



Rāwhiti School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY 16 APRIL 2020 AT 4PM

PRESENT: Vanessa Manning (Chairperson), Liz Weir (Principal), Cheryl Lineham, Thomas Parata, Kylie O’Keeffe, Jess Poff, Tim Scott, Jen Evans

ATTENDANCE: Kim Allen (Minute Secretary)

APOLOGIES: None

1. KARAKIA

Thomas opened the meeting with a karakia.

2. CONFLICT OF INTEREST

There were no conflicts of interest to disclose.

3. MINUTES OF PREVIOUS MEETING

In the previous minutes it was minuted under “Conflict of Interest” that Cheryl had a conflict of interest relating to correspondence, however Cheryl was unsure what that related to. No other Board member knew what that was referring to, so it should be noted that this was an error in the previous minutes.

Motion: Moved Chairperson

That the minutes of the Rawhiti School Board of Trustees meeting held on Thursday 27th February 2020 be accepted as a true and correct record of that meeting subject to the following amendments: Item 5 - Conflict of interest - remove comment about Cheryl Lineham.

Carried

Matters Arising

A Teacher only day was due to happen on the 28th April but due to the current situation it may be that all schools will have a Teacher Only Day on this date to prepare for returning to school. Liz will find out if this will count as one of our eight teacher only days.

Action: Liz Weir

4. PRINCIPAL'S REPORT

Both Judith Boeren and Anna-Belle Graham have been appointed on fixed term positions until the end of 2020.

Liz contacted the Ministry about her sabbatical before we went into lockdown and asked if there was a process for changing the dates due to the current situation. They have advised it can be deferred to 2021. Liz will just need a letter from the Board showing they approve for her to defer it to 2021, possibly Term 1 or Term 2.

Motion: Moved Chairperson

That the Principal's report be accepted.

Carried

SPECIAL ISSUES

A. Lockdown so far

Liz gave an overview on how things have been going with the staff since lockdown. She wanted to express how proud she was of what our teachers pulled together for the students. She is also grateful for being part of the Manaiakalani cluster as this ensured a lot of information was online already and the children know how to navigate their way around it. It's been really challenging but those things in place made it so much easier.

We have deployed chromebooks to our Year 7 and 8 learners this week who did not have a device at home. They're covered by the Ministry insurance scheme. All other students who do not have access to a device at home are sitting on the National Distribution Register. Thomas mentioned that when the devices are returned to school that all history should be deleted.

Staff that live nearby school are on a roster to check the grounds. So far there has just been a little bit of graffiti and of course the sofa on the roof.

Elizabeth has done a huge amount of work around technology from home. She can control all the devices from her home, and run out the filtering so the students can only access sites that they could access at school. Liz is incredibly proud of the level of skill that we have on staff.

Some of the support staff are incurring costs due to working at home, mainly around cellphone and internet use. Liz asked if the Board would be open to considering some kind of reimbursement to staff for this month. Thomas thought a blanket amount for everyone to show a token of appreciation. Possibly \$50 per person.

Motion: Moved Cheryl Lineham

That all staff will receive a \$50 token of appreciation for working from home during lockdown.

Thomas seconded

B. Planning for Level 3

Liz will meet with Paul and Helen to talk about how re-opening the school will work at Level 3. Liz suggested the Board should meet again next week after the announcement on the 20th of April. Maybe also send out a survey to every family to gauge how many students would come back at Level 3. It was agreed to meet again next Tuesday at 4pm. Liz will send out another meeting invite.

Liz will create a document that the Board can add questions they have around how it will look at Level 3.

Action: Liz Weir

C. Strategic Plan update and actions taken

Liz was unable to meet with Kylie and Thomas prior to lockdown so she rolled over the three strategic goals currently being used (there is a copy in the BOT folder April meeting) and submitted that to the Ministry as there was a due date. When things settle back down Liz will meet with Kylie and Thomas to re-look at wording and ideas.

5. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session at 4.35pm for reasons of legal and professional privilege and to protect the privacy of natural persons. Subjects to be

discussed: Minutes of previous in-committee meeting, student behaviour and personnel. **Carried**

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board. **Carried**

Meeting closed at 4.55pm

Next meeting date: Tuesday 21st April at 4pm (Interim meeting)
Thursday 21st May at 5.30pm

Confirmed  **21 May 2020**
CHAIRPERSON

ACTION POINTS

Meeting	Action	Who	When
27.2.2020 Special Issues	Work on wording to include Cultural Narrative in Strategic Goals	Liz Thomas Kylie	Term 2
16.4.2020 Principal's Report	Is 28th April Teacher Only Day included as one of the eight entitlement?	Liz	Before 21 May
16.4.2020 Special Issues: A	\$50 to staff to be actioned	Liz	
16.4.2020 Special Issues: B	Create document for Board to include questions around Level 3	Liz	Before 21 April
16.4.2020 Special Issues: B	Book meeting for 21st April at 4pm	Liz	ASAP