

Please note that a lot of the content of this meeting is copies of emails sent to BOT over the Level 3 and 4 lockdown period. The focus of our staff has been on meeting the immediate needs of students and families and a number of our usual focus areas have been put on hold.

May 2020

Principal's Report To OPS BOT May 7, 2020

We have 448 students as of 6/5/2020

Y0	6
Y1	80
Y2	72
Y3	71
Y4	71
Y5	70
Y6	78

Letter sent from Viki to all families with NE children who had pre-enrolled. Options outlined and decision given to families to find best option for their situation. We have had a number of NE children join us in level 3 and 4. Maryanne Swain has worked with these families to welcome them from a distance.

2. An engaging, broad, future focused curriculum

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 3 at moment
- **Wellbeing of students in Level 2**
 - Starting to develop learning for Level 2 which will give chn opportunity to process emotions and feeling.
 - 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)
- **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. We have had 14 students attending school with 2 part timers (these students only attended a few days each week). 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 2 more bubbles with very short notice. We anticipate that if Level 2 is extended more families will need to send children to school.

3. A fun, safe and inspiring environment

10 Year Property Plan proposed (as per email "Onehunga Primary School – Proposed 5YA Projects")

Note the 5YA come within funding remaining.

SIP we will have to prioritise. Possible that amounts (which are estimates) will come in lower and we can then do remaining project.

Playground mat was for bark replacement of lower playground on courts with bike shed. Note this is a high maintenance and ongoing cost safety solution currently.

Hi Viki

It was great to meet you today to start planning the next round of projects. As discussed, please see the below list of proposed projects with a high level estimate per project. We don't have quite enough to do them all unfortunately, but we're pretty close.

5YA Funding

Lifecycle Staffroom refurbishment incl toilets – \$100,000.00

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

Block 8: Toilet Replacement- \$100,000.00

Library: New Office Space – \$20,000.00

Blk 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

Once the board has discussed which projects they would like to move forward with, just let me know and I'll start drafting the 5YA Assessment

5YA proposed projects - approval to complete all listed for 5YA

SIP - Approval to complete all but sandpit. Sandpit still a priority to go back do if there is money left at end of SIP projects. We may be able to do a reduced spec project on sandpit to make it useable again.

Via email - Veronica, Monika

**7. OPS Property – Work in conjunction with MOE to
• develop OPS site master plan and initial stage of building**

Hi Viki

Once the 5YA amendment is finalised we need to submit it to the MoE for approval before we can start the paperwork for the individual projects. Usually the MoE take 2-4 weeks to approve an amendment but at the moment we are noticing longer turn around times on Ministry paperwork due to COVID-19.

Once the amendment is approved, we then need to draft the procurement plan and an RFQ to go out to tender and allow contractors 2-4 weeks (depending on value) to quote.

Next we need to submit the recommendation report and project approval forms to the MoE for approval – this usually takes another 2-4 weeks.

Unfortunately this means the project turn around time is usually about 2 to 3 months currently. However Peter Galliven has already approved these projects in principal so I'm hoping for faster turn around times and will ask him to prioritise the staff room project approval to see if we can get approval closer to the 2 month mark than the 3 month mark.

Are you able to close the staffroom off during renovations during term time, or would this need to be done during school holidays? The current timeline would have this starting close to the July school holidays, so we could look at doing it then?

I will also note to send any RFQ's/ RFT's through to BNC for quoting that would suit them, we've also done projects with them in the past and they are a great contractor, excellent to hear you have had a good experience as well.

Have a great day

susan

Watershed March 2020 report

<https://drive.google.com/file/d/1Soo5cf2Ezo7fPTupYLLkjGnzbqLOkphL/view?usp=sharing>

2 May 2020 – Justin MOE – Roll Growth and Relocs

...the tender for the Lead Designer for Stage 1 of the Redevelopment/Roll Growth Project. The Request for Proposals is live on GETS as of yesterday. I have attached the updated project Brief that will be the basis of the design which also came out with the RFP.

With regards to the temporary classrooms, an arborist is will be looking at the trees to confirm the exact positioning of the units. We are expecting that Portacom will start mobilising on site approx. week 11 May. This will be confirmed by next week.

If you have any questions, please feel free to get in touch with me.

Thanks,

Justinn Valerio | Delivery Manager – Major Projects | Capital Works Northern

Queried BOT involvement in analysis of tenders. Reply below

5 May

The deadline for Proposals is 25/05/2020. Price and non-price evaluations happen early June. Attached is the RFP document that went out on GETS.

For Ministry-led projects, the school does not normally get involved in the marking or scoring during evaluations but we can include a school/BOT

9. Continued whole school focus on Wellbeing – staff and student wellbeing	<p>Staff Wellbeing - Notes added at beg of lockdown...</p> <ul style="list-style-type: none"> • 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 - checke din on team members • staff members 60th - virtual drinks on google hang out video • some staff less engaed with gogole hangout chat - keep ing an eye on them 	
	<p>Staff Communication</p> <p>Information shared with staff in multiple locations linkign back to a staff launch page - similar to that used for families. All important MOE bulletins shared. All inof able to be re-read.</p>	
	<p>Link to email shared to BOT 1/5/2020</p>	
General		
Regular review of and response to hazard register issues by Health and Safety committee.	<p>Health and Safety meeting minutes</p> <p>Meeting was held in TTerm 1</p>	
Financials	<p>Note financial reports from EDTECH atached to agenda page</p> <p>https://sites.google.com/site/onehungaprimaryschoolbot/2020-bot-meetings/bot-april-7-2020</p>	
	<p>Audit 2019/2020</p> <p>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.</p>	
	<p>email "Policy and procedure review in SchoolDocs" and in newsletter in week 6 for community</p>	

<p>Police and procedure review</p>	<p>Hi BOT members</p> <p>You will see in today's newsletter I've let our community know about how they can get involved in policy and procedure review. I think it is worthwhile adding a quick discussion to our agenda for our next meeting about how we carry out the review as a BOT and contribute to this process. Until then the following are open for feedback and I don't want you to miss the chance to be part of it by waiting until we have discussed it. My suggestion is that for this round you add any feedback as an individual and for the Term 2 round we discuss how we progress. Visit the website https://onehungaprimary.schools.co.nz/1893.htm Enter the username (onehungaprimary) and password (care). Follow the link to the relevant policy as listed. Read the policy. Click the Policy Review button at the top right-hand corner of the page. Select the reviewer type "Board member". Enter your name (optional). Submit your ratings and comments. If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.</p>	
<p>Paying invoices - coding and liaising with Ed tech</p>	<p>Ensuring as many invoices as possible were paid for March was a high priority. We know that many of these businesses would be struggling. March invoices were dealt with by Viki, via a google doc and communication with Ed Tech. Wednesday and April have picked up April invoices now that they are back at school.</p>	
<p>Protocols for communication with families, catching the chn who are not communicating</p>	<p>There have been a number of measures to check in on families who we think may be 'at risk' or that we have not heard from over the period of Level 4 and 3. This includes, follow up phone calls and texts. Dropping off learning to those families who find it difficult to pick it up. Teachers and senior leaders have been recording interactions with families so that we can easily track. We have not pushed learning at this stage. Our concern is about wellbeing and if we can support families in any way. Megan has been tracking and following up with those we have not heard from most recently. School wide there is only 4 or 5 families who we have had no contact with at all.</p>	
<p>At risk families - Pataka Kai/community pantry etc</p>	<p>We have organised food packages for a number of families via local groups. School supplies from KidsCan and Another organisation which were due to expire soon have also been shared with families.</p>	
<p>Biodet report air testing - block 8</p>	<p>https://drive.google.com/file/d/1Vsfk3x_xHFR-6m4iWt-CuSjtV5G_qAj/view?usp=sharing</p> <p>Hi Viki,</p> <p>Please see attached report.</p> <p>We will ask Biodet to investigate whether the raised Cladosporium levels detected in Room 22 and Room 15 is due to either raised relative humidity due to a lack of good ventilation.</p> <p>Thanks,</p> <p>Justinn Valerio Delivery Manager – Major Projects Capital Works Northern DDI +6496329331 Mobile +6421898356</p>	

MOE plans to address inequity issues re internet access	<p>There is still limited information about devices for families without access. We completed the required surveys and share info with MOE. We decided the best way to address inequity for learnign was through the rovison of printed packages posted initially nad now able to be collected from school.</p> <p>A decision was made initially not to send school devices due to the significant amount of preparation and handling of each device and internet connections which would be required. This has not been ruled out if Level 3 goes for an extended period.</p> <p>We have subsequently heard of school purchasing devices and being reimbursed by MOE. This was not an option shared by MOE until after the fact</p>	
signed of 2019 annual report		
Signed off 2020 budget	<p>Budget has been loaded and is being used for reports (see March reports from ED Tech attached to agenda page Link to 2020 budget https://docs.google.com/spreadsheets/d/13PIC8HutGgdc5i4Q4YioPljyITQm5oHgaNI6AVZtAsw/edit?usp=sharing</p>	
	<p>Ann-Marie and Justin and 2 other MOE people - re roll growth project and relocs - Ann-Marie emailed about this</p> <p>Peter Galivan - SPA (school property advisor) re block 8, using the \$385K (SIP - School Investment Package - see BOT Principals report from FEB meeting for details), our 5 YA plan and outstanding projects - he has said the turf porject would be approved.</p> <p>One aspect of exisiitng (approved previously by BOT) 5YA is admin block re-carpet. Given that it is budgeted and planned I think we should go ahead. Goodness knows how many years it will be before the block is demolished!</p> <p>Peter is going to work with me around cyclical maintenance once our roll growth block is a bit further along so that we can re-develop this plan to maximise funds on areas not planned to be immediately demoilished once roll gorwth project is finished.</p> <p>We put the Room 6, 7, 8 work on hold at the end of last year. This was planned work to open these rooms into collaborative spaces. I felt that we had really stretched our leadership with new Team Leaders, Reading Recovery Training and Kahui Ako lead roles and that we did not have the capacity to really make the best of collaborative spaces in 2020. We will need to decide if we go ahead with this work over Christmas break this year or re-allocate the funds into another project. I guess the progress of stage 1 of roll growth and predicted roll growth will give us an answer to this. I think that we will be working on stage 1 and stage 2 of roll growth master plan in parallel - but that we just get stage 1 going for now.</p>	
	<p>Justin (MOE) and successful contractor for relocs project</p>	

email 28/2/2020

Relocs as planned. I'm having a low key battle about exact location. Have to be certain distance from boundary - 6 or 7 metres. I'm pushing to minimise impact on field. Also trying to get area at end of new and existing relocs developed into a fenced, decked play/learn area for Room 20 and new rooms. Its not in scope but am pushing!

Next week I'm meeting with reps from Watershed who PM our 5YA projects. They will adjust 5YA to include the additional funding we got in Dec. Watershed will

complete documentation for admin carpeting, then we will get quotes and manage jobs (could have then do it but I can manage this at moment) manage true documentation and PM project

Next week I'm also meeting with an organisation who develop 'under utilised' spaces in schools. I think that we need to seriously consider what we can do to provide additional play areas since we will lose one court when roll growth project starts. I'm wondering if we can use un-used 5YA (suspect we can't as it will not meet criteria, but once again, I'll try and be 'creative' about how I sell this work to see if it can be part of 5YA). If it's not in our 5YA, I think we could include in the additional SIP funds for this.

I am very aware that property will consume a significant amount of my time for the next few years and am looking at what can be delegated and what can't in response to this. One way is to utilise Watershed for completing documentation and most project management of the 5YA and SIP jobs.

I'm also aware of the danger of one person holding the knowledge - it's a bit of a dilemma between involving Megan and Paul in meetings so they know what's going on and maximising their time on delegated roles. We will work through it though.

MOE - COVID-19 update - Thursday 5
May

<https://docs.google.com/document/d/1I-luxmGSfPvdPLHN0mdtDasuBtvMLHMYAOzX6qAaG8/edit?usp=sharing>