

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON WEDNESDAY 26 AUGUST 2020
AT 6PM IN THE STAFF ROOM

Present: C Betty, J Everitt, S Hyland Mills, K Sinfield, R Salani, M Preston, K McCardle,
C Duffus (via Zoom) and A Kingi (arrived 6.04pm).

Apologies: L MacMichael and A Jacobs

ADOPT THE AGENDA

Moved: S Hyland Mills *Seconded: C Betty*

ACTION

DECLARATIONS OF INTEREST - None

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 28 July 2020.

Moved: C Betty *Seconded: K Sinfield*

C Betty went through the action points

- Homework survey will go out on 27 August. Principal will collate results and table at next Board meeting. CB
- School Uniform - the dispute has been resolved. The new provider is SAS Sport Uniforms. Their shop is the Uniform Shoppe in Glasgow St, Pukekohe. We will slowly get rid of uniform stock at school as parents can now purchase from Pukekohe. The uniform from NZ Uniforms was significantly discounted for SAS Sports to agree to the purchase. Information will go to the community early next week. The new jackets will be available but the old ones have to be sold first. SAS will benefit when they sell all the old stock uniform.
- Car park congestion. Waikato District Council (WDC) has painted yellow lines on some sections of Elizabeth St **but** they did not redo the lines on Buckland Rd. P Moody to contact council to get redone. CB/PM
- School Docs – Principal has checked a few policies.
- COWS (Computers on Wheels) – Principal advised we have a lot more laptops and chrome which we will convert into COWS. A Jacobs has bought more trolleys for storage of all the new devices. CB
- Pokeno bus - have to keep working on this.
- The Board previously commented on how *Correspondence* was shown in minutes. This was in reference to some comments made by public visitors at a previous meeting. Thanks to Lesley who has made some changes which look great.
- Many students have not engaged during this second lockdown. We are doing the best we can. Parent-Teacher interviews were very successful. Further discussion occurred on lockdown, the work students were doing and the amount of work that was provided.

HEALTH AND SAFETY REPORT

No report.

PROPERTY REPORT - *The property committee has read the report.*

- Roll growth and congestion in car parks been discussed.
- A few items on the report that have been there for a long time.
- Engaged Harrison Tew for evacuation plan. C Betty has a login now to look at the plan.
- C Betty said the alarm people have been in to look at why the two indicator boards (one in Gym and one in Admin block) are not “talking” to each other. The alarms do not set each other off as they should do.
- Discussion about the land for sale around the school. Two theories are (i) subdivision and (ii) turning one plot into a park. Discussed that whatever happens, the cost of erecting a fence is a shared cost with the new owners.
- New shade cloth has gone up.
- Applied for more funds for the Playground from Grassroots Trust
- Tennis club work in progress

Move the Property Report be accepted.

Moved: J Everitt

Seconded: M Preston

FINANCE REPORT

Finance Meeting Minutes tabled by the Principal

- Income over expenditure looks very good for the month of July
- We are getting a lot through *Other MOE Grants* hence the reason why this is much higher than budgeted.
- Finance Committee discussed the issue of some departments not budgeting well, whilst many still have a lot of money to spend. Need to have better processes to allow learning areas to reflect what they spend.
- Overspend in International, which we were aware of, with the settlement for International Manager. Our international student is staying to end of year and due to pay more for this stay. The Board made the right decision to disestablish International programme as many schools are struggling with the lack of international students. They have overstaffed and struggling to get it right.
- All payments. C Betty explained that is very important that the committee goes through and queries the payments. It shows that checks and due diligence are occurring. The Finance committee needs to continue to do this. The auditors want to see this happening as well.

Move that the Finance report be accepted.

Moved: C Betty

Seconded: K Sinfield

POLICY – Timetable Policy

- C Betty apologised as this should have been rewritten at the end of 2019 when we made all the changes but did not record them in the Policy. The MOE has asked for this policy. It needs to be ratified only for 2020.
- A review of the timetable for 2021 is occurring.
- R Salani talked about a review of the modules too. C Betty said this is being done.
- Discussed that the Board and Principal should share the workload of *Schools Docs* policies and gradually work our way through these to being tabled and approved. Principal will need to download from School Docs and distribute to the Board.

Move that the Timetable Policy for 2020 be accepted.

Moved C Betty

Seconded S Hyland Mills

CB

Finance
CommitteeCB +
BOT

STUDENT REPRESENTATIVE REPORT

ACTION

- Student, Jorja Parmentier, started a new business concept inspired from when her father died. Rose recommends we send a letter of congratulations to her on her success.
Moved: R Salani Secoded: C Duffus
- C Betty discussed that sport has struggled through the second lockdown and that rugby has finished and they are looking at a one-day tournament on 19 September. Netball details will come out soon. Unsure of what is happening with hockey.
- Discussion about Student Leadership Team. There are concerns that if the focus is on attracting the best student then it may be that the team is all girls. Principal's concern is role modelling for boys. We do need to consider removing existing titles and name them *Head Students* and ensure we have a boy selected. We have work to do with our young boys to ensure they have a pathway to take on leadership roles.

LM

CB

Moved the Student Representative Report.

Moved: R Salani Secoded: M Preston

CORRESPONDENCE

- Mid-term elections - C Betty needs to get this sorted. Board members whose terms finish in November 2020 are Claudia Duffus, Kelly McCardle and Kelly Sinfield. Student Representative, Rose, will be standing down in September.

CB

Moved the inward be accepted and the outward be confirmed.

Moved: C Betty Secoded: K McCardle

PRINCIPAL'S REPORT

- C Betty discussed Covid-19 levels and where we fit. We are associated with Auckland schools so therefore can get payments, etc be made. Ministry has confirmed this.
- A note on the work Paul Heta and Rosina DeThierry completed with copying, issuing learning packs and devices was great. Move a letter of thanks is sent to them.
Moved: C Betty Secoded: K Sinfield
- *Urgent Response Fund* – a large amount has been applied for. Details are in the report. C Betty reminded the Board that we applied for \$20,000 for the *Kāhui Ako* care packages for the wider community.
- C Betty went through the classes for next year. Social Science resource room is to be shared with Years 7&8. Many classrooms will be a shared room.
- EOTC – a lot of trips have been postponed or cancelled. Two camps in the report and Principal believes we have done these already. We are limiting the amount of time out of school.
- Confirm Ursula Aitken is on medical leave until 8 November 2020.
Moved: C Betty Secoded: M Preston
- Confirm Shana Davidson is on Maternity Leave from 12 August 2020.
Moved: C Betty Secoded: A Kingi
- Confirm S Askew is relief Y12&13 Dean from 19 August to 11 December 2020, with an increase to 0.75FTE
Moved C Betty Secoded: K Sinfield
- Confirm S Askew's fixed term management unit for relief Dean from 19th August to 11 December 2020.
Moved C Betty Secoded K Sinfield
- Confirm Matthew Williams to take on most of S Davidson's teaching component from 13 August to 11 November 2020.
Moved C Betty Secoded R Salani

LM

- Confirm Doreen Te Wani to cover the teaching component of U Aitken/S Davidson programme 0.63FTE from 13 August to 11 November 2020.
Moved: C Betty Secoded: J Everitt
- Confirm S Dzadya to cover the teaching component of U Aitken programme 0.17FTE from 19 August to 11 November 2020.
Moved: C Betty Secoded: R Salani
- R Gordon is picking up 3 out of 4 periods of Year 7 Art. She will be over allocation. C Betty is negotiating compensation for her.
- Confirm that the Learning Centre and Te Whariki will be merged and rebranded.
Moved: C Betty Secoded: M Preston
- Confirm an increase to 40 hours per week for Jessica Paton, Digital Content Producer, and her role is now permanent.
Moved: C Betty Secoded: C Duffus
- Overseas tour – discuss in committee.
- Attendance remains high. We can see how Covid-19 has increased attendance figures in April and now.
- Rotary Exchange Student, Isidora Ravanal, has changed homes for a third time. It is to be expected and she is very happy staying with Sarah and Melvin Welch.

CB

Move that the Principal's Report be accepted.

Moved: C Betty Secoded: K Sinfield

GENERAL BUSINESS

1. Student Representative Election - Christine Yeager to run this.
Move the appointment of Christine Yeager as Returning Officer for upcoming elections.
Moved: C Betty Secoded: J Everitt
2. UK Tour Update – discuss In Committee.
3. Staffing 2021 – deferred.
4. School Uniform - already informed Board.

IN COMMITTEE BUSINESS

Moved into committee at 6.50pm.

Whilst in committee, the Board discussed matters according to the In-Committee Minutes.

Moved out of committee at 7.07pm

Board meeting closed at 7.15pm.

Next meeting: Tuesday 29 September 2020 at 6pm.