Ministry of Education.
3. Molly to follow up funding lunches in school.

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 13 May 2020.

Signed: 
Michael Farac - Chairperson
Whenuapai School Board of Trustees

Dated: 25/9/20

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
Review of PTA funding and the impact on school budgeting	13 May 2020	James	Pending
BOT communication to families to support Covid-19 Alert Level information	ASAP	Chair	Pending
Follow up on temperature of hot water facilities in the classroom	17 June 2020	Raewyn	Pending
Access the Property Risk Register and ensure this is up to date	17 June 2020	Raewyn	Pending
Access Risk Assessment from Property Consultant (Colin Tucker) re mural wall and uneven concrete	17 June 2020	Raewyn	Pending
DP to work with LSC to find local support to help with funding	17 June 2020	Molly	Pending
Zoning - Consultation with families	17 June 2020	Raewyn	Pending
Develop guidelines for defining an 'unwell' student	17 June 2020	Raewyn/Molly	Pending
Follow up on funding lunches in school	17 June 2020	Molly	Pending
Letter to Community - Statutory Intervention, Covid-19 Update and Playground	17 June 2020	Raewyn	Pending

2020 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	TERM