

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

15th APRIL 2020

Present: T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), T Dobson, L Taitoko, L Nelson, D Robson, G Bobsien, C Taylor.

Welcome: Meeting opened at 7.00 pm. T Balvert welcomed the board and G Bobsien to the first board meeting to be held online.

NB – School closed due to Covid 19 and the country being in lockdown.

Motion: that G Bobsien has speaking rights.

MOVED from chair

CARRIED

Declarations of interest: none

ACTION TABLE LIST - March 2020

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 – P Wright has actioned	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

Discussion:

- School Policies. T Balvert & C Taylor. Caught up with S Seel via email and Sarah has provided feedback regarding the policies. Will meet with C Taylor.
- Policies/Delegations document. T Balvert. Next meeting.
- Annual Review of Enrolment Scheme. T Balvert. To discuss later.
- Surrender and Retention of Property Policy, Child Protection Policy and Child Protection Procedures and Guidelines. T Dobson.
 - Surrender and Retention of Property Policy – next meeting.
 - Child Protection Policy, Procedure and Guidelines. To discuss later.
- Feedback to Linc-ed re ERO requirements. G Bobsien. To action when school returns. We are transferring to HERO Student Management System. ERO's requirements change each time they visit the school.
- S Reyneke to be the nominated health person. G Bobsien. To action when school returns.
- Local Medical Officer of Health contact details. G Bobsien. Actioned
- Add to the newsletter that families need to self-isolate when returning to New Zealand. G Bobsien. Became a moot point when the school closed due to Covid 19. We had sent emails to the school community and placed a notice on the office door.
- Check if all sports have finished. G Bobsien. Actioned.
- Reply to the parent regarding Covid 19 virus – P Wright has actioned.
- Training for staff - L McKenzie and G Bobsien to organise for key staff to attend and then feed-in to the other staff. The training is for student disclosures. P Wright – this is a very intense 3 day course. Any disclosure needs to go to the Senior person at the time. To discuss later.
- Training for all staff on student disclosures. T Dobson. Has spoken to her partner regarding disclosure training. Able to provide training from the Police perspective in regard to Oranga Tamariki. P Wright - interested in this option. To discuss later.
- Pay top-up for G Cox-Wright and gardening expenses for F Cox-Wright. S Reyneke.
 - P Wright – G Cox-Wright's top up is due to the change in how she is paid. Her allowance is paid separately. The school is reimbursed for the units – in bulk and school pays fortnightly on the same day as salary.

- F Cox-Wright worked in the school garden to get it ready for the start of the school year. Have previously paid J Munro and L Harris for doing this work.
- Allocate excess Insurance Budget funds to Staff Development Budget. S Reyneke. T Balvert has spoken to S Reyneke.
 - The insurance premiums have been paid for the year, will allocate the balance to staff training.
 - P Wright – there is unlikely to be staff training available for the rest of this year taking into account the current COVID situation.
- Pay increases for non-teaching staff. T Balvert and S Reyneke. This was due to the minimum wage increase as of the 1st April. Actioned
- Upload NZSTA – Voting Papers. C Taylor - actioned.
- NZSTA – Voting Papers, read candidates statements and inform T Balvert. Board to complete and inform T Balvert. Will send results to NZSTA at the end of the week.

Action:

- School Policies. T Balvert & C Taylor
- Policies/Delegations document. T Balvert.
- Feedback to Linc-ed re ERO requirements. G Bobsien.
- S Reyneke to be the nominated health person. G Bobsien

COVID19

Pandemic Plan check-in Discussed by T Balvert

- The country was at Stage 2 when we held the last board meeting.
 - The following week we went to Stage 3 and then Stage 4 within 2 days.
 - The country was put into lockdown for 4 weeks.
 - School may resume in 2 weeks' time/in alert level 3.
 - Do we have hand sanitisers, cleaning equipment, etc available for the staff? P Wright – we have items on order.
- P Wright – once the Ministry informs us, we will have 3 days to prepare to re-open the school. The teachers will be on site to prepare their classrooms, office staff and the caretaker will return. We will get the cleaners in to clean the classrooms and offices.
 - L Nelson – we should not expect all students to start at the same time. Another school has offered to stagger the return of the students.
 - T Balvert - may have staggered times for start of the day and break times, no entry to the office, and only be open for students of essential workers.
 - P Wright - sKids is not open, parents who work at the hospital or have other shift work are not catered for. We have some supermarket workers who have sent the children to the grandparents. We have to decide which staff need to be at the school.
 - L Nelson – any staff who are at high risk, have family with underlying health problems, is pregnant, etc. should not be at school.
 - P Wright - we did a staff survey and know which staff members have vulnerable people in their household.

- G Bobsien - if there are only a few children at school we will not need the whole staff. Will need a certain number to keep to social distancing.
- D Robson - some parents will not send their children to school while the situation continues.
- P Wright – it is a very intense time for parents who are working from home and trying to be teachers as well.
- P Wright - we will follow the board’s instructions. We are sending a newsletter to the community tomorrow. The teachers are trying their best to get in touch with the parents.
 - L McKenzie- spent the day reaching out to parents who had not responded to emails. Some don’t have technology and for some English is a second language – the children translate for them.
 - P Wright - Nathan Wallis has commented that it is about keeping a good relationship between the parents and the school at this time.
 - Some parents are expecting a device to arrive for the children – the Government is sending these out to Decile 1 – 3 schools only. Hard Copy Packs are being sent to some students.
 - L McKenzie - we sent school packs to families who did not have email addresses on the last day of school prior to lockdown. Families have appreciated them.
 - P Wright - we can give an indication to MOE regarding how many parents request a device.
 - P Wright – watched the TV programmes for the students today. They are well done and seem to be targeting the younger children.

Distance Learning Discussed by T Balvert

- T Balvert - this started today, there were some issues to begin with but these were soon sorted. The children enjoyed this.
 - D Robson - my children not enthusiastic to start, but after the issues were sorted they were keen to participate.
 - P Wright - the teachers are good at responding to the students queries. Some students do not have internet access.
 - L Nelson - my children like structure and the online classes are working for them.
- T Balvert – asked P Wright to let her know if there is anything the board can help with.
- P Wright – thanked the board for their support. Knows that some families have moved out of the area to have more space and support from family at this time.
- L Nelson – what about children who are turning 5 and able to start school? P Wright – if parents request we can enrol the children and place them in a class. They can join online learning and interact with their teacher. Children are not required to start school until they are 6 years old.
- P Wright – the teachers are accustomed to online teaching.
 - Sunshine Books and Seesaw have been running for 2 years.
 - Mathletics is available for all children to access.
 - Almost relieved that the Government is not supplying devices to every family. In the past there have been issues with devices going to students and then other members of the family using them.

- Some parents have asked how to apply for a device.
- One parent wanted to collect their children's stationery from the school office. Staff are not allowed onsite.
- Have put suggestions of sites on Facebook that parents access.
- Mentioned in the newsletter that it may be helpful for parents to access the school Facebook page for learning ideas.
- T Balvert - most of the communication from the school is on Facebook – is this wide enough?
- P Wright - class blogs are the first place for parents to go for information. We are using emails, Facebook, Class blogs, etc to communicate with the school community. Teachers are phoning families who do not have devices in their homes.

Policies/Board Self Review

New: Child Protection Procedures Guidelines (to support recently developed Child Protection Policy) Discussed by T Dobson and T Balvert

- T Dobson – discussed the updated Child Protection Procedures and Guidelines (Guidelines). Explained that she amended the previous version to include a Nominated Person as opposed to the suggested “programme Manager” in the existing Guidelines, to make sense in a school setting. Suggested that the Nominated Person could be the Principal or a senior staff member (if the workload was onerous for the Principal). The Nominated Person will assist the staff member or personnel (whomever the child has disclosed to) and make the referral to the Police or Oranga Tamariki(OT) depending on the seriousness of the matter. Other changes were made to align with the Policy (which had minor changes made to it since being accepted by the Board at the March 2020 meeting) and to reflect new legislation changes.
- P Wright – explained that she was usually the person who made the referral to OT or the Police.
- T Dobson – recommended the Nominated Person undertake the 3 day training course.
- P Wright – explained that presently the staff member informs her and she emails the information to Oranga Tamariki (as found this method to be quicker/easier for all concerned).
- T Balvert – P Wright and the Nominated Person (if not her) could do the 3-day OT training. (Already done by P Wright and G Bobsien)
- T Dobson – suggested that she can arrange training for all staff (and HES personnel (as defined in the Policy and Guidelines) if necessary/required) when an appropriate COVID 19 level is reached.
- L McKenzie and G Bobsien have been through the OT training (or similar).
- T Balvert – asked the board for feedback on the Policy and Guidelines. Board had no further feedback and approved the Policy and Guidelines.
- T Balvert – advised that all staff need to be informed of the Nominated Person and of the updated Policy and Guidelines and to advise that a training programme will be instigated.

Motion: that the board accepts the Child Protection Procedures and Guidelines, and the minor changes to the Child Protection Policy.

MOVED from chair
CARRIED

Action

- The Child Protection Policy and the Guidelines are to be discussed with the school staff – Teachers, Learning Assistants, Office Staff and the Caretaker. They are to be informed of the actions they must take in a case of disclosure. P Wright
- Check that the school Hand Book matches the new Child Protection Policy and Guidelines, and if not make changes to the Hand Book to align with the updated Policy and Guidelines. P Wright
- Accept alterations and remove the word “Primary” in the Guidelines and check formatting. C Taylor
- Email the updated Policy and Guidelines to ERO (Michelle Thurlow). C Taylor

Review – Hamilton East School Enrolment Scheme Discussed by T Balvert

- The Enrolment Scheme is due to be reviewed by the 1st May.
 - Asked the board if we need to consider any changes to the school zone.
 - Knowing that we are getting 4 new classrooms in the future, we possibly do not need to make any changes.
 - We could inform the Ministry that we are considering reducing the size of the zone due to the large number of students. This may prompt them to build the classrooms asap.
- L Nelson - we are not able to enrol out-of-zone children due to the high number of students. If we had space we would advertise in October for the following year.
- T Balvert - asked if the board was happy with the current Enrolment Scheme. Board agreed.
- P Wright - hoping that we would get a new staffroom/kitchen shortly.
- T Balvert - the documents for the staffroom/kitchen have been signed and sent through to S Flintoff who is working on the project.
- P Wright – we expect that the SIP funding timeline will be extended due to Covid 19.

Motion: the board has reviewed the Hamilton East School Enrolment Scheme, there are no changes.

MOVED T Balvert/ L Nelson
CARRIED

GENERAL BUSINESS/REPORTS

Principal's Report: Discussed by P Wright

- Roll stands at 450 students.
- Targets are to be decided, except for literacy.
- Are we interested in setting a Well-Being Goal?
 - L Nelson - how would this be measured?
 - G Bobsien – we could look at a group of students who are supported with food, attendance and track how they progress through the levels.
- P Wright - how are our children going to be once we start back at school? Some will be fine, others will bring new issues back to school and some will revert to their former problems.
- Home Learning Support has been announced by the Ministry.
 - The Ministry has bought all the devices available in the county.
 - Some children will try to log onto sites that they should not view.
 - Some families will not have internet access.
 - Some families are having issues with multiple people sharing one device in the household and their level of internet access.
- Guidelines for Home Learning for teachers. Most teachers have data and broadband available in their homes.
 - T Balvert - should the board support teachers with their broadband plans? We can support staff on a case by case basis.
 - L Nelson - if there is an additional expense it would be okay for the board to cover the cost.
 - L McKenzie – know of two teachers who may require support for internet access. They are working through some issues.
- Personal – O Jones will be off work for another 10 weeks. She is not able to put weight on her ankle as yet. Being covered by ACC. R Tyler will continue to work in Room 5..
- G Cox-Wright – there is a link to Ag Research in the report. Is continuing her STLP work from home. Will continue with parts of the course in 2021.
- Property assessment has been completed. Will follow up when we return to school.
- Operetta 2020 - may not be able to continue with the Operetta this year.
 - T Balvert - expect large gathering to be on hold for 6 months.
- T Balvert - the school funds flu vaccinations for the staff, we are unable to do this at present?
 - P Wright – we will offer the vaccinations when school resumes. Some staff with health conditions have had their vaccinations and the school has covered the cost.

Motion: that the Principal's report is accepted.

MOVED

P Wright/ T Balvert

CARRIED

Finance Report Discussed by P Wright

- Finance Report is not available for this meeting.
- S Reyneke has emailed the school's accounts to the Accountant.
- Accountants are not working through lockdown.
- We will present the Finance Reports at the next Board meeting.

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

MOVED from chair

CARRIED

ADMINISTRATION

Correspondence: no correspondence due to no access to the school grounds

Board Minutes

Motion: that the Minutes dated 18th March 2020, be accepted as a true and correct record.

MOVED from chair

CARRIED

P Wright - will forward any information from the Ministry regarding Covid 19 and the school re-opening to the board.

In Committee

Moved into Committee at 8.05

As tabled

Moved out of Committee at 8.08 pm

ACTION TABLE LIST - April 2020

School Policies.	T Balvert & C Taylor
Policies/Delegations document.	T Balvert
Feedback to Linc-ed re ERO requirements	G Bobsien
S Reyneke to be the nominated health person	G Bobsien
The Child Protection Policy and the Guidelines are to be discussed with the school staff – Teachers, Learning Assistants, Office Staff and the Caretaker. They are to be informed of the actions they must take in a case of disclosure.	P Wright
Check that the school Hand Book matches the new Child Protection Policy and Guidelines and if not make changes to the Hand Book to align with the updated Policy and Guidelines.	P Wright
Accept alterations and remove the word “Primary” in the Guidelines and check formatting.	C Taylor
Email the updated Policy and Guidelines to ERO (Michelle Thurlow).	C Taylor

Next Board Meeting: May 2020

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

19th May

23rd June

To discuss at the May meeting:

Board Delegations Document

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/>

School Investment Package (SIP) Funding

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

Meeting closed at 8.12 pm

Signed as a true and correct record

Date