

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of August Meeting held on 2 September 2020 at 6.00 p.m.

via Zoom

1. PRESENT: Lisa Robertson, Darryl Goldsack, Mavis Glasgow, Sarah Herring, Andrew Maunder, Dave Honiss, Brandon Foster

2. APOLOGIES: Nil

3. BOARD MOTIONS: Nil

4. ADMINISTRATION

• Confirmation of Minutes from Previous meeting

The Minutes of the last meeting held on 29 July 2020 were taken as read and were signed as a true and correct record by Darryl Goldsack.

Matters Arising:

- Deed of Variation of Licence (Kelly Club) has been signed by Darryl and Paul Jaimeson and sent to Ministry of Education Yet to be returned signed.
- Vistab questions re Covid-19 haven't been changed due to being back in Level 3 / 2
- Noel Leeming – no further correspondence – awaiting an invitation to local demonstration (once Alert Levels reduce) Parents not yet informed of decision due to wanting to launch BOYChrome books at this time.
- Due to COVID-19 Kaumatua yet to be contacted regarding the logo.

Moved: Darryl Goldsack

Seconded: Sarah Herring

• Correspondence

The correspondence was read to the meeting by Sarah Herring.

Matters Arising:

- Nil

Moved: Sarah Herring

Seconded: Dave Honiss

4. MONITORING:

Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- An application for PLD to continue with PACT development in Literacy area of Reading for 2021 was approved by the Board. This will be worked on by the Leadership team (including Lisa Robertson our within school teacher.)

Moved: Mavis Glasgow

Seconded: Lisa Robertson

- Staff completed a review of first Lockdown experiences. Mavis to upload for Board in 2020 August folder.
- Alert Level 2 Health & Safety plan completed after consultation with staff and BOT. Is available to whanau on the school website.

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

Staff Report

Lisa Robertson presented a Staff report verbally.

Matters Arising:

- Zoom PLD has continued
- Staff continued to provide on-line learning for students.

Moved: Lisa Robertson

Seconded: Sarah Herring

Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack.

Matters Arising:

- Swing bridge has been replaced today

Moved: Darryl Goldsack

Seconded: Mavis Glasgow

Financial Report

Payments amounting to \$13460.03 were ratified and approved.

Matters Arising:

- Visit by Financial Auditor postponed – to be rescheduled.
- Several Term Deposits coming up – will need to consider big expenditures before refixing. Delegated to Brandon Foster to decide on amounts and terms of investments.
- Term Deposit rates continuing to plummet.

Moved: Brandon Foster

Seconded: Andrew Maunder

5. GENERAL BUSINESS

CURRICULUM UPDATE – Learning Support Co-ordinator

- A report from Jacqui-May Allison Dodd was presented to the Board and discussion on the role took place. New LSC has settled well and is enthusiastic about the courses she is taking to up-skill self. A passion of hers is Gifted and Talented Education.

DISCUSSION ON EVENTS UNDER ALERT LEVEL 2

A further discussion took place regarding class trips and events for the rest of 2020 in light of the recent lockdown and Auckland's Alert Level 2.5. No zoo trip under present guidelines, Sporting events – outside of Buckland School - there would need to be strict guidelines if they were to proceed. Yr 7 & 8 Technology – Our Health & Safety conditions must be met before we will send to Pukekohe Intermediate and parents will have the opportunity to withdraw children if they wish. Mavis will liaise with Intermediate and communicate their H & S plan to parents. Board will be kept informed. No Bible in Schools for the rest of the year (to protect health of our bible teachers) ties to be modified and parent numbers restricted to guidelines. AG Day - See discussion below.

HEALTH & SAFETY POLICIES REVIEW

Board decided to postpone the review of these after the discussion on the need to reduce and reformat Health and Safety policies. With the Emergency plan now in place many of these are no longer needed. Mavis & Darryl have grouped policies and many of these can be changed to procedures rather than policies. They have looked at examples of policies and templates from NZSTA and would like to realign to suggested Operational and Governance Policies and then have the procedural links attached. Board members agreed to meeting during the holiday period so that time can be spent on these rather than use this zoom meeting to review. Mavis to design a template to be used for each policy.

FRIENDSHIP SEAT

Friendship seat has arrived. Date for blessing was set for 17 August with family invited. This had to be postponed. Unable to reschedule at the present time.

PROPERTY PLAN UPDATE

- Resurfacing of back court – Tiger Turf to move on this over the next few weeks. Colours and design finalized. Final documentation to be provided.
- Darryl vacated the meeting at this stage. LSC Office – Lisa and Mavis have reviewed the tenders and with Jeff from Watershed agreed and recommended that the successful tender be Goldsack Properties Ltd. The Board agreed to this recommendation subject to approval by the Secretary for Education. Discussion took place on the position of LSC office due to new possible fire regulations and the possible increase in price. Board agreed that the best position for the office was behind the Resource room. For cost effectiveness Watershed were asked to investigate completing Library/deck project at the same time as the office. Jeff has agreed to approaching Goldsack Properties Ltd. As Darryl has already declared a conflict of interest he will not be involved in any of the Board discussions or the procurement processes. He will be asked to complete an additional Conflict of Interest form.
- Library/deck project – there will be a need for a ramp. As modifications are proposed for the school for a wheel chair child, Jeff was asked to discuss the possibility of the Ministry contributing to this through the Property Modification fund.
- Due to possible cost increases it was moved that the Board be prepared to contribute a donation of up to \$30,000 to the library/deck project if required.

Moved: Andrew Maunder

Seconded: Brandon Foster

AG DAY PLANNING

- Lisa outlined draft Health & Safety requirements and organisation that has been worked on by her, Glenis, Darryl and Mavis to fulfil the legal regulations at Alert Level 2.5. There will be no coffee cart or slushy onsite. Masks will be available for judges and adults on site during the day. Adults (at this stage) will be limited to 10 with one adult per family. Mavis will communicate through the next newsletter that the animal judging will take place under strict guidelines. These will be communicated to parents of children with animals. Full H & S guidelines on shared drive.

ENROLMENT BALLOT FOR 2021

- Discussion took place on possible numbers of Year 6 leaving and number of known enrolments and siblings for 2021. It was moved to hold a ballot for 2021 for a limited number of students. Priority for siblings and Year 7 & 8 students.

Moved: Darryl Goldsack

Seconded: Lisa Robertson

Discussion on reasons for students leaving at end of Year 6 took place. Board made some suggestions. Mavis suggested Board members look at the Community survey results from 2019 for background information – in 2019 Survey PDF pg 30 on.

MEETING ACTION PLAN

7. MEETING CLOSURE

- **Evaluation** – Members to complete evaluations and send to Sarah.
- **Preparation for next meeting** – Date to work on policies
 - Review of Ag Day guidelines
- **Meeting closed at 7.57 pm**

NEXT MEETING: Wednesday 23 September 2020 at 6.00 pm in the Board Room.



Signed: Chairperson



Date

Change to October BOT Meeting Thursday 22 Oct.

Change to November BOT Meeting to Thursday 19th Nov.