



Board of Trustees Meeting Minutes 7 May 2020, 7.00pm

Meeting carried out by electronic means via zoom (audio/video conferencing)

1. Administration

1.1 Present

Denise Humphries, Katharina Friedli, Greg Hartwell, Joshua Gwilliam, Jodi Edwards

1.2 Apologies - Rachael Dennis, Hanna Woods

Rachael asked Katharina to chair the meeting in her absence.

1.3 Declaration of interests – no form completed, trustees asked to declare conflict of interest in particular agenda items should such a conflict arise.

1.4 Correspondence

Jodi reported on the following correspondence as received electronically:

- Bulletins from MoE, national and regional information
- Auditors request for board minutes
- NZPF, NZEI & NZSTA information/news
- Applications for administration vacancy position

1.5 Confirmation of minutes & review agreed action points

Katharina shared screen of amended policy 4.01. point 5 to increase expenditure authority for principal as per resolution in minutes of 11 February 2020, to ensure policy is in line with the passed resolution.

Motion: that amended policy 4.01. point 5 be accepted as shared and to now read:

If the cost of a single item exceeds \$500 but is less than \$1000 and is spending within the approved budget, approval must be sought from the Chairperson of the Board of Trustees.

If the cost of a single item exceeds \$1000, approval must be sought from the Board of Trustees.

Moved/ seconded: Greg/Katharina

Carried: unanimously

Motion: The Minutes of the meeting of 11 February & 26 February 2020 as read be accepted.

Moved/ seconded: Jodi/Denise

Carried: unanimously

2. Monitoring

2.1 Principal reporting against annual & strategic plan

As per the submitted principal's report.

2.2 Principal reporting on student achievement & NAGS

The board thanked Jodi for the report and the contributions made by the teachers. The contributions by the teachers were informative.

Additional reporting by Jodi:

Jodi believes school prepared well for the lockdown during the two days prior to the lockdown coming into effect. During the lockdown he and Denise focused on staff wellbeing and they both communicated with each other on this. Denise has been in contact with most staff daily. Staff communicate with each other through various means such as phone calls, electronic messages or video meetings. A face-to-face staff meeting has been set up for next week if level 2 is confirmed.

The school has also had offers of support from various professional development providers.

Since entering level 3 the school had 5 children attending. The children are being taught by Denise. Jodi is on the premises and so is Joy assisting with continuous administration support. She has delayed her departure date from her position due to the Covid-19 situation. The interviewing process for the administrative position has also been delayed and it will be continued in level 2.

The staff will be carrying out a review of how the school worked through the Covid-19 situation to evaluate what has worked and what has not and what learnings can be taken from it.

Motion: The Principal report as distributed be accepted.

Moved/ seconded: Jodi/ Greg

Carried: unanimously

3. Strategic matters

3.1 Strategic issues & self -review as per board work plan

a. Review Strategic Goal 1

Due to the Covid-19 situation and the delay in having a face to face board meeting the review of strategic goal 1 is deferred to a later date where the board will set aside time for an extended day meeting/workshop to work on the review of the strategic plan as a whole and community consultation. The date of this day meeting to be arranged and confirmed with the board chair.

b. Review Governance Framework

Given the implementation of the Whangarei Heads School Governance Framework in 2019 this review is deferred to a later date to be confirmed.

Trustees are encouraged to continue to be familiar with the Framework as it sets how we operate as a board.

c. Special Education Needs

Due to Covid-19 this review has been deferred to a later date to be confirmed.

d. Curriculum Writing

Due to Covid-19 this review has been deferred to a later date to be confirmed.

e. Emergency Planning & Pandemic policies (Emergent)

As per Jodi reporting above he will review procedures and processes from the management of the Covid-19 with staff.

The board will review the relevant health & safety policies in relation to emergency planning & pandemics. Relevant existing Whangarei Heads School policies to be collated.

The board's governance responsibilities in regards in the current situation is seeking assurance from the principal that the directions from MoE have been carried out. The directions by the MoE were operational.

3.2 Board Process & compliance

Accounts have been provided to auditor. Jodi forwarded request for electronic copies of minutes to Katharina. Katharina has supplied electronic copies of minutes to auditor but has had no confirmation of receipt. Jodi will follow up.

Due to absence of board chair the confirmation for appraisal for Jodi will be deferred. Jodi will progress in discussion with board chair.

4. Finance & property

4.1 Finance report

Finance reports have been distributed. Clarification was sought from Jodi about page in both reports that referred to "Comments on items of significance". Jodi said he would look into these items and provide comments at the next board meeting.

The board has asked Jodi to report back to the board if there needs to be any adjustment to the 2020 budget due to the Covid-19 situation that may require spending in unforeseen areas.

Motion: That the 29 February 2020 and 31 March 2020 Finance Reports provided by Education Services is as accepted as provided.

Moved/ seconded: Katharina / Greg

Carried: unanimously

\$75,000 payment from MoE was received. Jodi is nervous about attending to the outstanding payments out of this fund and he wants to meet with Paul Ulenberg and Josh on it first. Jodi to arrange a meeting with these two and report back to board.

Money for wish list from previous meetings is still there and Josh has obtained some prices for certain items that he will need to work through. Wish list has been discussed with staff and they were in agreement with it such items as outdoor classroom and pool fixing.

4.2 Property report

Josh has been in contact with Neil since our last board meeting. Neil confirmed that the MoE allocated all school \$82,000 for 15m2 for new Learning Support Coordinators (LSC) that start working in schools. The board questioned whether the amount was per school or for the school that is hosting the LSC. We are partnered up with Otaika and they are hosting the LSC. Jodi to obtain further information and Josh also to check with Neil.

Rugby goal posts have been installed on the field. This was initiated by Camille D'Andrad and all organised and donated by David McDonald. The board would like acknowledge this generous contribution by David McDonald following the initiative taken by Camille. Jodi to pass on the board's thanks to David and Camille.

8.00 pm - Denise left the meeting to attend the live Facebook session with Minister Hipkins.

5. Health & Safety & Wellbeing

5.1 H & S report

The board sought assurance from Jodi that all health and safety requirements as per the MoE updates to Principals have been attended. Health and safety includes staff and student wellbeing.

Jodi reported that he has worked through the various checklist in terms of property with the caretaker. He has communicated to and updated the board chair on executing health and safety compliance as per MoE instructions. He has organised a clean for the school prior to level 2 and will arranged for a different focus for the cleaners to attend to MoE guidelines.

Board is aware of its good employer obligation in terms of staff wellbeing and was seeking assurance from Jodi that staff wellbeing was attended to. Board received a good update and insight earlier in the meeting that management communicated well with staff and is checking in on them. Jodi confirmed that all staff are ok and have been communicated with individually to ensure their wellbeing and health and safety needs are met. Jodi is to let the board chair know if any board input is required to address any issues that arise with staff wellbeing.

Board would like to convey its sincere thanks to the effort the staff have put into providing continued teaching to all the children in what are unprecedented times. The staff's work is acknowledged by the board and much appreciated.

The board also wants to ensure Jodi's wellbeing is ensured and encourages him to talk to the board chair if any additional assistance from the board on a governance level is required. The board acknowledges the importance of the principal's wellbeing as the leader of the school.

Board acknowledges that over the coming months there will be reflection on the lockdown time and the learnings we can take from it. One key point the board acknowledges is the importance of communication with staff, students, parents and the wider school community. It is important that continued effective communication continues by the principal and now is also a good time to strengthen community relationship and involvement by the school. This could include considering offers from community members to assist with skills/services they can offer to school.

6. Identify agenda items for next meeting

As per the board workplan and to be confirmed by email.


7. Meeting closure

7.1 Evaluation of meeting – nil

7.2 Date & time for next meeting

To be confirmed with board chair and communicated by email.

Meeting closed 8.15pm


BOT Chairperson 30/06/2020