

Board of Trustees Meeting



When	13 February 2022 at 4.30 – 6.30 pm
Where	Makara Model School and Teams Meeting
Trustees	Gwyneth Wills (Chair), Struan Reid, James Ryan, Jenny Skinner, Ali Kirkpatrick (Chair from Item 3.9), Genieve Morrison
Attendees	Caro Wills (Principal), Denise Hutana (Minutes)
Apologies	Katrina Oliver (Deputy Principal)

1. Welcome

Gwyneth welcomed everyone to the meeting.

2. Administration

2.1 Declaration of Interests

The Board had no interests relevant to the meetings' agenda to declare.

2.2 Confirmation of Minutes 8 December 2021

The Board agreed the minutes of the meeting on 8 December 2021 as a true and accurate record.

2.3 Matters arising from Minutes 8 December 2021

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

2.4 Action Points

Refer to the updated Action Points table (Page 8).

2.5 Decisions made at this meeting

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision
1	3.1	The Board ratified the email decision to spend \$4,000 to fix the floor in the Karearea classroom.
2	3.2	The Board approved the Covid Response Plan and agreed that the Principal and Chair could finalise the process on behalf of the Board (should staff or a student return a positive Covid result).
3	3.5	The Board agreed that the current credit card facility limit would be raised to \$5,000 allowing \$4,000 for the Principal and \$1,000 for the Office Administrator.

Number	Agenda Item	Decision
4	3.6	That the school will apply for a grant from Four Winds for a shade over the sand pit.
5	3.7	The Board agreed with the recommendation from the Principal that the School should move from using Edge to Hero.
6	3.8	The Board elected Ali Kirkpatrick as the Chair and James Ryan as the Deputy Chair of the Makara Model School Board of Trustees until September 2022 elections, effective immediately.
7	3.9	Once the questions for the exit interview are finalised all those exiting the school will be asked to complete the Exit interview questionnaire.
8	4.3	On the recommendation of the Office Administrator, the Board agreed to move to Education Services from Accounting For Schools.

3. Strategic Decisions

3.1 Ratifying email decision to spend \$3.5k on Karearea floor (Gwyneth)

Decision 1: The Board ratified the email decision to spend \$4,000 to fix the floor in the Karearea classroom.

3.2 Covid Response Plan (Caro)

The Board discussed the Schools' Covid response ([Covid Response Plan](#) and the [Covid Contact Register](#)). The Board noted that if the school had a case of Covid:

- The Principal will be guided through the process by the Ministry.
- Depending on the circumstances staff and students may be deemed to be close contacts.
- Students who are required to self-isolate will be supported to complete classroom activities at home. However, teachers will not be expected to conduct online and classroom activities simultaneously.
- The Board may apply for additional funding from the Ministry if relief teachers are required.
- If a teacher, tests positive it is highly likely that the school will close. Staff required to take leave due to a positive test will not have this deducted from their sick leave.

The Board noted:

- The newsletter (to be sent to whānau shortly) will include a brief outline of the process and information on what learning will look if a Covid outbreak occurs.
- The teachers and the Principal are making videos for online learning.
- The school is on the waiting list for a CO₂ monitor and has 2000 masks for use by staff.
- The school is adopting the Ministry guidelines around wearing masks. The general rule is that students will not be indoors for more than 45 minutes at a time, year 4 and above wear masks indoors and that the school is well ventilated.

Action 1: Caro to ask teachers to talk to students about wearing their masks properly and to remind them to breathe properly.

Action 2: Caro to gather a list of possible relief teachers to call on if required.

Decision 2: The Board approved the Covid Response Plan and agreed that the Principal and Chair could make final decisions on behalf of the Board should staff or a student return a Covid positive result.

3.3 H&S assessment for unvaccinated visitors to school grounds (Caro)

The Board noted:

- Staff would prefer anyone entering school buildings or working in close proximity to be vaccinated.
- A full risk assessment for unvaccinated visitors will be completed. The assessment will identify the health and safety risks across locations (eg buildings and on the grounds).
- Any events to be held this year will require a risk assessment.

Action 3: Caro to discuss the risk assessment for unvaccinated visitors to the school grounds with other schools and Katrina before finalising a template.

Action 4: Caro to arrange completion of a risk assessment for unvaccinated visitors to the school grounds.

3.4 Schedule of Delegations (Jenny)

The Board noted:

- The Schedule of Delegations was last approved in April 2021 as a result of updated legislation.
- The roles of “acting” and “deputizing” will be defined to ensure that its understanding that in the Principal’s absence the Deputy role becomes the Acting role.
- The Board approves any delegated responsibilities from the Principal to the Acting Principal.
- That for auditing purposes it was important that a document outlining the delegations is in place.

The Board agreed with that the following wording should be included *“In any situation where the Principal is absent from school and the Deputy Principal is required to fulfil the role of Acting Principal, that person will exercise the Principal’s delegations in full for the period of time they are Acting Principal. In this situation the Acting Principal shall sign a copy of this Schedule”* and noted that Katrina will sign the schedule before delegations are assigned.

Action 5: Jenny and Caro to define the terms “acting” and “deputising” for the Deputy Principal role and to include in the Schedule of Delegations if required.

Action 6: Jenny to adjust the Schedule of Delegations as appropriate to ensure it covers the ability re-delegate and defines what can be delegated.

3.5 Visa - Increase current card facility to \$5k from \$2k (Gwyneth)

The Board noted that the Bank has a \$5,000 head limit and that the Chair signs off the visa statements and looks at receipts.

Decision 3: The Board agreed that the current credit card facility limit would move to \$5,000 allowing limits of \$4,000 for the Principal and \$1,000 for the Office Administrator.

3.6 Grant Funding to be sought (Jenny)

- A grant from Transpower for \$5,000 has been awarded for a sun shade over the area where children wait at the pool.
- The Board recommended that Caro ask for at least two quotes for the sun shade for the pool and the sandpit.
- The Board will confirm the acceptance of the quotes by email and one of the deciding factors will be the size of the grant.
- The Board noted that a bespoke solution is not necessary and that an “off the shelf” shade should be considered.

Decision 4: That the school will apply for a grant from Four Winds for a shade over the sand pit.

Action 7: Jenny to complete and lodge an application to Four Winds once the quotes have been received.

3.7 Change to Hero from Edge (Caro)

Decision 5: The Board agreed with the recommendation from the Principal that the School should move from Edge to Hero.

The Board noted:

- The Principal had in the past considered other options and she considers Hero the most appropriate.
- Hero is consistent with Ministry guidelines and can draw information from Edge. However, data in Edge will need to be manually inputted into Hero.
- There will be some initial one-off costs.
- The school will start transitioning enrolments and newsletters and should be fully transitioned by the start of 2023 (ie families will be able to access Hero from 2023).

Action 8: Caro to provide the Board with the costs of moving to Hero (including ongoing costs).

3.8 Election of Board Chair (Gwyneth)

Decision 6: The Board elected Ali Kirkpatrick as the Chair and James Ryan as the Deputy Chair of the Makara Model School Board of Trustees to September 2022 elections, effective immediately.

Moved Gwyneth Wills **Seconded** Struan Reid **CARRIED**

The Board thanked Gwyneth for her tireless work as Chair.

3.9 Exit 'interview' Questions (James)

The Board thanked James for his draft questions for the exit interview and confirmed:

- Going forward parents of Year 8's will be asked to complete the interview at the end of the year.
- The survey can be in person or online.
- James will draft a new question relating to the resolution of concerns and complaints and knowledge of policies and procedures relating to the handling of complaints.

Decision 7: Once the questions for the exit interview are finalised all those exiting the school will be asked to complete the Exit interview questionnaire.

Action 9: James will amend the questions for the Exit interview and resend to the Board members to comment via email.

3.10 Principal Report content (Gwyneth)

The Board thanked Caro for sending through the Principals Report. The Principal's Report will be included in the Board papers for each meeting. The Board noted:

- A section on concerns, complaints and compliments should be added to ensure a “no surprises” approach.
- Information on the achievements of priority groups (eg, Māori and Pacific and those with special learning needs) should be included in results. High level statistical information should be shared with the community.
- The strategic aims of the school will be monitored over time. With the Principal Report containing links to a ‘live’ document which will be established to inform and measure the work towards achieving the aims.

4. Finance and Audit

4.1 Budget FY21/22 approval (Gwyneth)

The Board noted:

- For 2022 the budget shows a deficit of \$50,000 which is similar to previous years’ budget. The budget assumes there is no grant funding and allows for funding for the fourth teacher. Based on actual results over the last few financial years the Board expects the actual year end to be closer to a surplus.
- Nine new enrolments are expected before the end of July, with 3 of these having started. More teacher aide hours can be assigned without the Board giving additional approvals.
- This years’ budget includes the shade for the pool, but further funding is required for the turf and this is not currently included.
- The community may not be aware that the Board agreed to fund a fourth teacher from its budget to reinforce the values of lower student numbers per class and an improved learning environment.
- No more building expenses are expected (except for the carpet and a small tidy up of the kitchen area).
- Fixing the hole in the floor of the medical room, teachers’ toilet, cracks in the concrete, drainage and the shed has begun and is being completed out of the remaining funds of the school rebuild project.

The Board agreed in principle that one big fund-raising activity should be held annually to raise funds for a specific item (eg, turf) and acknowledged this may not be possible under the current Covid rules.

4.2 December 2021 Finance Report (Gwyneth)

The Board noted that there was a \$46,000 operating surplus at 2021 year end (v \$15,000 budgeted deficit).

4.3 Education Services

Decision 8: On the recommendation of the Office Administrator, the Board agreed to move to Education Services from current provider Accounting for Schools.

The recommendation was based on the level of support provided to schools. The Board noted there was prices were similar.

5. Monitoring

5.1 Health & Safety – Any incidents (Caro)

- No accidents have been reported this year to date.
- The fire brigade will be returning on 13/14 February.

6. Administration (Gwyneth)

6.1 Identify Agenda Items for Next Meeting (items so far)

The following items have been identified for the next meeting.

- Strategic plan
- Principals Report
- Policy Review Schedule
- Assurances Schedule
- Calendar of Events

6.2 Next Meeting

The Board set the meetings for the year (ie Wednesday evenings on Week 3 and 8 of each term). The dates for the meetings are:

Term	Dates (2022)	Meeting Dates
1	2 February to 14 April	13 February 2022 16 March 2022
2	2 May to 8 July	18 May 2022 22 June 2022
3	25 July to 30 September	10 August 2022 14 September 2022
4	17 October to 16 December	2 November 2022 7 December 2022

7. **Meeting closed**

The meeting closed at 6.50 pm.

Action Points

Action Point Number	Action	Who	Due Date	Progress and Completion Date
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		
13022022-02	Gather a list of possible relief teachers to call on if required.	Caro		
13022022-03	Discuss the risk assessment for unvaccinated visitors to the school grounds with other schools and Katrina before finalising a template.	Caro		
13022022-04	Arrange completion of a risk assessment for unvaccinated visitors to the school grounds.	Caro		
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		
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		
13022022-07	Complete and lodge an application to Four Winds once the quotes have been received.	Jenny		
13022022-08	Provide the Board with the costs of moving Hero (including ongoing costs).	Caro		
13022022-09	Amend the questions for the Exit interview and resend to the Board members to comment via email.	James		
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	
08122021-02	Exit interviews – Draft questions to be discussed at the next meeting	James Ryan Struan Reid	February 2022 board meeting	Closed: Agenda Item
08122021-03	Ask Caro to sign a confidentiality agreement prior to her start date and liaise with her about health and safety policies over the summer break.	Gail Dewar Gwyneth Wills		Closed: Completed
08122021-04	Email parents thanking them for their feedback.	Gwyneth Wills		Completed

Action Point Number	Action	Who	Due Date	Progress and Completion Date
08122021-05	Board members to meet to discuss the strategic plan prior to the first Board meeting in 2022.	James Ryan Gwyneth Wills	Prior to February 2022 board meeting	Completed
08122021-06	Circulate the November 2021 Finance Report when it is available.	Gwyneth Wills		Completed