BOARD OF TRUSTEES

MINUTES OF MEETING

Date 11 August 2020

Venue Greenacres School Staffroom

1. Administration

1.1 Present Mike Thomas, Ange Lamb, Sharyn Richardson, Garrick Wood (via Zoom), Kat Clark, Abby Leota, Ray Nafatali

1.2 In Attendance

1.3 Declaration of Interests None

1.4 Professional Development Exercise – not undertaken this meeting.

6.10pm The Chairperson moved that the meeting move 'into Committee'. At 7pm the BoT came 'out of Committee'.

2. Strategic Decisions

2.1 Policy Review – School Docs – Carried over till next meeting

Learning Support
Appointment Process
Child Protection

3. Monitoring

3.1 Acceptance of Principal's report
Accepted as read.

Mrs Lamb / Mrs Clark

Mr Thomas informed the BoT that he has engaged an arborist to fell 6 trees on the bank of the bottom field, the roots of which are exposed and there is a danger that they could fall. The job is expected to cost about $1600. Mr Thomas has also requested an engineer's report on the state of the bank after the trees are felled, this is expected to cost about $750.

The suggested dates for the 2021 school year were discussed and unanimously agreed.

Term 1	Wednesday 3 February - Friday 16 April (98 half days)
Term 2	Monday 3 May - Friday 9 July (98 half days)
Term 3	Monday 26 July 0 Friday 1 October (100 half days)
Term 4	Monday 18 October - Tuesday 15 December (84 half days)

3.2 Student Achievement Report Mid-Year 2020

Mrs Lamb advised that there has been some drop in academic achievement. The comparison excluded students at the 'well above' and 'well below' level and did not measure student well-being. The results are likely explained by the COVID lockdown, Mrs Lamb noting that the biggest drop in achievement was measured by those students who did not engage with school during lockdown. This year will definitely be regarded as an anomaly.
The focus now will be on what happens next to bring students' achievement back up.

3.3 Finance Reports for June and July

Accepted as read.

Mr Nafatali / Mrs Clark

It was noted that the Relievers' budget has been overspent (partly as a result of COVID), but better than overspending on Teachers' Salaries.

3.4 Annual Goal Review – Update

Discussed and BoT members still confident the goals are relevant, achievable, are inter-linked and interwoven with our RKMCs, and also encompass an holistic way of learning and preparing students for the future.

3.5 Board Assurances

Appraisal of the Principal – assured by the Board of Trustees
Physical Restraint – assured
Risk Management – assured
Safety Management System – deferred until next meeting
Surrender and Retention of Property and Searches - deferred until next meeting

3.6 Property Update - 5YP Project

Mrs Clark advised that the carpet tiles have now been laid in Kākano, and it is hoped that students will be able to move in by 28 August. The Ngahere refurbishment will start shortly after and is expected to take 10-12 weeks. The carpet tile supplier, because of a mishap with the tiles for Kākano, will be providing the Ngahere carpet tiles free of charge.
Mr Thomas and Mrs Lamb to discuss arrangements for blessing/opening.

3.7 Events Committee

Mrs Clark advised that the Events Committee will be running a sausage sizzle each Friday starting next week. There are plans for a quiz night at The Borough, and Spring into Tawa is coming up in September.

4 Strategic Discussions

4.1 Board Chair Role

Mrs Richardson has written to the BoT tendering her resignation from the Chairperson role, but will remain a BoT member. She explained the requirements of the role and advised that she will call for nominations for the role at the next meeting, and is available for anyone who may wish to discuss any aspects of the role.

4.2 Health and ICT Consultation

ICT - Planning is underway for an evening to consult with parents on digital citizenship.

Health – a huge amount of work has been done on the health curriculum, as part of the 4Cs, and utilising guidelines provided during visits from outside facilitators. Mrs Leota suggested consultation could take the form of a school leader being filmed outlining the health curriculum and asking parents for feedback. This could then be uploaded to Facebook/Seesaw. Agreed this was a good plan and Mrs Richardson asked Mr Thomas to draw up a plan of how this would happen and present it to the next meeting.

4.3 Kahui Ako

Several BoT members attended a Tawa Kahui Ako meeting last night. There may be some changes coming. Tawa schools have always been very collaborative, but within that other schools are still in the planning stage, whereas Greenacres is embedding some key elements such as the 4Cs Curriculum.

4.4 Personnel Update

Mr Thomas advised that he has started the process of discussing with staff what their plans might be for 2021.

4.5 BoT Self-Evaluation – deferred until next meeting.

5 Minutes and Correspondence

5.1 Confirmation of Minutes of the Previous Meeting held

Action	Who	When
Update Governance Manual with Asset Protection Policy and Meeting Process and Procedure Policy from STA	Mr Wood	Ongoing
Check Asset Register is up to date	Mr Thomas	Done
Add BoT page with agenda and minutes to website	Mr Thomas/Mr Calder	Done
Add code for CD lockbox to BoT drive and contact list	Ms Dunstan	Done
Update delegations with line re Principal's credit card	Mr Wood	Ongoing
Check status of all current data projectors	Mr Thomas	Done
Investigate Storage Options	Mr Thomas	Done
Design a BoT evaluation	Mrs Leota	Done

5.2 Correspondence

Letter of resignation from Chairperson role from Mrs Richardson. It was agreed that an announcement on this would be made once the replacement Chairperson was known.

5.3 Any Other Matters

6 Meeting Closure

6.1 Action Point Review

Action	Who	When
Plan for Blessing/opening of refurbished Kākano	Mr Thomas/Mrs Lamb	As required
Consider BoT Chairperson role	BoT Members	By next meeting
Plan for Community Health Consultation	Mr Thomas	By next meeting
Announcement of new Chairperson	BoT	After election

6.2 Preparation for next meeting (identify agenda items)

School Docs Reviews carried over from this meeting – Learning Support, Appointment Process, Child Protection.

School Docs Assurances carried over from this meeting - Safety Management System, Surrender and Retention of Property and Searches.

BoT Self-Evaluation – deferred from this meeting

The next Board Meeting will be held in the staffroom at 6pm on Tuesday 8 September.

There being no further business the meeting closed at 8.10 pm.

Signed: ---------- **Dated:** 20/8/20

Chairperson