

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 26 MAY 2020 AT 6PM

Action

Present: Chris Betty, Sean Hyland-Mills Kelly Sinfield, John Everitt, Hemoata Wanakore-Flavell, Matt Preston, Ashley Jacobs, Rose Salani, Carlin Lee (Visitor)

Apologies: Lesley Mac Michael, Claudia Duffus, Anna-Marie Kingi, Kelly McCardle.

ADOPT THE AGENDA

Moved: C Betty Seconded: Matt Preston

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 9 April 2020.

Moved: C Betty Seconded: K Sinfield

Matters Arising:

- Solar panel funding – work in progress. CB
- Jacque Hema memorial – work in progress CB
- School food/packaging discuss with HLA Science – There is a new Canteen operator. New food policy being looked at with the new operator in place. Ongoing
- Changes to Technology area there is information in the Property report about this.
- Covid-19: Still hard with the 1-2m rule. Schools have returned to normal under Level 2 with an emphasis on contact tracing and hygiene standards. We will continue with the use of sanitizers in classrooms when the alert levels disappear. CB
- Homework Policy delayed until we are at Level 1. Students and parents do not need yet another survey. CB
- Principal to provide percentages/numbers of students for 2020 Local School Final Results comparison. CB

HEALTH & SAFETY

- No H&S meeting held during Covid-19 lockdown - some information in the Property Report.

PROPERTY REPORT

Matters Arising

- Changes made under Health & Safety in response to the Covid-19 lockdown. Ministry of Health and Education has given the College a lot of guidance – this can be found in the BOT Covid-19 folder. Since our return to school, we have implemented several processes to bring us into line with the requirements, e.g. hand sanitizers, signs and notices, distance requirements of 1-2m apart, no visitors, meetings by appointment and only one person can attend. The processes will change with different alert levels.

- The playground is on hold. NZCT has given us \$50,000 but that is not enough so we will need another charity to donate. Applications submitted have expired since we went into lockdown. We need to reapply. We know these charities will struggle to find money for us as they will likely be inundated with requests for funds. We need a determination as to when NZCT wants the money to be spent. It may mean downsizing the playground to fit the money we have.

Move that the Property report be accepted

Moved: C Betty Seconded: J Everitt

FINANCE REPORT

The finance committee reports for January, February, March and April accounts were tabled.

Matters Arising:

- The accounts look good, but things could change very quickly.
- One issue we have is that devices from the MOE are coming back in but we do not have storage units (trolleys). These are not cheap (from \$1600 to \$2000 each) and we will need about ten. Will be unbudgeted expenditure as we need the devices in storage units.
- Yellow Pages - investigating costs and whether they are needed.
- School donations opt-in scheme. Where does money go? It is not targeted and forms part of the overall budget. It could go towards the storage units.
- In the February accounts, the Principal incorrectly stated that the money from the Government opt-in donations scheme comes under *Other MOE Grants*. It comes under *Operations Grant 1st Quarter*.
- March - a busier month.
- April - not as much spent.
- Overall tracking is pretty good.

Move that the Finance reports be accepted.

Moved: C Betty Seconded: S Hyland-Mills

POLICY – None

PTA REPORT – None

STUDENT REPORT

Matters Arising

- Online bullying, especially on an anonymous 'Rumours' page started up during lockdown. Principal said the school is aware and this has been referred to the Police. Any actions that need to be taken will depend on what part of the Act has been breached.
- Query about where the digital communications Act and the right of free expression intersects. Sean Hyland-Mills said that the definition and the Act is very clear regarding the differences between harm and the right of expression. Hemoata said that the hashtag "TKC" is specific to this school and that it is unfair.
- Principal advised that Jess Paton, Media Manager, has developed our website which will go live soon with updated content.
- Query around beanies and hoodies. We will not be doing this as standards need to be kept. Students will be offered bucket hats.

Move the Student Representative report

Moved: R Salani Seconded: K Sinfield

CORRESPONDENCE*Inward Correspondence.*

Note: Hemoata received an email from NZSTA on *Knowledge Hub – NZSTA Workshops for Trustees*. She queried the email distribution of these. We are not sure if all Board members receive them. Lesley forwarded the email to all Board members and will query the circulation with NZSTA.

LM

Outward Correspondence:

1. Letter to M Chidambaram 26 May 2020 approving cancellation of leave.
2. Letter to C Stilwell approving transfer of Refreshment Leave to Term 2 2021.
3. Letter to Lesley MacMichael 26 May 2020 approving cancellation of leave.

Moved that the inward correspondence be accepted and the outward be confirmed.

Moved: C Betty Seconded: K Sinfield

PRINCIPAL'S REPORT

1. Move that the Year 12 & 13 overnight camp to Waitawheta 24-26 June be approved
Moved: C Betty Seconded: J Everitt
2. Move that the Board confirms the appointment of Adrian Clark to the fixed term, full time position of Attendance Advisor from 18 May 2020 to December 2021.
Moved: C Betty Seconded: K Sinfield
3. Move that the Board confirms the appointment of Megan Van Lieshout to the fixed term, full-time position of Teacher Assistant (for student, Liam Hamilton) from 2 June 2020 to 3 July 2020.
Moved: C Betty Seconded: M Preston
4. Moved that the Board confirms the appointment of Sarah Welch from a fixed term, full-time position to a permanent, full-time position beginning 27 October 2020.
Moved: C Betty Seconded: S Hyland-Mills
5. UK Tour – Principal is waiting for airline to cancel the booking so that money can be refunded. Officially, an email has gone out to all participants to inform them of where we are at with the trip. The only concern is the fundraising money. Principal to investigate the tax implications of refunding fundraising money. We do not want to put the Board at risk if the fundraising money has to be taxed or we were not supposed to give it back. We just want to follow the rules. There will be a two-payment scheme to refund parents. Firstly, the contributions held by us and secondly, the \$1900 (possible refund from Travel Agent) and the possibility of fundraising money being refunded.

Move the Board confirms the cancellation of the UK Tour 2020.
Moved: C Betty Seconded: K Sinfield
6. The Board discussed the International Programme and decided to form a sub-committee to look at the viability and future of the International programme.

Move that the Board forms a committee for the above. Committee members are Sean Hyland - Mills, Kelly Sinfield, Hemoata Wanakore-Flavell and John Everitt.
Moved: C Betty Seconded: S Hyland-Mills

CB

7. Move that the Board approves the setting up of a *Paataka* (an Open Street Pantry Movement for the community).
Moved: C Betty Secoded: K Sinfield
8. Move that the Board approves a committee to produce care packages for needy families.
Moved: C Betty Secoded: K Sinfield
9. Move that the Board sends a letter of thanks to Lyndal Andrews for her work in the Canteen over the past 8 years.
Moved: C Betty Secoded: S Hyland-Mills
10. Move that the Board confirms Donna Williams as new Canteen Operator to December 2020.
Moved: C Betty Secoded: M Preston

LM

Move the Principal's Report
Moved: C Betty Secoded: K Sinfield

GENERAL BUSINESS

1. School Jackets.
Move that the Board confirms the school jacket as Option B - the warm, lined jacket.
Moved: C Betty Secoded: R Salani
2. Draft *Analysis of Variance* (AOV) and *KiwiSport* statements. John asked for clarification on a number of queries he had with the AOV. These were not governance matters but John put the queries to the Principal who replied. Minor adjustments will be made to wording to avoid confusion. The Principal will also amend the Wellbeing section as this was blank.
3. C Duffus had items which will be on General Business for the next meeting.
4. A query on payment for modules. The last module rotation will be dropped and fees will be adjusted accordingly. A query about *Education Perfect*. A Jacobs explained the funding and its use. Hemoata wants this to be notified before it appears on the invoice. However, it is on the *Fees Schedule 2020* document which was sent to all parents and caregivers.
5. Data online learning. 153 students did not have devices. 530 were connected in some way. 150 responded to the Online Learning survey. 150 survey responses is a small sample. Students were engaged 3-6 hours per day. Some students felt they were given too much work and struggled. Discussed how the students were engaged in the week's work of material provided to each student. We did well and whatever the students achieved was great.

CB

LM

IN-COMMITTEE BUSINESS

Moved into Committee at 7.15pm
Moved out of Committee at 7.45pm
Board meeting finished at approximately 7.47pm.
Next meeting: Tuesday 30 June 2020 at 6pm