



Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, May 27, 2020

Meeting Opened 5.05pm

Present: Gaylene Murdoch, Carla Cook, Sarah Hynds, Scott Penney, Graham Coppock, Emma Burn, Tony Alatini, Lynne Fell

Apologies:

Visitors: nil

Agenda Items	Discussion Points	Actions to be Taken
1. Administration		
1.1 Present	As Above	
1.2 Apologies	As Above	
1.3 Declaration of Interests	Nil	
1.4 Confirmation of Previous Minutes	Moved: EB Second: SH All in favor	

<p>1.5 Matters Arising: See previous minutes</p>	<p><input type="checkbox"/> None</p>	
<p>1.8 Correspondence</p>	<p>To be discussed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A huge amount of correspondence regarding covid-19 in the form of Ministry bulletins continues to arrive. SH has been ensuring that information is given to relevant people and has been responding to action points.. <input type="checkbox"/> A church request received to rent the hall. Consensus among the board is due to the current state of affairs it is not advisable to not go ahead 	<p>SH to email back decision</p>
<p><u>2. Strategic Discussions & Decisions</u></p> <p>2.0 Discussion Points</p>	<p>Stormwater: SP discussed, ongoing. Awaiting replies from the Ministry.</p> <p>Covid-19 Update: SH and CC shared the response to the move to Alert Level 3 including creation of onsite bubble, allocation of onsite staff and distribution of workload as well as health and safety measures.</p> <p>Plans for the move to Alert level 2 were put in place prior to the school opening on May 18th. Staff attended an induction day. Additional hygiene and physical distancing practices have been put in place. Systems for collection and drop off of children have been established.</p> <p>School House Insurance: GC has provided a comprehensive insurance replacement estimate for the school house. Board discussed the current amount of the insurance vs. actual replacement cost. See motion below.</p> <p>School House Painting: Discussion as per information in the principal's report was had.. See motion below.</p>	<p>Measures in place are working really well (Level 2)</p> <p>Ask Insurance Company what replacement value would be, MOE insurance scheme</p> <p>Quote required, strip back to the boards</p>

2.1 Policy Reviews	As per principals report. Copies of the two policies for review this term distributed for discussion 1. Employer Responsibility Policy 2. Cultural Diversity	SchoolDocs cover these well. SH and CC discussed, all fine Discussed comments submitted. Review in strategic plan Term 3
2.2 Decisions	School House Insurance: Move that the actual replacement cost of the school house be provided to insurers. Moved: SH Second: GC All in favor School House Exterior Painting: Move that quotes are obtained for the painting of the exterior of the schoolhouse Moved: SH Second: EB All in favor	SH impact on premiums EB and GM to get quotes
2.3 E Motions	Nil	
2.4	Ag Day discussion: Due to COVID-19 the BoT discussed the viability of hosting AG Day in 2020. <ul style="list-style-type: none"> ● Think of logistics under Level 2. SH discussed with teachers how it would work 	Key Ag day committee to get together to discuss possibilities
3. <u>Monitoring</u> 3.1 Property & Health & Safety report	See principal's report.	
3.2 Schoolhouse report	Matters to discuss in committee Ongoing bait trapping for mice/rats School House	
3.3 Finance report	Financial reports as per folder. Taken as read. Currently tracking with a \$45K surplus. Audit process has been done online	
3.4 Principal's report	Taken as read. No questions. Strategic dialogue and discussion undertaken as per above.	

3.5 Personnel Report	As per principal's report. Employment of 2 teachers for term 3 to job share a new entrant room to be opened.	
3.6 Cultural Report	Kapa haka has restarted for both the junior and senior group. No information as yet as to when a decision will be made regarding performance festivals.	
3.7 Curriculum, Progress & Achievement Report	92.88% engagement in online distance learning. Learners receiving quality feedback including next steps for learning. Teaching remains in line with the plan for 2020 with adaptations being made to focus on quality rather than quantity. A revised reporting and assessment schedule will be developed as a result of the COVID-19 lockdown. Currently mid year reports are being reformatted to include greater student voice. These will go out at the beginning of term 3 rather than the end of term 2 (pending the successful reformatting).	
4. <u>Publicly Excluded Business</u> 4.1 Commercial Sensitivity (if required)	Motion: SP Motion that the public be excluded for Agenda Items for commercially sensitive items as per section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter of commercial sensitivity. All in favour	Time in: 6.03 Time Out: 6.10
4.2 Personnel (if required)	Motion: SP Motion that the public be excluded for Agenda Items for personnel as per section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter relating to personnel. All in favour	Time in: 6.03 Time Out: 6.10
5. <u>Meeting Closure</u> 5.1 Next Meeting	Agenda Items: Tracking response to Covid-19	

Meeting Closed: 6.18pm

Next Meeting: 22nd June 2020

Certified as a true and correct record:

Signed: Dated: