

**Board Minutes**  
**Meeting held via Google Meet**  
**Monday 23 August, 2021 at 6:30pm**

**Present:** Estelle Jaine (Presiding Member), Raewyn Watson (Principal), Clinton Geeves, Christian Hawkesby, Mark Palmer, Sarah Sims, Dan Byrne (Staff Rep), Helen Shields (Board Secretary)

**Karakia and Welcome**

**No apologies and no conflicts of interest declarations**

**Action Points:** Updated by all

**Principal's Report:** Taken as Read

- Raewyn and Sarah are working on data analysis for year 5 writing. The information gained from moderating the EastTtle writing assessment will give valuable insight.
- Once analysis is complete Raewyn will report on what is happening for this cohort and what support will be put in place.
- The Board acknowledged the many positive things to celebrate in the Principal's Report.

**Masterplan Update:**

- 3 landscape architects have presented their plans and this information was shared with members by Clinton.
- All proposals came in at around \$6K.

**Resolution:** The Board resolved to engage Local landscape architecture collective. Agreed

- Mark Newdick is the contact.

**Resolution:** The Board resolved to commit \$6K to this project. Agreed

- The Board emphasised the need to be specific about what is to be covered in the Masterplan to avoid a cost blow out.
- The Board also acknowledged the need to follow a good process.
- Ideas of projects to be included in the Masterplan will be sought from the staff, students & community.

In Committee: 7:26pm - 7:44pm

**Annual Plan Update:**

- Estelle and Raewyn have not met due to Covid lockdown.
- *Bounce Back* is not yet embedded into the programme.
- Student voice for Clinic programme - action required.
- Commitment to EnviroSchool Programme - action required.
- Raewyn and Chris Rowan will develop a tight action plan around outstanding items. The Board has asked for this to be shared at the September meeting.
- Mark revisited the need for a Bounce Back Programme Champion. Raewyn commented that the presentation of the programme, during teacher only day in February, did not successfully set the scene for embedding the programme.
- The programme is being used but the implementation is complex and takes a lot of time.
- Raewyn will re-visit Bounce Back with team leaders.
- A school parent with professional expertise in this area has previously offered to meet with staff to discuss - Estelle will check with Raewyn/Sarah Simpson if this is required at this stage.

- Raewyn will consider who is best placed to lead the programme and champion student wellbeing going forward. Consideration will be given to what the barriers may be.

#### **Finance:**

- Clinton spoke to his summary.
- \$64K surplus currently. Tracking well to break even at year end.
- Noscar - finances need addressing. Even though the fees went up at the beginning of term 3 Noscar is not the contributor it once was.
- The Board acknowledged the need to engage a deputy supervisor for Noscar.
- 2020 activity donation underspend - consider an activity to re-integrate the students back to school after lock down.
- Check activity donation spend for this year and revisit at the start of term 4.

#### **Policy:**

- Raewyn has a conversation scheduled with SchoolDocs tomorrow to discuss the benefit of having control over policy reviews each time they are sent to the school.
- Discussion around reports being given out at 3 way conferences and there potentially being more useful engagement if the report is sent home prior to the conference.
- It was suggested that a small focus group of parents be asked for feedback on 3 way conferences
- Raewyn will discuss with team leaders.

#### **Clinic Update:**

- Representatives from the Clinic were invited to attend a Board meeting and while the invitation was appreciated they know this is a busy time for the BOT and settled on providing an update by email which Estelle will share with members.
- Overall the Clinic is going well and the coordinators are keen to offer some science based sessions soon.
- The Clinic would appreciate some advertising through the Board in order to encourage 'hidden experts' to come forward. Estelle will include in *On Board*.
- Discussion around the Clinic possibly using some of the 2020 activity donation underspend.
- The Clinic is now under the umbrella of the PTA, a change to the founding model.

#### **Property:** Mark spoke to his emailed report

- Fencing - February 2022 start.
- Astro turf - held up due to weather.
- Retaining Wall planting due in September - playbank tidy up won't be included at this time.
- Security cameras - Raewyn will revisit once lockdown is over. The new signage will indicate "cameras are operating".
- Drainage: Mark is waiting on a written report but considered a fix could include building a nib around the main sump behind room 17 - this would (hopefully) prevent water runoff into the neighbour's property. The caretaker could action this.

#### **Community space:** Christian

- Raewyn, Christian and Bronwyn met to consider indoor school space for use by the community. It was determined that McLeod Hall would be the preferred space to use. It would also be the best space for students to use for assemblies, performances etc.
- Noscar could be moved into rooms 13 and 14. Room 13 is currently the new entrant classroom.
- Mark has approached our property advisor for advice about the electrical equipment located in a cupboard in room 4. Subject to favourable information about the safety of this equipment, room 4 could go back to being used as the new entrant classroom.
- The natural time to make the shift would be in the new year however the next step is to initiate conversations with the staff and Noscar. Raewyn and Christian to progress.
- What is the capacity of McLeod Hall?

## **Health & Safety:**

- COVID-19 Health & Safety policy review: The transition to alert level 4 was smooth with effective communication and regular updates.
- Our policy links to the latest MoE and Health Ministry alert levels advice. The school website will be updated as the situation changes.
- The community has been advised the school grounds are out of bounds to the public at Level 4
- Alert level 3 communication to the community will be reviewed.
- Query around google meet between teachers and their class. Raewyn will discuss with staff.
- Retaining Wall project Health & Safety Plan: Raewyn will work with the project co-ordinator to complete the documentation provided by the Wellington City Council. School will own the plan which will be shared with the Board.

## **Incident report** (if required)

- Nothing to report

## **Privacy:**

- Discretion emphasised around vaccination status and other potential COVID-related privacy issues within our school community. The school would be guided by Regional Public Health if required.

## **Admin:**

### Approve Minutes

- The Minutes of the meeting held on 30th June 2021 were approved as a true and accurate record.  
Agreed
- The Minutes of the meeting held on 12th August were approved as a true and accurate record.  
Agreed

## **Note email decisions:**

- Approval of \$2,500 contribution to the retaining wall project
- A Board representative and a senior management representative will attend the retaining wall working bee sessions.

## **Other Business:** Working Bee discussion

- Refreshments to be supplied at working bee, barbeque etc. This event is driven by the Landscape Group.
- Mark will email the working bee co-ordinator to adjust the working bee date as the Board is not sure about this event going ahead at level 3. Estelle to check the policy and advise.
- Peter is able to do some preparatory work at level 3.

**Into Committee:** 9:15pm - 9:45pm

**Next Meeting:** Thursday 23rd September 6:30pm. Helen to advise Clinton and Raewyn.

**Meeting closed:** 9:45pm