

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 22 October 2020 at 6.00 p.m.

- 1. PRESENT: Lisa Robertson, Darryl Goldsack, Andrew Maunder, Brandon Foster, Dave Honiss, Mavis Glasgow**
- 2. APOLOGIES: Sarah Herring, Andrew Maunder**
- 3. BOARD MOTIONS:**
- 4. ADMINISTRATION**
 - **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 23 September 2020 were taken as read and were signed as a true and correct record by Darryl Goldsack.

Matters Arising:

- Mavis has contacted local Principals who use School Docs – very positive feedback. She also contacted Kay Harding from School Docs who outlined the process of setting up new policies.

Moved: "That the school engage in a service agreement with School Docs".

Moved: Mavis Glasgow

Seconded: Lisa Robertson

Moved: Darryl Goldsack

Seconded: Dave Honiss

- **Correspondence**

The correspondence was read to the meeting by Mavis Glasgow.

Matters Arising:

- Letter and documentation has been sent to the Secretary for Education asking for approval to employ Goldsack Properties Ltd to complete LSC & Library/deck projects.
- A new Building Warrant of Fitness has been issued which includes the fire separation requirements.

Moved: Mavis Glasgow

Seconded: Brandon Foster

4. MONITORING:

Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Student well-being survey to be undertaken over the next two weeks.
- Mavis to contact Stephen from Noel Leeming regarding hosting an information evening for parents on chromebooks before Christmas.
- Mavis reported on the new approach being taken by ERO.
- 10 applications have been received for the two permanent teaching positions.

Moved: "That the appointments committee comprise of Mavis, Brandon, Angela Lindgreen and Marlene Fletcher and that they are delegated the authority to make the appointments."

Moved: Mavis Glasgow

Seconded: Lisa Robertson

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

Staff Report

No report was tabled.

Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack.

Mavis presented a report on the major/minor injuries that had taken place over the year; the areas these occurred in and the frequency and type.

One teacher has had an injury over the last week and has required a visit to a doctor. An incident form has been completed.

Matters Arising:

Nil

Moved: Darryl Goldsack

Seconded: Dave Honiss

Financial Report

Payments amounting to \$23534.50 were ratified and approved.

Matters Arising:

- Financial Auditors have visited. Hopefully we will hear back shortly.

Moved: Brandon Foster

Seconded: Darryl Goldsack

5. GENERAL BUSINESS

CURRICULUM REPORT – MATHEMATICS

Sonja King and Lisa Goldsack presented the Mathematics Curriculum Report for years 0-4 and 5-8 respectively.

SCHOOL VALUES LOGO DISCUSSION

Mavis visited the school's Kaumatua and discussed the wording for the school values logo and the design. A design was agreed upon and it was also agreed that two versions – one in Maori and one in English would be used. Sarah or Mavis to contact the Graphic Designer with the final decision and a couple of minor alterations around the lettering font.

BIBLE IN SCHOOLS DISCUSSION

A change has been made to legislation around Bible in Schools. Parents must now opt children in to the Bible in Schools Programme run by Launchpad. A form has been designed and will be included in the school's enrolment pack from now on. The Board agreed that it was not necessary to retrospectively get parents of existing student to sign the form this year. This will be done in 2021 prior to the Bible in Schools programme beginning.

The planned community consultation will also take place in 2021.

PROPERTY PLAN UPDATE

10 Year Property Plan was declined because documentation submitted by the Project Manager was incorrect/incomplete. Darryl has reworked the plan with the Project Manager and the plan has been resubmitted. Staffroom project has been submitted to the Ministry for approval.

END OF YEAR ORGANISATION

Prizegivings will be held on the school grounds weather permitting. Buckland Hall booked as a backup. Alternative plans will be discussed if the Alert Level changes.

Junior Prizegiving – 14 December – speaker Brandon

Senior Prizegiving – 14 December – speaker Darryl

Yr 7 & 8 Graduation – 27 November – speaker Darryl

SCHOOL FRIENDSHIP SEAT BLESSING

Date has been set for 2 November at 2pm. Mavis has contacted Mrs Francis' family, and the local Anglican Minister.

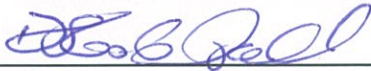
MEETING ACTION PLAN

- Sarah to update Action Plan.
- Members to update the timesheet.

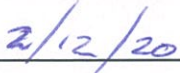
6. MEETING CLOSURE

- **Evaluation** – Members to complete evaluations and send to Sarah.
- **Preparation for next meeting** – Nil
- **Meeting closed at 8.20pm**

NEXT MEETING: Thursday 19 November 2020 at 6.00 pm in the Board Room.



Signed: Chairperson



Date