

ONEHUNGA PRIMARY SCHOOL
Minutes of Board Meeting held on Thursday 7 May 2020
At 5:00pm via Zoom

1.0 Karakia: Ann-Marie Wickman

1.1 Present:

Viki Holley, Ann-Marie Wickman, Susan Farley, Monika Divis, Charlie Pladthura, Veronica Graham, Richard Sami

1.2 Apologies:

1.3 In Attendance:

Minutes: Morganne Sale

2.0 Administration

2.1 Confirmation of minutes from previous meeting

The minutes of meeting 18th February 2020 confirmed as true and correct.

Moved: **Richard** Seconded: **Viki** Carried

The In Committee minutes of meeting 18th February 2020 are read as true and correct.

Moved: **Ann-Marie** Seconded: **Viki** Carried

2.2 Matters arising from previous meeting's minutes: Nil

2.3 Emailed decisions:

- Leave for staff member
- Charter approval and sent to MOE
- Analysis of variance approval and sent to MOE
- 2020 Budget-Final approval by email.

2.4 Election of Chairperson:

Moved by **Viki** to nominate Ann-Marie as Chairperson, seconded by **Monika**. Carried

2.5 Correspondence:

	Date	Who	What
Incoming	March/April	STA News	
	March/April	Education Gazette	
Outgoing			

2.6 Declaration of Interests:

Refer Declaration of Interests Document

BOT members' brother works for an architect company who will be submitting a tender. He has declared the possible conflict of interest with his company.

Action: Viki will email Justin (MOE property advisor) to query the process of tender analysis.

3.0 Reports

3.1 Principal's Report: Tabled by Viki

Key Goal 2: An engaging, broad, future focused curriculum.

- **Covid-19 Update Learning at home in Level 3 and 4**
 - Learning from home evolved - now separate printed packs and online 'pack' of learning.
 - Conscious decision not to send out devices from school. Instead permission was granted by MOE to enter school under Level 4 lockdown and print and post packs of learning.
 - Level 2 or 3?
 - If we stay in level 3 staff ready to start use of Zoom. Initially to connect.
 - Expecting families will want to increase the pace of learning if we stay in level 3 beyond this week. Plans for this being developed.
 - Planning for both possibilities L2 and L3 at moment
 - Wellbeing of students in Level 2
 - Starting to develop learning for Level 2 which will give children opportunity to process emotions and feelings.
 - Survey of families to give opportunity to share experiences, celebrations, concerns.
 - Wellbeing of staff in Level 2
 - Still many questions about how Level 2 will look (at time of writing this).
 - Some staff have been 'at risk' - questions about how this will evolve in level 2. Expect MOE will give guidance.

- **Level 3 learning bubbles at school**

Gathering information before school opening at Alert Level 3 was key to planning a safe environment for students and staff. The OPS protocols for Alert Level 3 and the guidelines from the ministry meant that we had to create 2 bubbles with 2 staff and at least 7 students in each of them and designated areas for them to be in. We are ready to start 3 more bubbles with very short notice. We anticipate that if Level 3 is extended more families will need to send children to school.

Viki expects an announcement on Monday 11 May, possibility of opening Monday 18th, awaiting further MOE information.

Can we as a BOT make a choice to open on Monday 18th or delay? As per MOE guidelines we must open. Are we ready and prepared to open? Yes a lot of planning has gone into each scenario and very thorough procedures in place.

Cleaners have been in and cleaning in classes used prior to lockdown, doing deep cleans in bubble classes each day.

Viki spoke on parent feedback of their children during this time via a survey, an opportunity to get this information to give teachers time to plan and work with the children and their needs.

Key Goal 3: A fun, safe and inspiring environment

- 10 Year Property Plan in progress. Priority list has been drafted as below, final approval will come through MOE .

5YA Funding

Lifecycle Staffroom refurbishment including toilets - \$100,000.00

Lifecycle Administration Refurbishment including carpets, autex, fixed cabinetry – \$60,000.00

Block 8: Toilet Replacement- \$100,000.00
Library: New Office Space - \$20,000.00
Block 4-Room 14: Lifecycle Refurbishment (Autex, Lights, Carpets) - \$35,000
w/ new window joinery (H&S risk) - \$50,000.00

Total 5YA Funding Available: \$338,798.33

SIP's Funding

Artificial Turf to Courts - \$150,000.00
Playground: Mat Installation - \$100,000.00
Pool: Seating and Shade Structure - \$90,000.00
Sandpit Upgrade - \$20,000.00

Total SIP's Funding Available: \$320,859.00

Relocatables- arborists came in to look at trees, so space can be decided for the exact positioning of units.
Work is looking to start 11 May.
Ongoing discussion around use of classes and surrounding errors with MOE Property Advisor.

Key Goal 4: Hauora/Well Being

- **Staff Wellbeing during Covid-19**
 - Use of google hangouts for connection and chat
 - Team leaders connecting with all team members
 - LAs called by a leadership team rep
 - Leadership team meetings carried out using video on google hangouts - checked in on team members
 - Staff members 60th - virtual drinks on google hangout video
 - Some staff less engaged with google hangout chat - keeping an eye on them
 - Viki checking in on overseas teachers as extra layer of pastoral care

12 week term ahead general concern on everyone's well being.

We are required to report in writing twice a year to our families, reviewing how we can accommodate this
Look at use of relievers towards the end of the term for respite and possible release for report writing.
BOT to look at an event for staff, something they can look forward to.

Finances:

- **April Monthly Reports** tabled and attached in agenda page.
- **2020 Budget Update** Motion: 2020 Budget approved via email during Covid-19.
Moved: **Ann-Marie** Seconded: **Viki** Carried
- **2019 Audit**
Working with Auditors to complete Audit via distance. This means a lot of extra work. Zoom meeting with Morganne, Wendy and Apii to set up google doc to link items to for Auditors.

4.0 General Business:

Health and Safety awareness, lucky to have a staff representative working through Covid-19 information and impact when school reopens.

Thank you to Viki and team, for the great communication to our families.

Once we are through the current situation, we need to look and review what we can learn from this.
Unique opportunity to get further engagement with families

Meeting Closed 6.10pm

Signed by BOT Chair: _____ Date: _____

2020 BOT Dates

30 June - Week 10 Term 2

11 Aug - week 4 Term 3

21 September (a Monday) Week 10 Term 3

3 November - Week 4 Term 4

2 (Wednesday) December - Week 8 Term 4

15 December - Week 10 Term 4

ONEHUNGA PRIMARY SCHOOL
Minutes of Board Meeting held on Tuesday 18 February 2020
At 6:00pm

1.0 Karakia: Ann-Marie Wickman

1.1 Present:

Viki Holley, Ann-Marie Wickman, Susan Farley, Monika Divis, Charlie Pludthura, Veronica Graham

1.2 Apologies: Richard Sami

1.3 In Attendance:

Minutes: Morganne Sale

2.0 Administration

2.1 Confirmation of minutes from previous meeting

The minutes of meeting 3rd December 2019 confirmed as true and correct.

Moved: **Ann-Marie** Seconded: **Viki** Carried

The In Committee minutes of meeting 3rd December 2019 are read as true and correct.

Moved: **Ann-Marie** Seconded: **Viki** Carried

2.2 Matters arising from previous meeting's minutes:

2.3 Emailed decisions:

- Term Deposit Recommendation for BOT approval 4 December
- Tree Maintenance (Trees maintenance - approval for initial work)- 4 December

2.4 Correspondence:

	Date	Who	What
Incoming	February	STA News	
	February	Education Gazette	
Outgoing			

2.5 Declaration of Interests:

Refer Declaration of Interests Document

3.0 Reports

3.1 2019 Student Achievement Data End of Year Tracking: Tabled by Paul.

Explanation and discussion of At, Above and Below across 2019 achievement progress towards targets.
Discussion of data and celebrations of shifts in achievement.

Thank you to Paul for his long hours put into analysing the data and reporting for the BOT.

Action: Ann-Marie to send a message to staff acknowledging the 2019 results and thanking them for their hard work.

3.2 Principal's Report:

Key Goal 1: Student achievement in Reading, Writing and Maths

- PLD over three days prior to school starting was really successful, there was a lot of powerful learning that occurred. Staff feedback collected and shared with the BOT.
There were a variety of topics covered.

The PLD covered both new and existing focus areas;

- building on previous learning
- introducing new learning focus areas for 2020
- sharing & collaborating
- storytelling
- planning

Main topics included

- Relationships
 - Te Iti Kahurangi Kahui Ako
 - Local Curriculum
 - Wellbeing
 - Digital Learning
 - Admin
 - 'Bias'
 - Culturally Responsive Practice
 - Trauma Informed Practice
 - Enviro
 - Strengths
-
- Week 1 Meet and Greet afternoon with the BOT and staff went really well, building great relationships with staff.
 - Leadership Team Professional Development- In 2020 we have two new members in our leadership team - both new to leadership roles. Prior to PLD days, they were taken through the professional learning process for 2020. Team leaders have two parts to their appraisal and professional learning. Deputy Principals are responsible for the class teaching part of their role. Principal is responsible for leadership development.
 - One of the leadership components is meeting with each leader (especially new team leaders) on a regular basis - ideally each week to fortnight, to talk about the role, celebrations and challenges. Another new component this year is a regular 'reading' or discussion starter.

Key Goal 2: An engaging, broad, future focused curriculum.

- Student Achievement Data Analysis and Analysis of variance document shared at meeting.
- 2020 Charter shared for approval, Viki to make a few additions.

Action: Viki to email BOT by 27 Feb after reading documents for approval to send to MOE

Key Goal 3: A fun, safe and inspiring environment

- Weekly Team Meetings and fortnightly Leadership Team meetings have a section each meeting to identify any Health and Safety concerns and any students, families or staff who we may be able to provide support of some kind to. This process is carried out in a very respectful and confidential way.
We have refined our previous process to ensure queries teachers may make about support for a child - for example an application for support with learning with an external agency can be easily checked and followed up. Our aim is to have transparency while also being careful about confidentiality.
- If the concern is not appropriate to be shared in either a team meeting or leadership meeting forum it is shared with the Senior Leaders in a different forum.

Key Goal 4: Hauora/Well Being

- Teachers were introduced to our new format-School Docs for policies and procedures during PLD days.
- Plan to share School Docs in next week's newsletter with our community, then update our website and information to reflect this.
- The review schedule will be included as part of prep for BOT meetings and will be shared with staff and community.
- Health and Safety Minutes from the end of 2019. No meeting yet in 2020.

Finances:

2020 Budget Update-

Viki spent considerable time working with Edtech financial advisor reviewing the 2020 budget, few tweaks to be made and adding to the Fixed Asset Budget.

Action: Viki to send email out for final approval once changed made with Edtech.

Property:

- Changes in MOE personnel have occurred. Contact has been made with another MOE person in property to get advice about the best point of contact to share our concerns and to plan with to ensure progress is not impacted on any of the above projects any more than necessary.
- **Housing NZ** -meeting requested for update on potential enrolments from HNZ project planned for next week.
- **Fencing Project-** A walk through was carried out last week where a number of issues were raised (these had been raised previously). MOE and contractors have committed to rectifying the issues asap.
- School Investment Package- information shared with BOT, MOE email with criteria.

4.0 General Business:

- Developing our OPS 2020 (and beyond) Fundraising Priorities, ideas docs shared with staff.

2020 BOT Dates-

7 April-Week 9, Term 1

19 May - Week 4 Term 2

30 June - Week 10 Term 2

11 Aug - week 4 Term 3

21 September (a Monday) Week 10 Term 3

3 November - Week 4 Term 4

2 (Wednesday) December - Week 8 Term 4

15 December - Week 10 Term 4

Action: Charlie to do Board Talk for Week 4 newsletter-share celebrations of student achievement.

5.0 In Committee Reporting

Motion: that, in accordance with the Local Government Official Information and Meetings Amendment Act 1991 No 54 Resolution to exclude the Public Section 48, Local Government Information and Meetings Act 1987, the Board go into committee at **7.45 pm**

Moved: **Viki** Seconded: **Ann-Marie** Carried

Motion: That, in accordance with the Local Government Official Information and Meetings Amendment Act 1991 No 54 Resolution to exclude the Public Section 48, Local Government Information and Meetings Act 1987, the Board go out of Committee at **8:00 pm**

Moved: **Viki** Seconded: **Ann-Marie** Carried

Meeting Closed 8.00pm

Signed by BOT Chair: _____ Date: _____

2020 BOT Dates

Week 9 - Tues 31 March? - could we move this to the following week - 7 April

19 May - Week 4 Term 2

30 June - Week 10 Term 2

11 Aug - week 4 Term 3

21 September (a Monday) Week 10 Term 3

3 November - Week 4 Term 4

2 (Wednesday) December - Week 8 Term 4

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