

## Minutes of BoT meeting 2 April 2020

Zoom Meeting held

1.0 Present: Brenda Cronin (BC) Danielle Turner (DT) Sara Tuitupou (ST) Keryn Smale (KS) Katy Perry (KP) Kona Hatalafale (KH) Amanda Lake (AL) Jilesh Mistry (JM) Ben Cox (Ben C) Sarah Mackay (SM) Owen Robyns (OR) Maree Williams (MW)

1.1 Apologies Marc Peard

1.2 Register of hours to be completed

Item	Read	Discussion/queries	Answers/comments/Actions	Ongoing
		(DT) has given 'speaking rights' to Owen and Sarah		
Minutes of prev meeting	BC ST DT KS KP KH AL	Approved Moved (JM) 2nd (KP)		
Matters Arising	BC DT KS KP KH AL ST	(KS) - to circulate final/working version of strategic plan - assuming this is different from what was last emailed (before submission to MoE)	<a href="https://docs.google.com/document/d/16nD8REiH7Uq0LAXyp50F0ykxskK9Vm5AuNuLkdHO4D0/edit?usp=sharing">https://docs.google.com/document/d/16nD8REiH7Uq0LAXyp50F0ykxskK9Vm5AuNuLkdHO4D0/edit?usp=sharing</a>	

<p>Principal Report Moved (AL) 2nd (BC)</p>	<p>BC ST DT AL KS KH</p>	<p>Out of Zone place</p> <p>Incident team in place as per report</p> <p>(KS) - how are "days open" treated during lockdown or other Covid 19 related closures?</p> <p>(KP) If we get paid for meetings - is this done instead of dinner first and could we still claim babysitter expenses?</p> <p>Board Fees (BC) explained she has had advice from NZSTA regarding schools policy on board fees. She explained her feelings on this policy. Board discussed.</p> <p>Staffing as per report (BC) explained the situation re the new teacher from overseas. Brenda and Owen will be discussing the options next week.</p>	<p>Applications closed. (BC) explained results and action taken.</p> <p>(BC) and (DT) will work on this as required if necessary</p> <p>Number of days open remains the same. Last week children were accounted for as Justified absence from school, next 2 weeks are holidays, then next 2 weeks there is a code for off-site learning.</p> <p>Board fees would take into account baby sitting fees or any other expenses related to board meetings. The BoT dinner was a separate cost budgeted into the BoT budget in the past years.</p> <p>Board voted to change the Governance Policy to say that an Honorarium will be paid to all board members who attend board meetings and if they choose not to receive this they would advise the Executive Officer. This will be paid termly. All in favour.</p> <p>New teacher will make a decision re position.</p>	
<p>Health and Safety Report</p>	<p>BC ST DT</p>	<p>(KS) have issues raised in previous meeting now been resolved?</p>	<p>Footpaths which have been cut to allow electrical cables to be laid adjacent to pool need to have void concreted. Will need to</p>	

<p>Moved (DT) 2nd (KH)</p>	<p>KS KP KH AL</p>		<p>ascertain responsibility. School or Swimsation. (DT) said that this was responsibility of Swimsation Due to be completed in School Holidays but on hold with covid-19 - DT <b>Front of school</b> Remove dead tree from the garden behind the school sign. <b>Done</b> <b>Caretaker shed area.</b> Further secure area between bike shed and coal shed. <b>Done</b> <b>Bike shed.</b> This has been reorganised and we are also educating students on how to place bikes inside and the use of junior bike stands for younger pupils. We still need to investigate alternatives as entry and exit difficult especially while Dental Clinic is on site. <b>Moved stands to area between Matawaka and Waitakere-problems of entry and exit have been resolved</b> <b>New playground.</b> Follow up on remedial work undertaken in 2019 to see if has been completed. <b>One query about post to be sorted</b> <b>Room 21 and 22.</b> Secure rail on wheel chair access ramp. Materials at side of Room 21 to be removed. <b>Done</b></p>	
<p>Policy Review</p>	<p>BC KS AL</p>	<p>KS - how is consultation with Maori community (related to developing plans and setting targets for the achievement of</p>	<p><b>Yes, primarily through hui, but one focus this year is how we increase home school partnership with Maori whanau.</b></p>	

	ST	<p>Maori students) done? Primarily through hui?</p> <p>KS - one of the criteria for discretionary leave is “consistency and precedent”. What is the mechanism for assessing this (e.g. is some kind of register kept of prior decisions)?</p> <p>KS - BC you mention the Maori Cultural Responsiveness self review tool - are you intending that we use this?</p> <p>KS - re: Assurance table - great to see this. Is there a schedule of upcoming assurance areas?</p> <p>KP - Is this tabled to discuss pasifika education in more depth at the next meeting? There a few questions I have with this, but if we are going into more detail next time - I can just hold on to them.</p> <p>KP - It would be really great to see a document (or list) of what PPS does and who runs various activities that satisfy these cultural diversity requirements / Hautu / Pasifika education. I know our Maori / Pasifika students are priority learners, and all I really know that we are doing is what my kids have mentioned, so it would be good to know more specifically (and accurately, rather than just from my</p>	<p>Yes, all leave forms are kept and form a record of any leave requests and decisions made for that request.</p> <p>Yes I would like to work on this at our next face to face board meeting. I will agenda it for that meeting.</p> <p>Yes, you can find this on school docs under Review Schedule (there is also a 3 year review schedule as well)  <a href="https://admin.schooldocs.co.nz/dashboardSchool/content/policyReviews/reviewSchedule/Self%20Review%20Annual.pdf">https://admin.schooldocs.co.nz/dashboardSchool/content/policyReviews/reviewSchedule/Self%20Review%20Annual.pdf</a></p> <p>Yes I will agenda this for next board meeting.</p> <p>Great idea - I will work on this over next few weeks and get something together. BC</p>	<p>BC to agenda Hautu and Pasifika Education Plan for next board meeting for discussion.</p> <p>BC to create a document of all activities around cultural diversity and who is responsible for them.</p>
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		<p>kids).</p> <p>KP - sorry - I am not quite sure what the assurance table means/does/tells us?</p> <p>A.L - Covid 19, may mean some changes to this as well due to numbers etc</p>	<p>This is the policy review table that school docs provides us</p>	
<p>Covid-19 update report</p>	<p>BC ST DT KS KP KH AL</p>	<p>How can board support principal &amp; senior management with Covid 19 - DT</p> <p>KS - happy with recommendation.</p> <p>KS - can new term dates be updated on PPS website?</p> <p>KS - I notice that there is now a policy/page on SchoolDocs entitled Coronavirus Outbreak 2020 - suggest all trustees take time to read. In reality, some of the powers assigned to Boards (e.g. deciding to close the school) will be assumed by Ministry.</p>	<p>A weekly BoT email to all staff would be good - just a catch up and a check in.</p> <p>Brenda and Danni to catch up on phone weekly for updates - BC</p> <p>Yes a good idea Keryn. School Docs took down the Pandemic Plan and put this plan up instead. This is a good link to look at: <a href="http://www.education.govt.nz/novel-coronavirus-2019-ncov-3/">http://www.education.govt.nz/novel-coronavirus-2019-ncov-3/</a></p>	<p>Danni to send email to all staff weekly</p> <p>BC and DT to catch up weekly via phone</p> <p>BC - new term dates be updated on PPS website</p> <p>All - read the Coronavirus Outbreak 2020 plan on School Docs and the MoE Link</p>
<p>Finance Report</p>	<p>BC KS KP KH AL</p>	<p>KS - I also read the draft 2019 accounts (not listed separately in this table).</p>		
<p>• Budget</p>	<p>BC ST DT KP KS</p>	<p>KS - while we won't change the budget at this stage, are we expecting impairments to our investment earnings (interest) as a result of economic downturn?</p>	<p>Jilesh - can you please discuss this with us tonight? BC</p>	<p>Budget will not be changed but we can revise the forecast later on in the year. And while the initial investment is safe, interest income will be reduced but this was never</p>

	AL			going to be anything major as we only have \$200k and interest rates have been historically low - JM
<ul style="list-style-type: none"> <li>Profit &amp; Loss</li> </ul>	BC ST DT KP KH KS AL	KS - I presume that all the large variances are just a timing issue being so early in the school financial year.	<p>Yes - for example</p> <ul style="list-style-type: none"> <li>- Student Leadership budget - this was an event that we sent our student leaders to in March</li> <li>- Website is annual fee</li> <li>- Advertising was for seek advertisements for office vacancy as well as Term 1 Out of Zone advert.</li> </ul>	
<ul style="list-style-type: none"> <li>Suppliers Moved (JM) 2nd (DT)</li> </ul>	BC DT KS KP KH AL ST	KS - is camp deposit likely to be recoverable if camp cannot go ahead this year?	Sarah is looking into this and will get back to me once she has heard from the camp.	
<ul style="list-style-type: none"> <li>Property Report Moved (BC) 2nd (KH)</li> </ul>	BC DT KS KP KH AL	<p>Is it possible to get all information around shade system onto 1 document for review - new quote - do we require 2 with change in price? Funds raised by FOS? School Contribution etc - DT</p> <p>KS - I support the use of SIP funds for shade structure - do we need a vote for this?</p> <p>KS - could 10YPP please be circulated (for reference)?</p>	<p>Yes, good idea - BC</p> <p>I think this has been minuted - but will check on this - this has not been previously minuted - can we please vote on this</p> <p>The board agrees to using SIP funds to complete the shade structure. All voted yay</p> <p>I'm not sure if we have a soft copy of this - I will</p>	<p>BC to get document together DT to send email to property advisor at MoE re funds required from SIP</p> <p>BC - SLT to discuss SIP funds</p>

		<p>KS - last meeting we walked around the property and discussed how remaining SIP funds may be prioritised - what is management's final recommendation?</p> <p>KP - (following on from KS comment) - the use of SIP funds - is this a management decision or governance decision (or a collab)?</p>	<p>check and add it to dropbox if we do.</p> <p>This is a priority for SLT to discuss over next 4 weeks.</p> <p>Collaborative decision about what we will spend the SIP funds on, but very clear guidelines as to what the money is for. I will send a discussion doc out to staff and will bring ideas from staff back to next BoT meeting</p>	<p>allocation with staff for a recommendation to come back to next Board meeting</p>
Correspondence	BC ST KS KP KH AL	<p>Maree Williams Resignation letter (date yet to be confirmed)</p> <p>Michael Bain - resignation from Board</p>	<p>Maree will hold off resignation until school returns to make the transition easier for Monique</p> <p>Accepted</p>	
General Business	KP KH KS AL	<p>Brenda was awarded the NZPF grant of \$1000 to go towards the trans tasman conference. It is likely to be in 2021 now, and the award will transfer to 2021 if that is the case.</p> <p>KS - Governance Policy still to be reviewed. Doesn't need to be done in person - marked up document can be circulated.</p> <p>Also I am looking at the end of the 4/5 weeks - what is our plan as a school/board regarding the children's learning if the</p>	<p>Congratulations! - DT</p> <p>Yay- great to hear you were awarded the grant (A.L)</p> <p>Thanks for this Sara, however, in my understanding this is a management not governance area at this point in time. SLT are</p>	<p>All - Governance Policy to be reviewed and any comments put into doc for discussion at next Board meeting</p> <p>Link to Keryn's marked up document:  <a href="https://docs.google.com/document/d/11uyJctd7On8mDU0P8uX3EAvAobl-emNiEIYIHBQAEoo/edit?usp=sharing">https://docs.google.com/document/d/11uyJctd7On8mDU0P8uX3EAvAobl-emNiEIYIHBQAEoo/edit?usp=sharing</a></p>

Meeting closed at 8.05pm		lockdown continues further. How can we work with our most vulnerable families as their gap for learning becomes greater during this time? Vulnerable families meaning the ones without resources ie laptops to access online learning, Pasifika families who haven't accessed Seesaw and may not be receiving the links for online learning, kids with learning disabilities, etc. Be a good discussion to have as a board. ST	working on this over the next couple of weeks and will work with teachers to plan for this scenario. I am happy to report back to the Board about how things go and will definitely ask for Board assistance should we require it. BC	
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