

**MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING**

**26th MARCH 2020**

**Present:** T Balvert (Chair), L McKenzie (Staff Rep), T Dobson, L Taitoko, L Nelson, D Robson, G Bobsien, R Follows, M Seeley, C Taylor.

**Karakia**

**Welcome:** Meeting opened at 7.00 pm. T Balvert welcomed the board, G Bobsien, R Follows and M Seeley to the board meeting. Noted that the meeting is able to consult with P Wright by phone if necessary.

**Apologies:** P Wright

**Motion:** that the Board accepts P Wright's apologies.

**MOVED** from chair

**CARRIED**

**Motion:** that G Bobsien, R Follows and M Seeley have speaking rights.

**MOVED** from chair

**CARRIED**

**Introductions:** T Balvert introduced R Follows and M Seeley to the Trustees - teachers in the Kiwi Hub.

**Declarations of interest:** none

**ACTION TABLE LIST - February 2019**

Hall extension/Livingston Builders.	T Balvert & T Dobson
Meet with S Seel regarding the school's policies.	T Balvert.
Policies/Delegations document.	T Balvert.
Reply to T McIntyre and A Munro re Strategic Plan.	T Balvert.
Annual Review of Enrolment Scheme.	March meeting
International Student Policies/Procedures	T Dobson

## **Discussion:**

- Hall extension/Livingston Builders. T Balvert & T Dobson. Has left a message with the builders - no reply as yet. T Dobson – probably not an option with the builders. Remove from Action Table.
- Meet with S Seel regarding the school's policies. T Balvert. Tried to contact S Seel. Will meet with C Taylor. Remove from Action Table.
- Policies/Delegations document. T Balvert. Next meeting.
- Reply to T McIntyre and A Munro re Strategic Plan. T Balvert. Have replied.
- Annual Review of Enrolment Scheme. T Balvert. Next meeting.
- International Student Policies/Procedures. T Dobson. Done

## **Action:**

- School Policies. T Balvert & C Taylor
- Policies/Delegations document. T Balvert.
- Annual Review of Enrolment Scheme. T Balvert.

## **ERO Visit Debrief / Actions Discussed by T Balvert**

- ERO have emailed key points, we are waiting for the draft report and will have the opportunity to review and make suggestion.
- ERO recommended actions around 2 policies; The Surrender and Retention of Property Policy and the Child Protection Policy. T Dobson will work on these.
- L Nelson – we received mainly positive feedback. R Follows agreed – the ERO visit was discussed at today's staff meeting.
- T Dobson – Student management system did not give us the results that ERO wanted.
- G Bobsien – ERO wants us report on targeted students and priority learners.
- G Bobsien - hoping that our new SMS, Hero, will be an improved version. L McKenzie - there are many things Hero does better than our previous system.
- T Balvert – we only had one year of data to present to ERO. This was due to the change in reporting and the change to Linc-ed. ERO wanted to view previous year's results and track trends in the school. G Bobsien – was able to provide data for Year 4 -6 for many years.
- L Nelson - Identifying target students. Need to separate those who have been in the school since new entrants, and the transient students.
- G Bobsien – the aim is to be able to track students through their years at school. Will feedback to Linc-ed re ERO requirements.
- T Balvert - data and targets. Our targets talk about percentage shift and ERO did not want it measured this way. They would prefer us to track a number of students. They want us to accelerate the bottom 20% of students. This includes children with special needs, transient and ESOL students.
- T Balvert - when will we have the new Kahui Ako Targets?
  - G Bobsien – Kahui Ako have held one meeting this year and are still working on the targets.
  - T Balvert - we want to align with those targets as we are still working with last year's targets.

- G Bobsien - will feed this back into the meeting tomorrow.
- T Balvert - we may have to set our own targets at the next Board meeting
- ERO's next visit will be between 3 - 5 years.

**Action:**

- The Surrender and Retention of Property Policy and Child Protection Policy. T Dobson
- Feedback to Linc-ed re ERO requirements. G Bobsien

**HES Pandemic Plan** Discussed by T Balvert

- There are 2 confirmed cases of Covid 19 in the Waikato.
- Have asked the Board to consider items on the email;
  - Pandemic plan.
  - Robust communication with our parents.
  - Government advice not to have large gatherings.
  - Wellbeing of students - physical and mental support.
  - A probability that school will close some time soon.
- Pandemic plan;
  - This was updated recently using a Ministry template. We take our guidance from the Ministry of Health.
  - Do we have a supply of personal equipment? G Bobsien - there are many items in the school - face masks, gloves, etc. Spoke with the PHN - face masks are not an effective barrier.
  - T Balvert - do we have enough soap and paper towels? L McKenzie – we have stock on hand, extra items are on order.
  - L McKenzie - W Gounder is cleaning the toilets twice a day and the cleaners once a day. Teachers and students are cleaning their hands before and after each break. Many students are doing this in the classroom.
  - L McKenzie - tables and chairs are being cleaned twice a day. W Gounder is cleaning door handles twice a day.
  - T Balvert - are there enough products for the teachers to use. R Follows - at the moment we have enough.
  - T Balvert – this situation could last 6 months, the school should have enough cleaning products to cover 3 months at least.
  - D Robson - we have had one wave of infections and the second wave will be worse.
  - L Nelson - keeping the children's routines is of most importance and not upsetting them unduly.
  - G Bobsien - it is likely that we have carriers of the virus in our community, feel that it is important to keep business as usual. We have cancelled Kapa Haka, Assemblies, sports and other large gatherings in the school.
  - G Bobsien – the Old Dental Clinic is the isolation area. A staff member will accompany the child to the clinic and wait for the parent to collect. Will let S Reyneke know that she is the nominated health person.
  - G Bobsien – will add the Local Medical Officer of Health contact details to the Pandemic Plan.

- T Balvert - Do we have staggered start time and end of the school day?
  - G Bobsien - we are getting guidelines from the Ministry, we are working at keeping students a distance from each other. One idea is to have lunches at different times to separate them.
  - R Follows – can we separate children at the end of the day?
  - G Bobsien – a suggestion is to clear Dawson Street of cars and having the children collected at Dawson Park by their parents. Also, one child at a time into the office.
  - L McKenzie - separate lunch play areas would separate children from each other. The aim is to reduce close contact between the children.
  - G Bobsien - if there is case at school, the school will be closed.
  - G Bobsien - library time at lunchtime - have turns with each classrooms teachers are thinking of this constantly at present.
- T Balvert – delegate any changes to the staff on how to keep the children separate from each other, run it past the board if necessary.
- D Robson – pleased to see that the staff are actively doing all that is necessary.
- T Balvert - confident that we are doing everything in stage 2 of the Pandemic Plan.

**Action:**

- S Reyneke to be the nominated health person. G Bobsien
- Local Medical Officer of Health contact details. G Bobsien

**Communication Plan** Discussed by T Balvert

- Will send out a Board newsletter soon. Will inform the community about the actions school is taking in relation to Covid 19.
- It is important that we are consistent between our forms of communication. Face book notifications have been well written.
- G Bobsien - we are using Face book, email and the website to communicate with parents. Will send out text messages as required.
- D Robson – it should be the parents responsibility to keep up with notices from the school. Updates could be placed on the noticeboard and notices sent home with the children.
- R Follows - some parents do not have technology to receive emails.
- G Bobsien – we can send out newsletters to those families without technology. Will send out an updated flyer this week.
- L Nelson - continuing education? G Bobsien - we will utilize what we have on site; class blogs, seesaw, Facebook, etc. We will not send devices or work home. Will give parents ideas of things they can do to support their child/ren.
- T Balvert - may have to send work out to the children who do not have technology at home. Scholastic and Education Perfect will have online learning for students if schools are closed.
- T Balvert – will include in the newsletter a request for parents to update their details with the office, and let us know if they don't have computer access. Will send a paper copy to all our families which will explain what the school is doing and what we plan to do.

- T Balvert - how do we track children who have been out of the country? G Bobsien - the families let us know when they are going away and we will ask any new enrolments where they have come from. We are asking them to not return to school and to self-isolate for 14 days. Will add this to the newsletter.
- D Robson - sometimes it is a parent or other family member who has been away.
- T Balvert – regarding the concerned parents email. Is there anything else to discuss?
  - G Bobsien – they are well presented comments in the email.
  - Board discussed.
  - R Follows – we have smaller groups for Kowhai sports.
  - G Bobsien to check if all sports have finished with E Speedy.
  - G Bobsien - PHN said not a good idea to take temperatures.
  - T Balvert – the family is choosing to self-isolate at present. The tone of the email was lovely.

#### **Action:**

- Add to the newsletter that families need to self-isolate when returning to New Zealand. G Bobsien
- Check if all sports have finished. G Bobsien.
- Reply to the parent. T Balvert or P Wright

#### **Government Advice - not to have gatherings of more than 500 people**

- G Bobsien - we have cancelled a number of school activities including the disco, assemblies, garage sale, sports, etc. The Tough Guy Girl Challenge has been postponed until September.

#### **All travellers returning to NZ required to self-isolate**

- G Bobsien – we have asked families who have recently arrived in the country to self-isolate. Will keep checking if any new enrolments are new to the country.

#### **Wellbeing of Students and Staff**

- T Balvert - we are doing well with hygiene matters. How are the children doing emotionally? L McKenzie - the children are fine, enjoying washing hands, etc. We hear them singing as they wash their hands.
- D Robson - what about the staff. R Follows – some staff with health conditions are concerned.
- T Balvert - what support would the staff like? L McKenzie – we are thankful that the office staff, S Reyneke, C Taylor and E Hendry-Follows, have organised cleaning equipment, etc. Feels that we have done everything we can do at the present time.
- G Bobsien – we keep emphasising that students and staff stay home if not well. T Balvert - can we regulate the number of adults/parents on site? Could ask parents to reduce their visits to the classrooms. Encourage parents to phone the teachers, rather than meet them in class before or after school.
- L McKenzie - in England the parents line up outside the classrooms and the children are feed out one at a time. We could encourage parents to not enter the classrooms.

## **Supporting Learning at home**

- L Nelson - continuing education? G Bobsien - we will utilize what we have on site; class blogs, seesaw, Facebook, etc. We will not send devices home or paperwork home. We will give parents ideas of things they can do to support their child/ren.
- T Balvert. May have to send work out to the children who do not have technology at home. Scholastic and Education Perfect will put activities online for students if schools are closed.
- L McKenzie – P Wright will not send books home, children could access learning on-line. We need to take this as things change and see how long this situation continues.
- T Balvert - next newsletter. Will ask parents to update their details with the office and also let us know if they don't have computer access. Send home to families without emails. Hard copy to the whole school which will explain what the school is doing and what we plan to do.

## **Discussion - T Balvert**

- A few schools are calling Teacher Only Days for the staff to decide how to manage the situation.
- L McKenzie - we have online learning set up in the school. G Bobsien - if the school is closed staff can work from home updating the online teaching items.
- D Robson - has the Union been involved as yet. R Follows - there was a newsletter sent today regarding pay while schools are closed.
- G Bobsien - it is feasible for the Government to start the holidays a week earlier, and finish a week later giving us a month break.
- sKids has sent out a newsletter today. They could possibly run their programme if the school is closed.
- L Nelson - if the Ministry makes an announcement it will cover schools and Child Care Centres.

## **Policies/Board Self Review**

Child Protection Policy (update/review): Discussed by T Dobson

Background info: <https://www.education.govt.nz/our-work/overall-strategies-and-policies/child-protection-policy/>

- T Dobson - have made changes along ERO recommendations.
- G Bobsien - if a child makes a disclosure, that message should be taken to P Wright or the Leadership Team. Anyone can inform Oranga Tamariki if they have concerns.
- T Dobson – there should be training for all staff on how to receive a disclosure.
- L Nelson - suggested training for staff on the Teacher Only Day at the start of the year.
- T Dobson - the staff should know what to say to a child, and also what not to say.
- G Bobsien – P Wright makes the referrals to Oranga Tamariki.
- L Nelson – may be possible for the Child Protection Team in the Police Department take training.
- T Balvert - one ERO comment about the policy is that we referred to CYFs.
- T Dobson - will make further amendments as discussed by the board. Will investigate what courses available.

**Motion:** that the board accepts the Child Protection Policy pending amendments by T Dobson.

**Moved** from chair  
**Carried**

#### **Action**

- Training for staff - L McKenzie and G Bobsien to organise for key staff to attend and then feed-in to the other staff. L McKenzie & G Bobsien
- Training for all staff on student disclosures. T Dobson

Surrender and retention of property Policy/Guideline (new):

Background info: <https://www.education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/searching-and-removing-student-property/>

Next meeting

#### **School Investment Package (SIP) Funding**

<https://www.education.govt.nz/school/funding-and-financials/funding/school-investment-package/>

Next meeting

#### **GENERAL BUSINESS/REPORTS**

**Principal's Report:** Discussed by G Bobsien

- Roll stands at 450 students.
- P Wright is not well at present.
- O Jones is on leave, will be away until the end of term. R Tyler is teaching in Room 5.
- Garage Sale has been cancelled, flyers had been delivered along one street.
- PL - staff have been on diabetic training, and a 2-day course on Autism where teachers and parents attended.
- L McKenzie and J O'Neil on have been on Local Curriculum Leadership course. The aim is to add a local flavour and involving our community in our curriculum.
- Property - tree assessment.
- Parent Conferences have been held. Some were held in the classrooms to separate people.

**Motion:** that the Principal's report is accepted.

**MOVED** G Bobsien/T Balvert  
**CARRIED**

## **Finance Report** Discussed by L Taitoko

### March Finance Meeting:

Present; S Nagels, L Taitoko, S Reyneke and P Granville

Apologies; D Robson, L Nelson, P Wright and L McKenzie

- P Granville is happy with the schools finances.
- L Nelson – please explain the pay top up for G Cox-Wright and the gardening expenses for F Cox-Wright. G Bobsien – G Cox-Wright is on a Science Course. S Reyneke can explain.
- D Robson - Staff Development Budget has been spent. Can we use the balance of the Insurance Budget and re-allocate this to Staff Development. S Reyneke

**Motion:** that the board accepts the Finance Reports for the month of February 2020.

**MOVED** from chair

**CARRIED**

**Motion:** that the board authorises the Finance Committee to pay the batch payments for the month of March 2020.

**MOVED** from chair

**CARRIED**

### **Action:**

- Pay top-up for G Cox-Wright and gardening expenses for F Cox-Wright. S Reyneke
- Allocate excess Insurance Budget funds to Staff Development Budget. S Reyneke

## **ADMINISTRATION**

### **Correspondence:**

#### **IN**

Advance Boiler Services – Price increase. As tabled

Ed Gazette (X2)

STA News

MOE – Update on COVID 19 As tabled

MOE – Pay increases for non-teaching staff. As tabled. T Balvert will talk to S Reyneke to clarify. G Bobsien - the Ministry gives us the money for the pay increases.

Nova Energy – Natural Gas price increase As tabled

NZSTA – Voting Papers. As tabled discussed by T Balvert. Board to vote for the National Board. Board to feedback to T Balvert their top 6. C Taylor to upload to the March meeting folder.

K Kwok, HCC – Dawson Park Lease (email). As tabled



Z Toombs, HCC – Dawson Park Lease requirements (re S Reyneke). As tabled. Board discussed. L Nelson - the main concern was that they would remove the fence. They probably don't like that we are using it as a carpark at times. T Balvert - we have paid for the lease and have use of the field. T Dobson - if the council wants to make changes to the field they are able to do this while the school is using it. T Balvert to reply - thank you for the email.

F Smith - Covid 19. As tabled ( T Balvert or P Wright to reply)

## **Out**

T Balvert – email to staff re ERO Review. G bob and I McKenzie appreciated the email to the staff.

**Motion:** that the Inwards and Outwards correspondence be accepted.

**MOVED** from chair

**CARRIED**

## **Action:**

- Pay increases for non-teaching staff. T Balvert & S Reyneke
- Upload NZSTA – Voting Papers. C Taylor
- NZSTA – Voting Papers, read candidates statements and inform T Balvert.  
Board/T Balvert

## **Board Minutes**

T Balvert asked if the board had any amendments apart from those by T Dobson. No further amendments.

**Motion:** that the Minutes dated 26th February 2020, be accepted as a true and correct record.

**MOVED** from chair

**CARRIED**

## **In Committee**

Moved into Committee at 8.56pm

As tabled

Moved out of Committee at 9.17 pm

**ACTION TABLE LIST - March 2019**

School Policies.	T Balvert & C Taylor
Policies/Delegations document.	T Balvert.
Annual Review of Enrolment Scheme.	T Balvert.
Surrender and Retention of Property Policy and Child Protection Policy	T Dobson
Feedback to Linc-ed re ERO requirements.	G Bobsien
S Reyneke to be the nominated health person.	G Bobsien
Local Medical Officer of Health contact details	G Bobsien
Add to the newsletter that families need to self-isolate when returning to New Zealand	G Bobsien
Check if all sports have finished.	G Bobsien
Reply to the parent regarding Covid 19 virus	T Balvert or P Wright
Training for staff - L McKenzie and G Bobsien to organise for key staff to attend and then feed-in to the other staff.	L McKenzie & G Bobsien
Training for all staff on student disclosures.	T Dobson
Pay top-up for G Cox-Wright and gardening expenses for F Cox-Wright.	S Reyneke
Allocate excess Insurance Budget funds to Staff Development Budget.	S Reyneke
Pay increases for non-teaching staff.	T Balvert & S Reyneke
Upload NZSTA – Voting Papers.	C Taylor
NZSTA – Voting Papers, read candidates statements and inform T Balvert.	Board/T Balvert

**Next Board Meeting:** 8th April 2020

**Finance Meetings:** these are held in P Wright's office with the Accountant, 1.30pm.

28<sup>th</sup> April

19<sup>th</sup> May

23<sup>rd</sup> June

**To discuss at the April meeting:**

Surrender and retention of property Policy

School Investment Package (SIP) Funding

Meeting closed at 9.25pm

\_\_\_\_\_  
Signed as a true and correct record

\_\_\_\_\_  
Date