

**MINUTES OF THE MAUNU SCHOOL BOARD OF TRUSTEES**  
**Held May 20 2020 6.30pm in Staffroom**

**1 Administration Matters:**

**1.1 Present:** Alison Manson (Chair) Paul Shepherd, Phil Currey, Kate Davies  
Todd Leathem, Claire Turton, Carolyn Boyce-Bacon (Secretary)

**1.2 Apologies:** Nil

**Confirmation of Minutes 17 March 2020**

**Matters Arising from 17 March 2020 Meeting: Nil**

*Moved that the 17 March 2020 meeting minutes be approved.*  
Manson / Leathem Carried

**Confirmation of the “in Committee” Minutes 17 March 2020**

*Moved that the 17 March 2020 In Committee meeting minutes be approved*  
Manson / Shepherd Carried

**1.4 Correspondence:**

**Inwards.** Various email threads to board members from Paul to keep the BOT informed on how the COVID19 situation was affecting school and the process for return to school as the country moved from level 4 to 3, then to 2.

*Moved from the Chair “that the correspondence schedule be accepted”.*  
Manson / Leathem Carried

**1.5 Changes to disclosures of interest:** Nil

**2 Strategic Reports:**

Alison wanted to acknowledge the huge amount of work, planning and organisation Paul and the team have done in keeping the community briefed and the planning for the return to school.

Paul has also acknowledged the work the staff put in for home based learning and keeping in touch with the families. The emphasis was on families being safe and happy and not to put pressure on families if home learning wasn't working for the family.

**2.1 Principal's Report:** Paul spoke to his report.

**NAG 2A – PROGRESS and ACHIEVEMENT:**

**Mid Year Reporting:** The Minister of Ed is not changing the legislation around reporting to parents, where legally schools are required to do written reporting twice a year. Schools have not had classes for 7 weeks. It would be grossly negligent of schools to report in the same way as usual as there is little data that is up to date and “relevant”. For teachers to meet deadlines for reports to get out by week 10 or 11 (old week 8 or 9) and 3 way conferences in the last week of term, then they would need to be doing them now.

The staff will be looking at a way to report on the Key Competencies (Values) and then create a written report at the 3 Way Conference after discussion and in partnership with parents. Paul is in discussion with other schools as to what they are considering, and also in discussion with the MoE. For teachers to write a report as they would have in

the past would mean either using very dated data or making assumptions, which will make the end of year report somewhat problematic.

**Testing.** We usually test in term 2 to inform for reporting purposes & then again in term 4 to confirm data.

Staff are considering when to test as testing now is not in the best interest of the child after lockdown. Do we test for forward planning or wait & test at the end of term 3? A staff meeting is being held on Monday to make a decision.

**Covid 19** A discussion was held about whether we have approval to have groups on site? What would this look like at 3 way conferences? We will monitor the progress out of level 2 and how this will impact on 3 way conferencing.

### **NAG 3 – PERSONNEL:**

**Support Staff** have been paid throughout the duration of L4 and L3, including the term break, which they do not usually get paid for. This was not an additional cost to the school; it was covered by the emergency funding grant.

**Office Assistant:** The appointment of Kristy Williams as Office Assistant is confirmed. She began duties on 6 May.

### **NAG 4 – FINANCE and PROPERTY:**

**Audit:** This was in process when we went into lockdown. We are waiting for the completed report.

**10YPP:** The draft plan has been sent to the MoE in consultation with Todd (Property). This includes projects under 5YA, AMS (innovative learning spaces) and SIP (School investment package) as previously discussed. The only alteration was for a shift of money from AMS and SIPs to enable “shovel ready” projects to happen prior to 5YA being signed.

**5YA Amendments:** 8 May - Amendment signed and sent to MoE (via LM Consulting). Purpose for amendment is to allocate the SIP funding to two projects.

**SIPs:** 14 May - New Project Forms sent to MoE (via LM Consulting) -  
Install Cameras (\$36,000)  
Canopy outside Rm 9, 10, Library and pool seating and canopy (\$197,541)

Canopies outside Rm 11 & 12 may come at a later stage depending on Rm 13, Learning support coordinator and DP Office development.

### **NAG 5 – HEALTH and SAFETY:**

**Novel Coronavirus - COVID 19:** The last 8 weeks have been challenging for everyone. The initial lockdown came very quickly. We were fortunate enough to have had planning in place for home based learning before the lockdown hit.

Claire led the home based learning teams and kept in touch with team leaders, especially during Level 3.

During Level 3, there were 2 bubbles working at school, with around 10 staff on site.

There were community newsletters going out during Level 4 & 3 to inform parents. We have tried to live to our Values and to minimise the “fear factor”.

Once school returned at level 2 there have been staff on the gates, morning & afternoon to avoid signage and try & build good relationships & make families and children feel at ease. There has been good feedback on this from the community.

The Board would like to shout morning tea to acknowledge the flexibility of the staff during lockdown.

### **NAG 8 Analysis of Variance**

2019 AOV (Analysis of Variance) presented. This has been sent to the MOE. Discussion of areas for improvement, professional development and student support strategies, as described in the document. The increasing role of ESOL programmes was noted.

### **COL GROUP**

Paul's term as a CoL leader will end at the end of term 2 as planned.

### **PTA Meeting**

The PTA held a zoom meeting to discuss fundraising for the year. Felt that 2020 is not the year to be seeking sponsorship. This year's fundraising planning will need to take into account the economic effects of covid-19 on the community. The PTA will shortly meet in person to further work through options, and then liaise with the board.

## **2.2 Financial:**

*Move that creditors schedules # 2,3,4,5,6,7,8 be approved for payment.*

Currey/ Manson

*Carried*

*Move that online payment schedules #2,3,4 2020 be approved for payment.*

Currey/ manson

*Carried*

A discussion of options for altering school-related costs, including donations, in light of the financial impact of covid-19 on the community. Also whether there are other means by which we could support families at this time. Board asked to go away and think about any ideas. A google doc will be shared for discussion.

## **2.3 Staff Representative Report:** Claire spoke to her report.

**Covid 19-** a survey went out to see how many children didn't have an educational device to use at home. There were 37. As a decile 8 school we are very low down the priority for the ministry device package. A decision was made to deliver 25 chrome books to the community so our children could engage in online learning.

**School Docs:** Presented the school docs site. Recommend members to go on line to familiarise themselves. This will be a much more simplified system of reviewing policies.

**Teacher Only Day:** The day approved 29 May has been deferred as result of Covid19

## **2.4 Property:** In Principals report

### **Discussion Topics/ General Business**

**Succession Planning.** At the March meeting it was agreed to use the process of selection to fill the position vacated by Steve Capper. Public Notification of this was delayed by the disruption caused by the level 3 and 4 lockdown. Also, it was felt that it was unfair to make this notification at a time when the community were distracted by more significant concerns. Notification is now being made in the Advocate.

## **2.5 Health and Safety:** Refer to Principal's report

## **3 Significant Successes**

Level 2- Good return to school with 90% attendance on day 1.

**Preparation for next meeting:** Consider donations/caring for community idea.

**Date of next meeting:** 17 June 2020 at 6.30pm

**9 Meeting Closure:** 9.30pm

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

### Action Points Outstanding

Month	What	Who	Status	Comment
August 2018	Enrolment Zone area	Carolyn/ Paul	ongoing	Need confirmed zone from MOE?? <b>Check Paul- I think this is complete</b>
Dec 2019	Meeting with PTA/BOT/Staff			Scheduled for end of term 1  Deferred due to lockdown: for end of term 2? - discuss at next meeting
May 2020	Community donations fees & charges	Paul		Consider impact on community and school if some of these are waived
	New BOT member	Alison/Paul		Place advert in paper- Carolyn/Paul  Contact new member- Alison
May 2019	School Docs site up & running	BOT Members		Members to check out site to familiarise themselves