



Rāwhiti School

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON THURSDAY 25 JUNE 2020 AT 7:00 PM

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

ATTENDANCE: Marilou Crequer (Minute Secretary)

APOLOGIES: Cheryl Lineham

1. KARAKIA AND WAIATA

Thomas Parata

2. CONFLICT OF INTEREST

Tim Scott in matters relating to landscaping.

3. MINUTES OF THE PREVIOUS MEETING

Motion: Moved Chairperson

That the minutes of the Rawhiti School Board of Trustees meetings held on Thursday 21 May 2020 be accepted as a true and correct record of those meeting subject to the following amendments: SIPS funding should read \$388,000.80 and the School Support person is Natalie rather than Stephanie.

Carried

Matters Arising

Nil.

4. CORRESPONDENCE

As per the correspondence outlined on Google Docs BoT 2020 Correspondence Folder. 1 July Operations Grant funding notice has been received – to be added to correspondence

5. PRINCIPAL'S REPORT

As per the previously circulated report which was taken as read.

Legislation

The Principal spoke to the 'teacher only days.' We have not used the planned teacher only days due to the Covid19 lockdown. We will take the scheduled day on 1 November. Seeking request to have a Monday 7 September (week 8 of Term 3) as a teacher only day for staff PD on DMIC Maths. We will give notice to our parents about this day as soon as possible.

Motion: Moved Chairperson

That the Board approve for school to be closed for instruction on Monday 7 September 2020. **Carried**

Motion: Moved Chairperson

That the Board approve the confirmation of term dates for 2021 – 2nd February to 15th December. **Carried**

Curriculum/Professional Development

The Principal spoke to the Digital Fluency Intensive courses that teachers have been taking part. She provided detail as to how the work is done and the outcomes. She then proceeded to show the Board the learnings and the tool kits which are readily available on the school website (currently in draft form only). Parents can likewise access all this information. Children, who may be absent on a day, will be able to access all the information done to enable them to keep them connected to their learning. There has been a huge amount of work go into the development of these studio sites by all teachers. She further stated that this is a definite step in the right direction for our children's learning and what they should be doing.

Motion: Moved Chairperson

That the Principal's report be accepted. **Carried**

6. SPECIAL ISSUES

Uniform supplier

The Principal spoke to this. The current uniform supplier having issues due to various reasons (special dye, sourced and printed overseas and Covid19 affected delivery). The supplier has provided plain t-shirts in the interim. The proper shirts have now been delivered and we have enough supplies up to October 2020. All agreed that it would be unwise to 'increase' uniform costs at present and prudent to start looking at alternative options with respect to another supplier

Action: Liz Weir

Approval for landscaping around newly fenced area

Tim Scott spoke to the quote (previously circulated) received from Evergreen Landscapes. The quote relates to tidy up of the area, prepping the soil to get it to appropriate level and planting around the new fence line. The quote amount is \$8892 (including a \$500 contingency fund) + gst. Irrigation is not included in this quote. A story will be put together about the school winning in the Learning Environments Australasia Awards

Action: Liz Weir

Motion: Moved L Weir

Seconded: T Parata

That the Board approve the amount of \$10,000 to cover the quote for the landscaping and planting around the newly fenced area. **Carried**

Designating J Poff to sign off accounts

The Principal explained the rationale for having a Board member sign off accounts as part of good audit (checks and balances) process. Jess Poff has received training as to the expectations on the sign off procedure(s).

Motion: Moved Chairperson

That the Board designate Jess Poff as the authorised person to sign off school accounts.

Carried

Memorandum of Understanding (MoU) with Linwood Tech Centre for Year 7/8 Tech

The Principal stated that it has been discovered that our school do not have a MoU with Linwood. She explained why a formal MoU is necessary as it sets out obligations, responsibilities, and liabilities. An MoU has been received from the Ministry that requires Board signature. The MoU is valid for 2020. Currently looking at alternatives for technology options moving forward (Mairehau HS provide technology classes and they are in our school cluster).

Action: Liz Weir

Ministry of Education Donations Scheme for 2021

The Principal spoke to this. We opted into the scheme last year. We need to signal by 1 July if we wish to opt in again for next year. She recommends to the Board that we opt in once again. We will know after 2021 if the scheme is working for the school or not.

Motion: Moved L Weir

Seconded: Chairperson

That the Board of Trustees agree to opt into the Ministry of Education Donations Scheme for 2021.

Carried

Board Training with Ai Fone

Contact Ai Fone with some dates for Board training next Term (Thursdays preferred)

Action: Liz Weir

Before School Care

The Chairperson spoke to the issue of children being at before 8:30am. She has raised this with Liz Weir and believes it is a health and safety matter that needs to be addressed appropriately particularly during wintertime. Liz Weir explained to the Board the rationale for the 8:30am time, what the teachers are able to do when children are not onsite at the earlier time and the NZSTA rules about obligations and responsibilities in the unfortunate event a child is injured outside/inside school grounds etc. Parkview Oscar could be an option for before school care (from 7am and will be dropped off to school at 8:40am) but comes at a cost. All agreed that there is no one solution, the situation will be monitored but we will continue with the current rule of no drop off before 8:30am. We will try and work with families to figure out why they must do early drop offs and how we can support them.

Technology for Teacher Aides

The Principal spoke to this and explained to the Board that our teachers are provided by the Ministry with an electronic device. The Board have also provided iPads for staff. Teacher aides do not have their 'own' device (aside from their own mobile phone) and through lockdown, they (teacher aides) have been doing a huge amount of work uploading information on the studio blogs. An electronic device is not part of their contract. A request made to the Board to consider the purchase of additional iPads, for the teacher aides to use, but will remain school property. Obtain quotes for the purchase of 12 additional iPads

Action: Liz Weir /Elizabeth

Hero Linc Ed– update on going live and demonstration

The Principal reported that Hero will go live on Wednesday 1 July. This will allow parents to see their child's current achievements in Maths. Details on what the report means and how to interpret the data also detailed to the Board. The Principal then proceeded to

show a 'live' demonstration of the programme to the Board and the various data that are available, the goals and how they are measured and what are the outcomes for each child. She then went on to detail what the symbols mean in every child's profile and what are the next steps. A variety of reports can be pulled out of Hero depending on what is required by the Board and for what purpose. She also explained the differences between Hero and the current programme Seesaw. Both systems have their strengths and 'weaknesses. It is envisaged that school will eventually use only Hero for reporting.

7. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting moves into Public Excluded Session at 7:45pm for reasons of legal and professional privilege and to protect the privacy of natural persons. Subjects to be discussed: approval of previous minutes, stand downs, restraint, and accident register.

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session at 7:55pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

8. OTHER BUSINESS

Reminder of the BOT and Staff function on Thursday 2 July from 6pm at the Burger Joint to celebrate coping with lockdown and the end of a very challenging term.

The Meeting closed at 8:00 p.m.

The next meeting date(s): Thursday 13 August 2020 at 6 p.m.
Thursday 24 September 2020 at 6 p.m.

Confirmed  13 August 2020
CHAIRPERSON

ACTION POINTS

Meeting	Action	Who	When
19.9.19 Item 5, page 2	Register for Inclusive School and Wellbeing Board training	Liz Weir	Ongoing

7.11.19 Item 4, page 2	1. Request Executive Officer to investigate the impact on van insurance when used by community groups. 2. Further discussion with James regarding Youth Alive's use of the van.	Liz Weir	December
7.11.19 Item 6, page 2	Inclusion of information on the school opting into the Government Donation Scheme on the website	Liz Weir	December
7.11.19 Item 6, page 3	Review of current Strategic Goals	Liz Weir	December
12.12.19 Item 9, page 3	Provide Board with Board training date with Aī Fone	Liz Weir	February
12.12.19 Item 10, page 3	Read end of year data on Writing and Mathematics included in Google Docs	Board	February
21.5.20 Item 6, page 2	Concept for use of SIPS funding to be provided to the Board	Tim Scott	June
21.5.20 Item 6, page 3	Thanks to Helen Parata for all her work from the Board	Liz Weir	June
21.5.20 Item 6, page 3	Arrangement appreciation from the Board to staff for their work over the lockdown period	Liz Weir Jen Evans	June

