

Normanby School Board of Trustees Meeting  
30 April 2020  
(held by Google Hangout)

Signed ML

Dated 24/6/2020

Meeting commenced: 7:46pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Sheree Ogle, Angelika Fowlie, Vicki Roberts, Sharlene Gray, Tash Campbell (BOT Rep), Kay LePine (Minute Secretary)

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest:

Vicki Roberts re decision on company to provide sports shirts (she will abstain from the vote).

In-committee

In-committee: 7:47pm

Out of committee: 8:01pm

Resolution: Staff and Trustees who wish to, will make a personal contribution for a school family.

In-committee 8.01pm

Out of committee: 8:06pm

Resolution: Principal has made regular contact with staff to ensure their safety and mental health well-being.

Reviews

Governance Review:

**BOT Self Review**

Nil

Special Topics:

**Swimming Pool**

We are still waiting to hear from Johnny Neil. Sheree will send him an email.

Principal's Report

The roll is 153 compared to 151 this time last year.

**Covid-19 Distance Learning**

Staff have worked incredibly hard on distance learning and have worked through the school holidays as a lot of planning and preparation was done before the start of Term 2. It has also been about supporting our school families. We need to be aware that children may be returning to school with stress in the family e.g. financial, relationships. Janelle is visiting three families on a regular basis but she is also concerned about others. Teachers are trying not to add to pressure to families regarding distance learning.

Professional Development is still being done. Staff have been attending online webinars for Hero and doing writing PLD via Google Hangout. The local curriculum development through the Kahui Ako has been put on hold. Both MST and ALIM teachers have continued with their Mathematics

PLD. It has been a big learning curve in terms of using digital devices for staff to implement distance learning.

The Management Team have been a great support with implementing Seesaw which was a programme quite a few families were already familiar with. It cost \$7/child to purchase the higher level of Seesaw. Families have been given the necessary support to connect with Seesaw. The parent surveys have been very time consuming. However they did help to identify families who didn't have any devices and they have now been provided with school devices. Many of our students have received learning support packs from the Ministry.

Janelle would like to acknowledge staff for the use of their home phone and internet while working from home by providing them \$50/month as a token towards these costs. Janelle will check with Education Services about the appropriate way to make this contribution.

The MOE have said to keep a record of all Covid-19 related expenses and that we may be refunded for these. A code has been set up in the budget for this.

Moved that a \$50 per month contribution be made to all staff towards the cost of personal phones and internet during Covid-19 lockdown period.

J. Jones/M. Prince

### **What's Gone Well**

- There has been a lot of collaboration, creativity and resilience shown
- Great support from staff to put plans in place - a real team effort
- Much more sharing and collegiality between schools – teachers and principals.
- Support from the majority of the community with lots of good feedback
- A real focus on building relationships and well being
- Families needing extra support have been helped with care packages and resources
- Some families don't have internet, however, hard copy activities have been provided by the school. Families with internet but no devices were provided with a school device

### **Negatives**

- Extremely long MOE bulletins which often arrived too late to be useful. A lot of reading and checking to do as sometimes further clarification was required.
- Resource packs and devices – schools didn't know who was getting what, if anything
- It took a long time to connect with some families but we now have 100% connection.
- We may have less staff on-site at Level 2 due to immuno-compromised staff
- Continuing with social distancing with more children will be challenging.
- At present \$2000 has been spent on hand sanitiser – this has been very difficult and time consuming to source

### **Reporting to Parents**

- There will be no mid-year reports – this will take some stress off teachers. We are required to provide two written reports to parents each year and this will be discussed at the team meeting next week. Currently staff are providing written feedback to parents via Seesaw. We will do learning conferences. Parents will be asked, "What do you see as the needs for your child? What have you learnt about your child during distance learning?"
- End of year reports will still be done – maybe through the Hero student management system.

### **EOTC - Education Outside the Classroom**

Janelle proposed cancelling the camp for 2020 due to Covid-19 and the different alert levels that could be enforced for quite some time. It would also save putting additional financial pressure on families and there would be less time for fundraising. It would also lessen stress on staff and reduce anxiety in children who can be anxious about being away from home.

Janelle suggested the possibility of holding "A Big Day Out" for Puanga Hub during Term 4 if circumstances allowed for this. It would be to either Whanganui or New Plymouth and the budget

would be limited to \$100 per child. Any camp payments that have already been made would be refunded apart from the cost of "The Big Day Out".

Moved that we cancel the planned 2020 camp due to Covid-19 and offer "A Big Day Out" as a possible alternative if circumstances allow. J. Jones/Unanimous

## NAG 2

### **Strategic Plan/Charter for 2020**

This was included in the Principal's Report. It is a fluid document which will continue to be updated.

## **PTA**

The April PTA meeting was cancelled due to Covid-19 Alert Level 4 lockdown.

## NAG 3

### **Coronavirus – Staffing**

All teachers and support staff have been involved in teaching and learning programmes via distance learning since the start of Term 2 – 15 April. Staff met regularly via Google Hangout during the school holiday break to ensure the technology and planning was in place prior to the start of Term 2.

Level 3 Health and Safety regulations have been put in place to ensure the safety of staff and students.

## NAG 4

### **Extra Funding from MOE**

We have been promised an extra \$112,266 from MOE for further maintenance of our school i.e. things our 5YA doesn't cover.

A discussion was held on what the priorities from the Wish List would be, taking into account our policies, the Strategic Plan, how it would benefit our students, and how many students it would benefit.

Priorities from the Wish List:

- Air conditioning/Heat Pumps for all classrooms
- Sun shades for Puanga eating area
- Tree removal and replacement
- Staff car park
- Security cameras
- Storage shed for equipment

Janelle will liaise with the MOE Property Advisor and then get quotes for these items.

People were entering the school grounds during the start of Lockdown Level 4 so Janelle, Cameron and Gareth put up signs and tape which made it clear that no access was allowed. This was successful in keeping people out.

## **Coronavirus**

It has been necessary to spend money (not in budget) for first aid, sanitiser, extra paper towels, soap, gloves, tissues and cleaning supplies. All classrooms have been provided with disinfectant and sanitiser bottles to clean all desk tops at the end of every day.

Office furniture and a printer were purchased so that a home office could be set up. All equipment purchased will be re-purposed once we are back at school full time.

### **School Docs Budget**

Last week we received an invoice from School Docs for our annual fee. We paid an initial fee of \$1,380 in 2017. We weren't charged a fee in 2018 and 2019 due to an error in their system and they have chosen not to seek reimbursement for those years. In future \$1,495 will need to be included in our budget.

### **School Sport Uniform**

We have received a quote for a sports top from Game Changer for \$39.68 including GST. Janelle received a mock up and said it was a better quality to the previous tops she had been quoted for and that we only need to order a minimum of 10 at a time (compared to 100 for the other quote). As well as parents buying them for \$40, the school would purchase some for parents to hire or pay a bond.

Moved that we purchase sports tops from Game Changer for \$39.68 each.

J. Jones/Unanimous

(Vicki abstained from the vote as she knows the owner of one of the companies)

Vicki will liaise with Game Changer about the design (does it have a meaning?), colour (keep white to a minimum) and printing ('Normanby' in white on the back, numbered?). She will email the BOT with the results of her discussions with Jai.

### NAG 5

#### **Emergency Drills**

No emergency drills have been held this month due to the Lockdown.

#### **Coronavirus**

Level 3 Covid-19 protocols and communications were included as an appendix to the Principal's Report.

#### **Flu Vaccinations**

The Ministry is providing one-off funding to cover flu vaccinations for all school staff until 30 June 2020. The cost will be reimbursed by the Ministry.

### NAG 6

#### **School Docs**

Policies under review for Term 2 are:

- Documentation and Self-Review Policy
- Employer Responsibility Policy.

The Board were asked to read the policies and make any comments for suggestions via the School Docs website.

#### **School Term Dates**

The updated school dates (taking into account changes made due to Covid-19) were presented to the Board.

Moved that we adopt the new school term dates for 2020.

J. Jones/Unanimous

### NAG 7

#### **School Charter**

Covered above.

## Kahui Ako Updates

### **Lead Principal Appointment**

Kerri McColl who is DP at Hawera Primary School has been appointed Lead Principal. She has previously been the co-leader of the Patea/Waverley area over the past three years.

### **Kahui Ako Staff Only Day**

This has been postponed due to the Covid-19 situation.

### **AST/WIST**

All AST's (Amy) and WIST's (Jude) have had their Kahui Ako positions put on hold while they support their home school.

### BOT Triennial Work Plan

Many of the work plan tasks can't take place at the current time. These will be reloked at as we move through the different Alert Levels.

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Maz complimented Janelle on her commitment and hard work during this time of emergency.

### Financial Report:

Passed March (No. 2) accounts for payment by email: \$1,272.89

Passed April accounts for payment by email: \$6,121.44

March VISA balance: \$765.98

We have been refunded for a Principal's conference in New Plymouth which was cancelled.

Balance of accounts as at 31 March 2020

BOT account: \$304,731.77

Investment account: \$86,000.00

As at 31 March 2020 we have spent 21% of what we had budgeted for the year compared to 25% of the calendar year gone.

Actual available funds as at 31 December 2019 were \$285,566

Budgeted available funds as at 31 December 2020 are \$272,475

Actual available funds as at 31 March 2020 are \$345,101

Budgeted available funds 31 March 2020 are \$293,940

Moved the Financial Report be accepted.

A. Fowlie/V. Roberts

### PTA

No April meeting was held due to lockdown. Everything has been put on hold for now.

### Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/T. Campbell

Matters Arising:

Nil

Job Sheet:

- Sharlene will give the name of the person who removes trees to Janelle

Correspondence:

**Inwards**

Education Gazette 16 March 2020

VISA statement - March

March Financial Report Summary

TSB March 2019 bank statement

**BOT Emails (circulated to Full Board)**

Janelle – re temporarily suspending van service due to Covid-19

Janelle – Special Meeting to be held 22 March to discuss Covid-19

MOE – Covid 19 updates

Janelle – updates on plans for distance learning

SchoolDocs Advisory: Term 2 Review & Reports

Janelle – Draft Health & Safety Procedures for Level 3

SchoolDocs Advisory 25 April 2020

**Board Correspondence Received (filed)**

Nil

**Outwards**

Nil

**Late correspondence**

Nil

Ministry BOT tracking sheet completed for April.

**General Business**

- A Netball competition may be held in Term 3. Vicki will email Clarissa to ask her to contact families to see if they still want to play if it goes ahead. Fees will be refunded to children who no longer wish to play.
- No directive from the government has been received about when school will go back.

Agenda Items for next meeting:

Swimming Pool

PTA Meeting:

TBC

Next meeting: 7:30pm Thursday 21 May on Google Hangout (6:30pm if held at school)

Meeting closed: 9:48pm