

Minutes of Meeting
Tuesday, 31 March 2020
63 St Georges Rd, Avondale
at 3pm via Zoom



BOARD OF TRUSTEES 2020

Attending: Sandra Bosman, Michael Causley, Vicki Morris, Warren Peat, Amrita Sadanand.
Lesley Venter attended the meeting until her Learning Area report was finished.

Apologies: Allan Bates, James Bull, Dianne Thompson.

Devotion: Vicki shared 3 things that she felt she needed to do during this time of Covid-19 –

1. To focus on Jesus 1 Cor 15:55
2. To lift her eyes towards her eternal home. Hebrews 11:1
 - This earth is not my home Heb 11:10
 - Covid-19 has challenged a lot of the things we have put our confidence in. Our confidence is in God, the creator, sustainer and sovereign ruler.
 - Our times are in God's hands. Psalm 31:15
3. God is good and what He does is good. Psalm 119:68. In times that are stormy and rough, keep our eyes on God. Easter is coming and it is good to be reminded that God is in control. I need to be intentional about thinking about others. We can be different when walking past others by smiling, saying "God bless you today", "what a beautiful day!" As they see Jesus in us, they will also come to glorify our Father in heaven.

1. Confirmation of Minutes

The minutes of 25 February 2020 were accepted as a true and accurate record.

Moved Warren / Seconded Vicki. AGREED

2. Wai Learning Area Report

This is the first learning area report for Wai (Years 3&4). The two teachers are working well together - doing devotions together, a wellness hour each Friday with their own class and next term teachers will swap classes. It is felt by both teachers that it was a good move to have this year group separate. In Dianne's absence Sandra conveyed her thanks for Lesley's hard work and excellent report. Michael asked if there were any resources that were needed and whether they felt supported? Lesley responded saying that resources, in terms of reading and maths, are good and they use a lot of the resources that the school already has so don't need anything extra. Lesley feels very supported by the senior management team and other Learning Area leaders. She also feels that ESOL students are well supported in class and by way of extra tuition with Marcia. Michael thanked Lesley for her report and prayed for her and the Wai Learning Area.

3. Matters Arising from Minutes & Action List

- 10 Year Property Plan from KWT – some things are under way and the rest will come up under Property.
- Meeting with Sandra hasn't yet taken place although they chatted briefly yesterday. The actual meeting has been postponed for the time being. One of Sandra's goals will be the bi-cultural aspect of school. It was suggested that a less intense appraisal be done internally this year, possibly with Michael. Motion – "that the Principal Appraisal be Board led for 2020 with Michael and Sandra developing the goals and with a view to having an external appraisal again next year."

Moved Michael / Seconded Warren. AGREED

- Werner Schroeder's resignation from the Board. Michael will write a letter of thanks for his service to the Board. Warren pointed out that as long as we have 1 more parent representative than proprietor representatives we are able to operate as a Board. Warren and Allan are the only proprietor representatives, therefore there is no requirement to replace Werner at this stage. We can either

advertise or co-opt. Michael suggested putting off doing anything further on this until the May meeting. This was agreed to by the Board.

- Delegations of Authority Process to Policy has been done.
- Bus details for Term 2 to be sorted. Vicki has been in touch with Krishna with some possible solutions. A few options are being looked at and will be notified to the parents before the start of Term 2. This matter is left to Vicki to co-ordinate and to advise parents. Warren suggested that this may need to be looked at each term and also asked that parents continue to be encouraged to pay what they have committed to paying when using the bus.

4. Conflicts of Interest

No new conflicts of interest.

5. Policies –

Chairpersons Role

Relationship between the Board and Principal

It was moved that the above Policies be approved.

Moved Vicki / Seconded Amrita. AGREED

6. Reports

Principal's Report - taken as read.

- PAT Analysis and results. Sandra was asked to provide an Executive Summary for the Board. She pointed out that it is a legal requirement to set it out as she has but she can do a summary for the Board. These results reflect the first opportunity we have to compare two full years. This year seems to show a stabilising of results. Pasifica students maths needs to be looked at going forward but language comes into this now as maths becomes more about problem solving. On the whole, for a decile 3 school, we are doing very well and generally better than national results. Well-being is the next aspect to be measured but this will be done when we are all back at school.
- Covid-19 – staff are coping well and staying connected via WhatsApp. Also, we are contacting parents about our closed facebook page and encouraging this as a way of keeping in touch with each other, sharing ideas and showing what is happening in the home. All the students have internet now and those without devices have been given a device to take home. All teachers are using on-line learning platforms, eg. Hapara and Google classroom with Junior Classes tending to use Class Dojo. Parents will be encouraged to get back on board after the holidays. If it goes longer, we will have to follow up with those that we don't hear from. Teachers will do this in the first instance. No Digital Technology equipment has been left at school during the lockdown. Michael pointed out that if extra money is needed the contingency budget should be used first but that further money should be available if necessary. He also suggested making contact with other Kingsway Trust schools to see what is happening there and what can we learn from them. Amrita thanked Sandra for the e-mails and communication with parents. Teachers have also done an amazing job. Sandra feels that one of the most important things is to stay connected however we can. She shared that the Intermediate group had devotions online, praying for each other and sharing scripture. Warren has also shared information amongst the KWT Principals.

It was moved that the Principal's report be accepted.

Moved Sandra / Seconded Warren. AGREED

Finance & Property sub-cmte Report

- December accounts in conjunction with the Annual Financial Report have already been sent to the auditor. Allan is happy with our financial status and thanks Sandra for her prudent use of money. We do have money going forward so we are in a good position for any new initiatives.
- February accounts – are tracking along fine. Digital Technology is going really well with the new technology that is now available. Intense PLD has happened in this area.
- It was requested by Rolene that we extend our Credit card limit as Vicki is now also on the school credit card.

It was moved that we extend our credit card limit to \$3,000. Moved Sandra / Seconded Amrita. AGREED
Rolene will organise this.

- **It was moved that Michael and Sandra be able to sign the Annual Reports when they come back from the Auditor.** **Moved Sandra / Seconded Warren. AGREED.**

Property

A number of projects are being looked at including extending Sandra's office and modernizing the meeting room and the front of reception, including painting and carpeting. This was planned for the April holidays but will now be a priority for the next holiday break. The next priority will be the new NE room. This will get done as soon as we can. 'Maker Space' is a bigger project which involves building consent, designs, etc. and this will be done as time and consents permit. The classrooms near Twai will be looked at later.

Warren has spoken with the man who did the field and he will come back to do the sand lines. He also noted that painting and maintenance work that has been going on at the school has certainly improved the look of the school.

7. Inwards Correspondence - nothing as mail is not being collected at present.

8. Future Business

Nothing

9. Next meeting – 26 May.

Thanks were extended to Warren for setting up the zoom meeting. He mentioned that he now has a zoom subscription so we can plan a meeting anytime.

Michael closed in prayer at 4.11pm

Signed as a true and accurate record:

Approved:

Chairman:

Date:

ACTION LIST from 31.3.2020 meeting	WHO	WHEN
Items Carried Over from previous meetings		
10 Property Plan to come from KWT	Warren	Prior to March meeting
Items forthcoming from the 31 March meeting		
Meeting with Sandra to finalise developmental goals for 2020 as per her appraisal.	Michael	To be held asap
Letter to be written to Werner Schroeder	Michael	Before end of April
Bus solution for Term 2 to be finalised and conveyed to parents	Vicki	Before start of Term 2
Credit card limit to be increased to \$3,000	Rolene	ASAP