

## Minutes of a Meeting of the Board of Trustees

2 June (May Meeting) 2020 6.00pm

COVID-19 LEVEL 2 - ZOOM MEETING

**Present:** Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Andrew Bason, George Tan, Kirstin Fleming, Sanjeev Deva, Anne Patel (Trustees)

**In Attendance:** Dawn Wood and Shanthan Naidu (Associate Principal), and Greg Fleming (Parent)

**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm 5 mins	1.1	<b>Welcome</b> Karakia was shared.	
		<b>Administration</b>	
Chair 2mins	1.2 1.3 1.4	No apologies No declaration of Conflict of Interest <b>Recommendation that the minutes of meeting held on 5 May 2020 be adopted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Sanjeev Naidu</b> <b>MOTION: Agreed</b>	
	2.	<b>Correspondence</b>	
Chair 5mins	2.1	<u>Inwards</u>  2.1.1 Ratification of Email Trail to amend the 5YA to include the projects subject to the School Investment Package.  <b>Recommendation that the email trail outlining the School Investment Package approval of funding be ratified.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>  2.1.2 <u>Email - Sustainability Contestable Fund Application</u> The school application to integrate solar power into the school was declined with a proviso to put the application back in for the next round.	

## Minutes of a Meeting of the Board of Trustees

2 June (May Meeting) 2020 6.00pm

COVID-19 LEVEL 2 - ZOOM MEETING

	2.2	<p>2.1.3 <u>Ltr Deloitte - Annual Report and Letters</u> Discussion deferred to later in meeting</p> <p>2.1.4 <u>Email Lai Har Lim - Annual Report Timeline.</u> Due to COVID19 MOE have extended the 31 May deadline for schools to upload Annual Report documents.</p> <p><u>Outwards Correspondence</u> Annual Report to be sent to MOE asap. <b>Recommendation that the outwards correspondence be approved, no outward correspondence to be ratified.</b> <b>MOTION: Agreed</b></p>	
	<b>3.</b>	<b>Monitoring: Annual Plan</b>	
<p><b>Principal (Janine Irvine)</b> <b>15mins</b></p>	3.1	<p><b>Principal's Report</b> - Janine Irvine - Principal The Principal's report for May was distributed prior to the meeting.</p> <p><u>COVID19 Update</u> Parents have been very supportive using the new school app for contact tracing. It has been decided to continue this process using the signing in through the school app. School gate locking system will also continue going forward.</p> <p>Feedback from the Chinese community is that they are very appreciative of the level of security and for the staggered pickup at the end of the day. Staggered pickups will need to stop soon.</p> <p><u>Reporting to Parents</u> Reports will be going out to parents online. Parents will be able to meet through zoom meetings during the last week of term (10 minutes sessions)</p> <p><u>Board Assurances</u> The following assurances were reported to the Board.</p> <ul style="list-style-type: none"> <li>• Cybersafety Agreements</li> <li>• Student Attendance</li> <li>• Abuse Recognition and Reporting</li> <li>• Evacuation Procedure</li> <li>• Risk Management</li> <li>• SUE Reports (Managing Expenditure)</li> </ul>	

## Minutes of a Meeting of the Board of Trustees

2 June (May Meeting) 2020 6.00pm

COVID-19 LEVEL 2 - ZOOM MEETING

		<p><u>COVID19 Attendance Report</u>- distributed prior to the meeting. Janet presented the Attendance Report to the meeting</p> <p><u>School Roll</u> With only 615 current students we will not reach the target of 666 on 1 July.</p> <p><b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Janine Irvine, Seconded: Anne Patel</b></p>	
<p><b>Treasurer (Sarah Sutcliffe) 45mins</b></p>	<p>3.2</p> <p>3.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u> (Meeting was held directly before BOT Meeting)</p> <p>Finance/Property Minutes and Action Register (no reporting as no Finance/Property meeting was held in April due to COVID19.</p> <p><u>Property Report</u> - from May 2020 meeting - verbal report from the Treasurer</p> <p>Toilets upgrade - not able to be included in the SIP will now come from the 5YA, the gender neutral toilet will still be completed with the balance of toilets upgrade to be deferred to next year.</p> <p>SIP Admin Upgrade - plan distributed prior to the meeting - initial plans tabled and are being put out to architects./ quantity surveyors.</p> <p>All Board members were given the opportunity for feedback. These plans provide a higher level of security and more welcoming front entrance for visitors and to provide a meeting area.</p> <p><b>Recommendation that the administration upgrade plan be approved to go to quantity surveyor and architectural plans drawn up.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	

## Minutes of a Meeting of the Board of Trustees

2 June (May Meeting) 2020 6.00pm

COVID-19 LEVEL 2 - ZOOM MEETING

		<p><u>Intercom Upgrade</u>  <b>Budgeted</b> upgrade to the current 30yr old intercom system through fixed assets.. Will be loaded on our current phone system. Two quotes have been received.</p> <p><b>Agreed to go with Cable and Wireless quote. Utilises the current VOIP phone system - \$48,000.</b></p> <p><b>Recommendation that the Property/Finance Report be accepted.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</b>  <b>MOTION: Agreed</b></p> <p><u>Finance Report</u>  Financial Statements for April 2020  Recommendation that the Financial Statements for the month of April 2020 with a surplus of \$48,058 be accepted.</p> <p>It was noted that there have been a number of COVID19 purchases that have been coded to BOT Other to keep this cost away from monthly expenditure.</p> <p>Audited Annual Report for year ending 31 December 2019 including Confirmation of Subsequent Events and Representation Letter being the finalised Audited 2019 Annual Report, and Report to the Board of Trustees, was received the afternoon of the meeting and made available at the meeting. Notes from the auditors showed no serious notes of interest. Signed documents are to be sent to MOE.</p>	
	3.2.2	<p><u>Committee Reports:</u>  Health and Safety Committee  Nothing new to report.</p>	
	3.2.3	<p><u>Personnel Committee</u>  Nothing new to report.</p>	
	3.2.4	<p><u>Community Committee</u> - Greg Fleming - in attendance POU - allow 20 minutes discussion</p> <p>Nick welcomed Greg Fleming into the zoom meeting. Greg presented to the meeting his report. A carver has been found in New Plymouth who has just finished a carving for his local airport.</p>	

## Minutes of a Meeting of the Board of Trustees

2 June (May Meeting) 2020 6.00pm

COVID-19 LEVEL 2 - ZOOM MEETING

		<p>Invitation of Kipa Rangi to the school for a Hui for consultation with our school community.</p> <p>Proposal to fundraise may not be necessary if put through fixed assets.</p> <p>The BOT believe that Friends and Family had previously approved a contribution to the POU. To take to their next meeting to get an update.</p> <p>Kirstin to contact the Cornwall Park Trust Board for support.</p> <p>Look at the brick remembrance wall plaques to be initiated again through the community. Donations accepted.</p> <p>History - An 80 year old Kauri tree was cut down prior to the build of Rm 28/Discovery Centre to be saved for the carving of a Pou. Kirstin to share this with the carver.</p> <p><b>Recommendation that up to \$50,000 be underwritten by uncommitted funds to have a Pou carved by Kipa Rangi.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed.</b> Unanimous.</p>	<p><b>Kirstin to provide email to go on file.</b></p>
	3.2.5	<p><u>Policy Committee</u> Term 2 Review (the following policies links were distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Recognising Student Achievement Agreed - no change recommended</li> <li>• Reporting to Parents on Student Progress and Achievement Policy appears a little brief. Andrew and Janine to discuss further in light of HERO platform being used in Term 3 by parents to ensure it is included in our procedures.</li> <li>• Employer Responsibility Policy Robust policy - Agreed no change</li> </ul>	<p><b>Kirstin to follow up</b></p> <p><b>Pou/Centenary Wall - George to bring ideas to next meeting</b></p>
	3.2.6	<p><u>Family and Friends Committee</u> - Nothing to report.</p>	
	3.2.7	<p><u>Fair Committee</u> - It was a good decision in February to cancel the fair in light of COVID19.</p>	<p><b>Janine and Andrew to discuss further</b></p>

## Minutes of a Meeting of the Board of Trustees

2 June (May Meeting) 2020 6.00pm

COVID-19 LEVEL 2 - ZOOM MEETING

	3.2.8	<u>Centenary Committee</u> Sarah gave a brief update. with the country moving to Level 1 and COVID19 made planning of the centenary celebrations complicated. The Board discussed options to be taken back to the next committee meeting.	
	3.2.9	<u>Student Discipline Committee</u> Nothing to report.	
<b>Chair</b>	<b>4.</b>	<b>Strategic Discussions</b>	
<b>10mins</b>	4.1 4.2 4.3	Items for next Newsletter discussed. <a href="#">Work Plan 2020</a> Still in the process of changing the Work Plan to a two year review. The trustees engaged in a review discussion. <a href="#">Action Register</a> Reviewed and updated.	
<b>Chair</b>	<b>5.</b>	<b>5. General Business</b>	
		<u>Bring Your Own Device</u> Sarah raised a question on how online learning during lockdown has led into students having 1:1 devices from home. This is currently being trialed during Term 2 with some Year 5/6 classes.	
<b>Chair</b>	<b>6.</b>	<b>Self Review – against our role (as required)</b> <b>Zoom meetings are working for all.</b>	
<b>Chair</b>	<b>7.</b>	<b>In-Committee Meeting: (the trustees moved into incommittee)</b>	

**The Board of Trustees Meeting Ended at 7.40pm**  
**Next Meeting Date - 2 June 2020 - 6pm**