| **Board of Trustees Meeting** | |  |
| --- | --- | --- |
| **When** | 16 March 2022 at 5.30 pm – 7.30 pm | |
| **Where** | Makara Model School and Teams Meeting | |
| **Trustees** | Ali Kirkpatrick (Chair), Gwyneth Wills, Struan Reid, James Ryan, Jenny Skinner, Genieve Morrison | |
| **Attendees** | Caro Wills (Principal), Katrina Oliver (Deputy Principal) | |

## Welcome

Ali welcomed everyone to the meeting. The Board noted that the discussion would be recorded for the purposes of taking minutes.

## Administration

## Apologies

## There were no apologies.

## Declaration of Interests

## The Board had no interests to declare that were relevant to the meetings’ agenda.

## Confirmation of Minutes 13 February 2022

## The Board agreed the minutes of the meeting on 13 February 2021 as a true and accurate record.

## Matters arising from Minutes 13 February 2022

## All matters arising from the Minutes are on the agenda for this meeting.

## Action Points

## The discussion relating to the Action Points is recorded in the Action Points Table (Page 7).

## Action 1: Gwyneth to Load the Delegation policy to School Docs (from Action 13022022-05)

## Decisions made at this meeting

## The Board made the following decisions at this meeting.

| Number | AgendaItem | Decision |
| --- | --- | --- |
| 1 | 3.1 | That applications for funding from Four Winds and Meridian West Wind will be made to cover the funding of the sandpit sunshade/sail and court respectively. And that a grant of $1,700 will be applied for from the Mazda Foundation for Structured Literacy resources. |
| 2 | 5.2 | The Board agreed that given other priorities, it was not essential to have the after-school programme running for Term Two and that the preferred option is to have an external organisation (eg OSCAR or PORSE) provide the services. |

## Strategic Decisions

## Grant Funding (Jenny)

## Grant funding was discussed under Action Point 13022022-07. The main points to note included:

## *Nikau Foundation* – applications closed on 21/3/22 with decisions to be made by mid-May. An application has been lodged for literacy resources.

## *Four Winds* – Caro is currently obtaining quotes for the sandpit sunshade/sail. A funding application will then be made.

## *Meridian West Wind* – applications close 1/5/22. The Board agreed that the court is a priority (due to safety) and noted that more than one application can be made.

## *Mazda Foundation* – applications close 31/3/22. A funding application will be made for Structured Literacy resources.

## Decision 1: That applications for funding from Four Winds and Meridian West Wind will be made to cover the funding of the sandpit sunshade/sail and court respectively. And the Mazda Foundation for structured literacy resources.

## The Board noted that:

## Caro has received a quote of $6,500 for the playground matting and access. It is currently unclear if this is for WCC to met or the school.

## Quotes and invoices for the Garden Shed should specify they are for the shed. Funding for the shed is covered by a mix of MOE and grant funding.

## Policy Role on Board (Gwyneth)

## The Board agreed that Jenny will temporarily be responsible for monitoring and communicating the policy reviews. This will include:

## Highlighting the policies due for review to the Board (to be included in meeting agendas) and to families (via the newsletter).

## Summarising comments via school docs for the Boards consideration.

## The Board noted that policies that have been personalised to the school are not automatically kept up to date by the Council via School Docs however generic policies are.

## Staff Representative on Board (Katrina)

## With Katrina leaving the school a new staff representative on the Board is required.

## Action 2: Caro to notify the Board once a new staff representative on the Board has been nominated.

## Introduction of Structured Literacy Programme, including WIST role (Caro)

## The Board noted:

## Two WIST roles have been approved by Community Learning for the full year. This also forms part of the professional development for teachers. One WIST role already exists and is filled by Sylvia (cultural responsiveness). The second is a new role and covers Structured Literacy which will be shared by Evelyn and Tash.

## Structured Literacy helps students to recognise each letter rather than associating words with pictures and can be used to identify students who are having difficulty with fundamental literacy skills. It assesses word identification, spelling, and sound-symbol knowledge and is based on sound research.

## The programme will require a new set of resources which could cost up to $5,000.

## Action 3: Caro to prepare for the Board’s consideration a costing schedule for the introduction of Structural Literacy to the school. This should include the existing budget items that could cover the new resources, costs of teachers seeing structured literacy in action (eg school visits) and a recommended approach (eg staggering introduction).

## Finance and Audit

## Finance Report (Gwyneth)

## The Board noted the February 2022 report concluding it was very early in the financial year. Some coding corrections were underway with the new accounting provider.

## Monitoring (Caro)

## Health & Safety – Any incidents

## The Board noted:

## Two accidents have been logged and recorded. Both involved children running up and down the slide. Children have been asked to use the slide appropriately.

## There has been a delay in getting teachers who do not have First aid certification registered for a First Aid Course (due to high demand). Currently, Sylvia, Caro, Katrina and Kiri are certified.

## Fire Alarms have been triggered in the middle of the night which Caro has attended. One time there was a bird in the classroom, but other times there has been no obvious reason. The general alarm monitoring company have been notifying Caro when the alarms are triggered.

## Principals Report

## Caro introduced her report. The Board thanked her for the report and noted:

## *Community Survey* was completed by 24 families. Respondents confirmed that:

## They are keen to be communicated through an app.

## They would like more regular reporting - this could be “live” rather than written.

## Enquiry and literacy skills were considered a priority and skills-based learning was supported.

## That Values and Foundation Skills were high priorities in the past, but these are now lower probably due to the success of implementing these in the school.

## *After school* *care* – the survey indicated that up to 7 children per day may use an after-school care facility although numbers could vary on a daily basis. The proposal could be trialled for a term. Fees would be based on cost-recovery and a casual rate and a full term (slightly cheaper) rate could be set.

## Decision 2: The Board agreed that given other priorities, it was not essential to have the after-school programme running for Term Two and that the preferred option is to have an external organisation (eg OSCAR or PORSE) provide the services.

## Action 4: Caro to check if approval is required for the school to become an after-school provider.

## Action 5: Caro to complete an assessment of the after-school care programme including the cost, viability, possible providers for the Boards consideration.

## *Strategic Paper –* the Board complimented the Principal on the Strategic paper.

## *Assessments* – Caro is currently working with Resource Teachers: Learning and Behaviour (RTLB) Service to assess the learning support required. The response has been slow but the aim is to get additional resources into help with classes. Caro is looking at creating groups around specific needs eg literacy, maths enrichment, Year 8, wellbeing and mindfulness. WIST will support this through its science of reading and writing programmes.

## *School artist -* Debbie Fish started yesterday. Paid through the Ministry, she will have 85 hours contact with children to develop a set of pavers for a walkway “Birds of a Feather”. Each student will choose a bird with seniors researching the colour and texture of the feathers. Feathers will be made from recycled materials and embedded in resin. All children will work on the projection from conception to completion. The project should be completed by the end of June. Katrina will come back to the school to help lay the pavers.

## *Property –* the staff toilet and medical room are now operational and the carpet in Karearea is fitted. Still awaiting for information/quotes on disabled access to a toilet and medical room. The urinal in the boys toilets is not functioning and is not being used.

## *Staffing* –

## The new Deputy Principal has been appointed (Andrew Graham).

## Sean has been working additional Teacher Aide time (RTLB funded)

## Denise and Caro are familiarising themselves with administration.

## Hours for cleaning have been increased by 3 per week.

## Principal Assurances

## This is summarised in the Principal’s Report. The Board noted that the Risk Management policies were followed during the recent triathlon

## Term 1 Policy Reviews – Health, Safety, and Welfare/Emergency, Disaster and Crisis Management

## These policies are generic and are based on legislative requirements. Caro attested as appropriate.

## Administration (Ali)

## Identify Agenda Items for Next Meeting

## No additional items were identified at the meeting.

## Correspondence

## No correspondence was discussed at the meeting

## Next Meeting – change to Sunday

## The Board agreed to keep the Board meetings on a Wednesday. The next meeting is on 18 May 2022.

## Other

## Caro gave Gwyneth a greenstone pendant representing the “essence of Makara” as a thank you from the school for previously chairing the Board of Trustees.

## The Board noted:

## Year 8 students are keen for the final assembly to be similar to previous years and Caro intends to keep the tradition.

## Action 6: Katrina to document the Year 8 final assembly process.

## In-committee items

## Meeting closed

## The meeting closed at 7.50 pm.

**Action Points**

| **Action Point Number** | **Action** | **Who** | **Due Date** | **Progress and Completion Date** |
| --- | --- | --- | --- | --- |
| Actions from 16 March 2022 Meeting | | | | |
| 16032022-01 | Load delegation policy to school docs (from Action 13022022-05) | Gwyneth |  |  |
| 16032022-02 | Notify the Board once a new staff representative on the Board has been nominated. | Caro |  |  |
| 16032022-03 | Prepare for the Board’s consideration a costing schedule for the introduction of Structured Literacy to the school. This should include the existing budget items that could cover resources, costs of teachers seeing Structured Literacy in action (eg school visits) and a recommended approach eg (staggering introduction). | Caro |  |  |
| 16032022-04 | Check if approval is required for the school to become an after-school provider. | Caro |  |  |
| 16032022-05 | Complete an assessment of the after-school care programme including the cost, viability, possible providers for the Boards consideration. | Caro |  |  |
| 16032022-06 | Document the Year 8 final assembly process. | Katrina |  |  |
| Actions from 13 February 2022 Meeting | | | | |
| 13022022-01 | Ask teachers to talk to students about wearing their masks properly and to remind them to breathe properly. | Caro |  | *16 March - closed* |
| 13022022-02 | Gather a list of possible relief teachers to call on if required. | Caro |  | *16 March 2022 - closed*  Two new relief teachers have been added to the list. Nationally there is a short supply. Caro also covering classes and classes may be merged if required. |
| 13022022-03 | Discuss the risk assessment for unvaccinated visitors to the school grounds with other schools and Katrina before finalising a template. | Caro |  | *16 March 2022 - closed*  Triathlon was used for risk assessment. Further discussion included in Principals’ report. |
| 13022022-04 | Arrange completion of a risk assessment for unvaccinated visitors to the school grounds. | Caro |  | *16 March 2022 - closed* |
| 13022022-05 | Define the terms “acting”and “deputising” for the Deputy Principal role and to include in the Schedule of Delegations if required. | Jenny and Caro |  | *16 March 2022 - closed*  After 8 days of deputising can then step into acting role and also receive high duties allowance.  New action: Load delegation policy to school docs (16032022-01 |
| 13022022-06 | Jenny to adjust the Schedule of Delegations as appropriate to ensure it covers the ability re-delegate and defines what can be delegated. | Jenny |  | *16 March 2022 - closed* |
| 13022022-07 | Complete and lodge an application to Four Winds once the quotes have been received. | Jenny |  | *16 March 2022 –* discussion has been summarised under Agenda Item 3.1 |
| 13022022-08 | Provide the Board with the costs of moving Hero (including ongoing costs). | Caro |  | *13 February 2022 – closed.* Ongoing costs extra $300 a year on top of what is currently paying – also includes library system. Parents keen to have an app. Board agreed to this. |
| 13022022-09 | Amend the questions for the Exit interview and resend to the Board members to comment via email. | James |  | *16 March 2022 - Closed*. |
| Actions from 8 December 2021 Meeting | | | | |
| 08122021-01 | Inform parents that the ‘Navigating the Journey’ will start for years 1-4, this leads onto the current Sexuality Road for years 5-8. |  | Beginning of the year | *16 March 2022 – course has not yet been commenced. Action deferred.* |