

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON THURSDAY 9 APRIL 2020 AT 6PM

Action

Zoom (Online) Meeting rescheduled from 31 March 2020 due to COVID-19 Restrictions

Present: Chris Betty, Sean Hyland-Mills Kelly Sinfield, Claudia Duffus, John Everitt, Hemoata Wanakore-Flavell, Matt Preston, Anna-Marie Kingi , Kelly McCardle and Ashley Jacobs.

Absent: Rose Salani and Lesley Mac Michael.

ADOPT THE AGENDA

Moved: H Wanakore-Flavell

Seconded: C Duffus

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 25 February 2020.

Moved: C Betty

Seconded: K Sinfield

Matters Arising:

- Solar panel funding – no response yet. CB
- Jacque Hema memorial – in progress. CB
- School food/packaging discuss with HLA Science – in progress. CB
- Student Rep noted student feedback on overcrowding on Pokeno bus. Discussions occurring with Murphy's. Changes to bus stop locations for safety reasons (see H&S report).
- Homework Policy delayed due to COVID-19 restrictions. CB
- Name change to Haeranga Marae.
- Advert for Attendance Service position to be published in local newspaper and Facebook either this week or next. Done

HEALTH & SAFETY

Matters Arising

- No H&S meeting held but 24 March 2020 report tabled.
- Claudia asked if changes to Technology area to improve student safety are feasible. She suggested options for screening and using CCTV to monitor. Principal said Technology HLA and staff will meet to discuss courses and curriculum and look at H&S within the current arrangement. There has been a decrease in injuries since CCTV installed. CB

Move that the Health & Safety report be accepted.

Moved: C Betty

Seconded: A Kingi

PROPERTY REPORT

Matters Arising

- Technology changes should come through 5YA but currently all 5YA funds have been allocated so will need to go on next 5YA. Roll growth could assist with funding.
- Principal tabled 10YPP/5YA amendment to allocate the extra School Investment Package (SIP) \$400,000 given to all schools to the Admin refurbishment project.

Move the Board approves the above allocation of \$400,000 to the Admin refurbishment project.

Moved: C Betty Secoded: J Everitt

- We have changed the architects for the Admin refurbishment. Melissa (MOE) has approved. Documents to be signed by Board Chair.

Done

Move that the Property report be accepted

Moved: C Betty Secoded: C Duffus

FINANCE REPORT

No Finance reports due to COVID-19 restrictions.

POLICY – None

PTA REPORT – None

STUDENT REPORT – None

CORRESPONDENCE

Inwards - Item #1.

Move that an attendance letter for Student 18021 be approved for sending.

Moved: C Betty Secoded: K Sinfield

Inwards - Item #5.

Move to confirm a request from Christina Stilwell to take Refreshment Leave in Term 2 2021 instead of Term 2 this year as her travel plans were cancelled this year due to COVID-19 restrictions.

Moved: C Betty Secoded: S Hyland-Mills

Inwards - Item #6.

Move to confirm a request from Lesley MacMichael to cancel her proposed leave in April and May this year to visit her elderly mother in Scotland as travel was cancelled due to COVID-19 restrictions.

Moved: C Betty Secoded: C Duffus

LM

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

Moved: C Betty Secoded: K Sinfield

LM

PRINCIPAL'S REPORT

- John asked how the 1-2 metre rule was “enforced”? Principal held a half hour info session for students. He encouraged them to stay apart, not to share food no kissing or cuddling. Have had mixed results. Principal agreed “enforced” may have been the wrong choice of word to use. Should be “educate”. John said physical spacing was a problem in small areas. Sean said we had been guided by Ministry of Health. Was there a policy in place? Kelly McCardle pointed out that there was still a lot of the unknown at that stage.

CB

- The overseas tour to the UK has been postponed until December 2020 but may have to be cancelled. We will have to wait to see what develops.

Move that the Board confirms that the Tuakau College overseas tour to the UK is postponed until December 2020.

Moved: S Hyland-Mills

Seconded: K Sinfield

- Principal completed a local school comparison for 2020 final results and we have come out reasonably well with an improvement over the last two years, thanks to all our staff. Claudia asked if Principal could provide percentages.

CB

- We have extended the contracts of two long term relievers (LTRs).

- Move that the fixed term position for Anjali Bhatt is extended until 11 December 2020.

Moved: C Betty

Seconded: S Hyland-Mills

- Move that the fixed term position for Robyn Withers-Lauer is extended until 11 December 2020.

Moved: C Betty

Seconded: K McCardle

- In addition to the cancelled leave for Christina Stilwell and Lesley MacMichael, Muthu Chidambaram had leave approved at February's meeting to travel to a family wedding in the USA from 13-19 May. Muthu contacted the Principal to cancel the request for leave due to COVID-19 restrictions.

LM

Move to confirm the above request to cancel the proposed leave for Muthu Chidambaram.

Moved: C Betty

Seconded: S Hyland-Mills

- 1st March Roll Return confirmed the good news that our total is 670.
- Attendance has dropped dramatically due to the COVID-19 pandemic, online learning and school holidays. We will be part of the North Waikato Attendance service and will advertise the Attendance Advisor position soon.

Done

- Principal - not going to be short closure due to COVID-19. Had Zoom meeting today with HODs. Supplementary report in Principal's Report. Letter going out today on what we are doing.

CB

- John asked if we are allowed at school under Level 3 to pick up resources? Principal thought limited access was available.

CB

- **International** – the programme has been hit by the COVID-19 pandemic. All overseas students are back home except for Koharu and Isidora. There were some issues but we eventually got

them back home. However, the outlook for the International programme is very uncertain and we will be reviewing this area and will keep the Board informed.

Move that the Principal's report be accepted.

Moved: C Betty Seconded: S Hyland-Mills

GENERAL BUSINESS

1. Board concerned about staff wellbeing. Three-week holiday in July mooted (*refer Hobsonville Principal*) for staff working during holidays.

CB

2. *Uniform* - Decision required on which school jacket to purchase. Students want warmth. Principal will get photos for Board to choose between the two options below:

CB/BOT

- i. Softshell – smarter looking.
- ii. Fleece – warmer but not as smart.

There will be a transition where students can use their current jacket until it is worn out. Start date 1st July 2020.

3. Principal said there were inequity issues in online learning with not enough devices or no internet.

4. Hemoata thanked the staff for their work during lockdown.

NO IN-COMMITTEE BUSINESS – due to COVID-19 access restrictions.

The February In Committee Minutes will be tabled at the meeting on the 26 May 2020.

Board meeting finished at approximately 7pm.

Next meeting: **Tuesday 26 May at 6pm.**