

Normanby School Board of Trustees Meeting
21 May 2020
(held by Google Hangout)

Signed ML

Dated 18/6/2020

Meeting commenced: 7:55pm

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:

Nil

In-committee

In-committee: 7:56pm

Out of committee: 7:59pm

Resolution: The Board were updated on high needs students.

Reviews

Governance Review:

BOT Self Review

Nil

Special Topics:

Swimming Pool

Nothing to report. Sheree will email Johnny Neil.

Principal's Report

The roll is 153 compared to 157 this time last year.

Covid-19 Distance Learning

This week we have had 79% of our students at school. The remaining families will send their children back to school on Tuesday 2 June (after Queen's Birthday weekend). The staggered start and finish times are working well. The roundabout drop off zone is also working really well and Fred Kumeroa has offered to approach the council to see if they would introduce this as a permanent system. We would also like to investigate angle parking on Hunter Street (west of the Bus Shelter). Staff and school vans have been using the parks from the skip down towards the main road.

We have staggered morning tea and lunch breaks which have been working well. Both breaks are half an hour each. Behaviour is more manageable with regular short breaks and children are returning to the classroom ready to learn. A ten minute break at 2pm for the juniors could be

introduced. At present Janelle has a daily Google Meet with the whole school at 9:45am and classes are doing their own Jump Jam in class.

Janelle suggested looking at alternative school times permanently – 9am to 2.30pm or 9.30am to 3pm with no children onsite before 8.30am. This would mean all planning and meetings could take place with staff finishing by 5pm each day. It is a good opportunity to carry this on after Alert Level 2 finishes.

Janelle asked the Board to consider this change with further discussion to take place at the next meeting. Communication with the community would be essential. Janelle suggested continuing with a 2.30pm finish until the end of term regardless of whether we move to Alert Level 1.

Professional Development

Staff have been undertaking PLD via Zoom and Google Meet during Alert Level 3 and we aim to continue this wherever possible.

The NZ/Australian Principals' Conference that Janelle was to attend in September in Melbourne has been postponed due to Covid-19 until July 2021. All money paid will be transferred to this date. Janelle will contact Air New Zealand to get a credit for the flights.

Recommendations:

- The BOT considers new school times for the future - 9am to 2.30pm
- The BOT supports the idea of a permanent drop off/pick up zone and new parking area for parents and to seek council support for this proposal

NAG 2

Strategic Plan/Charter for 2020

Our strategic planning has had to change as our focus has been on distance learning and for the first two weeks back at school, re-establishing routines, building relationships and manaakitanga.

PTA

The PTA meeting for May was cancelled due to Covid-19 Alert Level 3.

NAG 3

Coronavirus – Staffing

At this stage all staff are well but they have been given the message that if they're unwell they need to stay at home.

Recommendation:

- Continue to follow all MOE and MOH directives and guidelines to keep all personnel safe.

NAG 4

Extra Funding from MOE

We need to submit what we are spending the extra \$112,266 on by 31 May. We don't need to provide quotes at this stage. Janelle has been in contact with Rachel Vickers who suggested using a project manager to initially access the funds. Janelle has approached Gina Thompson to ask if she could do this for us. We are able to submit extra items on our list even if we only have enough funds to complete some of them.

Janelle gave some examples of what other schools have had approved to spend their SIP funding on.

Priority Wish List from our discussion at the last meeting:

- Air conditioning/Heat Pumps for all classrooms – approximately \$30k
- Sun shades for Puanga eating area (not eligible for SIP funding)
- Tree removal and replacement (this has already been completed for \$575)
- Staff car park (West side of School Hall) – if we get council support this won't be necessary
- Security cameras – approximately \$10k
- A purpose built garage/shed to be built beside Room 8 – approximately \$20k

Further Suggestions:

- Playground equipment (we have a 6 x 6 area where the tree was removed)
- Carpets in hallway, R2 and R7
- Partially enclosed and new decking area between Rooms 5, 6, 7 & 8 – approximately \$60k
- Two big doors in Room 5 & 6
- Partial covering for deck outside of staffroom (where children go for some space)

Staff Carpark (West side of School Hall)

Further to our previous discussions, Janelle suggested that we continue to seek assistance from the council to build a roundabout for a drop off / pick up zone at the front of the school. She would then like all staff to park their cars (including the school vans) on Hunter Street, East of the rubbish skip. This area would be closed to parents. Janelle would then like support from the council to build angle parking down Hunter Street (West of the bus shelter) so that if parents do want to park and come into school that would be their car parking area.

Tree Removal

The tree removal has taken place. This was done on Thursday 14 May as Janelle wanted it completed prior to the children returning to school. The quote remained the same that we approved back in February 2019 (\$575). The mulch from the tree was repurposed to cover some of the ground in the corner conservation garden. The firewood was offered to BOT members for a donation. Sheree Ogle took up the offer. Two trailer loads were taken to Sheree Ogle's mother on Friday 15 May.

Trimming / Pruning of Trees

Janelle has asked the same company to return to trim several trees. They quoted \$1,058 to complete this work.

Playground equipment

Since one of the trees was removed from the playground, we will replace with a small tree but there is also room to grow the playground. Janelle suggested that we earmark some of the SIP money for another playground apparatus.

New carpet

Janelle added new carpet for the Hallway and Room 2 and 7 to the wishlist.

School Sport Uniform

All BOT members chose Mock Up Number 3. The cost per shirt is \$34.50 + GST (\$39.68 inclusive of GST) and we only have to order a minimum of 10 at a time. The cost to parents would be \$40. The school will also purchase some that will be used for Touch teams so that all children are in the same sports uniform. Bond payments will be required for these if they are borrowed. Janelle will liaise with Vicki about how many to order.

Moved that Vicki confirm Mock Up No. 3 and arrange a sample in the final design.

J. Jones/Unanimous

School Property/Maintenance

During Alert Level 3 Cameron took the opportunity to do a lot of maintenance around the school. All testing and tagging of electrical equipment has been completed. The boiler system was not

working as it was shut down by Pepper Construction when Room 5 and 6 were refurbished. Houghton's Plumbing, Corrigan Electrical and Croucher & Crowder Engineers have all been involved in attempting to rectify the issues. Janelle has notified Gina, Our Property Manager, that we will be passing the cost of fixing the boiler system onto Pepper Construction. We have also had some issues with the library heating system – this relates to the 2017 work done by Livingston's.

SUE (Staff Usage and Expenditure)

Assurance is given that all SUE reports are checked by both the principal and the BOT chairperson and then filed for auditing purposes.

Recommendations:

- That decisions are made for the use of the extra \$112k granted by the NZ Government
- The BOT agree to ordering the sports shirt for parents to be able to purchase

NAG 5

Coronavirus

The Level 2 Covid-19 protocols and communications were included in the Principal's Report for the Boards information.

Flu Vaccinations

Flu vaccinations have been offered to all staff – paid for by the MOE using a voucher system.

Managing Medicine/Minor and Moderate Injury and Illness

Assurance is given that we have robust policies and procedures in place for managing medicine, minor and moderate injury and illness.

Risk Management

Assurance is given that we follow the Risk Management policy and procedures as required.

NAG 6

School Docs

Policies under review for Term 2 are:

- Documentation and Self-Review
- Employer Responsibility

The Board were asked to read these policies and make any comments or suggestions via the SchoolDocs website.

Student Attendance

Assurance is given that we are following appropriate procedures relating to school attendance coding and records.

Recommendation:

- To review the documents currently under scheduled review

NAG 7

School Charter

The updated 2020 School Charter, Strategic goals and Annual Plan of Action were included in the Principal's Report.

Kahui Ako Updates

AST/WIST

At the recent South Taranaki Principals Association meeting it was agreed that during this time of uncertainty, all AST's (Amy) and WIST's (Jude) would put their Kahui Ako positions on hold until Tuesday 2 June, while they supported their home school.

BOT Triennial Work Plan

BOT Work Plan for Term 2, 2020 and the 2020 Review Schedule

Many of the work plan jobs can't take place at this time as some are not applicable or not a priority at the present time. Our focus has been on managing through a civil defence emergency.

Extra items

Matapu Zoning

We have had notification that Matapu School will be holding a second consultation meeting facilitated by MOE about their proposed enrolment scheme. Janelle and BOT members are invited to attend.

Survey for Auditors

Maz has completed an on-line questionnaire for the auditors.

New Public Health Response Order

Janelle has received clarification that schools are excluded from the requirements of this order apart from doing contact tracing, physical distancing and having hygiene measures in place. If a child is unwell, the school contacts the parents or caregivers in the usual way to collect them. Under this order, Police do not have the authority to enter a school site and remove a child.

\$100 for Staff

Janelle spoke to Karyn Brett from Education Services regarding this. IRD have allowed up to \$20/week tax free for costs related to working from home during the Covid-19 lockdown.

Moved that we give a \$100 Prezzy Card or voucher to each staff member towards their phone and internet usage during lockdown. J. Jones/S. Ogle

This will be for 14 staff so a total cost of \$1,400 which will be coded to Covid-19 expenses.

First Aid Certificates

These are to be renewed. Janelle is trying to get the majority of staff to do this over the July holiday period to save on relieving costs. The refresher course is \$159 and the full course is \$179. It is compulsory for all teachers and Kay and optional for the Learning Assistants.

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

Passed May accounts for payment by email: \$13,877.91

April VISA balance: \$56.94

Balance of accounts as at 30 April 2020

BOT account: \$392,018.92

Investment account: \$86,000.00

As at 30 April 2020 we have spent 29% of what we had budgeted for the year compared to 33% of the calendar year gone.

Actual available funds as at 31 December 2019 were \$227,317

Budgeted available funds as at 31 December 2020 are \$214,226

Actual available funds as at 30 April 2020 are \$285,759

Budgeted available funds 30 April 2020 are \$233,306

Moved the Financial Report be accepted.

A. Fowlie/S. Ogle

PTA

The May meeting was cancelled due to Covid-19 Alert Level 3. A meeting will probably be held in June depending on the national situation.

Board Dinner

Janelle will email some dates to the Board for a dinner in week 2 or 3 of Term 3. Once a date is confirmed Maz will book a table at Upside Down Eatery.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/S. Ogle

Matters Arising:

The parent response to continuing with netball was two definite no's and a couple of maybe's. The local principals agreed to no sport for term 2. It's a wait and see and will be up to parents to decide whether their child participates. No decisions have been made by Netball Taranaki as yet. Janelle will talk to Vicki and Clarissa and make a school decision.

Vicki said they are waiting on the all clear from Touch New Zealand before they can make any decisions regarding the local touch competition.

Job Sheet:

- All Board members to email Clarissa with a profile for the website/newsletter
- Vouchers were purchased using the personal contributions made by staff and Trustees and these have been given to the school family

Correspondence:

Inwards

VISA statement - April

April Financial Report Summary

TSB April 2020 bank statement

BOT Emails (circulated to Full Board)

Janelle – The School Leader's Covid-19 Survival Guide to Dealing with the News Media: Free Online Seminar 7 May at 10:30am

Janelle – Bank account details for donation to school family

Janelle – Remote Learning Survey

Janelle – Hand sanitiser stations

Janelle – Update on sport shirt options

MOE – School investment package deadline for deciding projects

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

March Financial Management Report

April Financial Management Report

Ministry BOT tracking sheet completed for May.

Agenda Items for next meeting:

- Swimming Pool
- School hours

Maz thanked Janelle and the staff for all their hard work during the Covid-19 crisis. The new system to transition to Alert Level 2 has worked very well over the past week.

Maz asked Janelle to pass the Board's appreciation on to staff.

PTA Meeting:

7pm Wednesday 10 June – Angelika will attend

Next meeting: 6:30pm Thursday 18 June (to be held at school)

Meeting closed: 9:22pm

