

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

20th MAY 2020

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

**Welcome:** Meeting opened at 7.00 pm. T Balvert welcomed the board to the meeting – second meeting to be held through Zoom.

**Action:**

- Add Karakia to the back of the Agenda. C Taylor

**Apologies:** G Bobsien

**Motion:** the board accepts G Bobsien’s apologies.

**MOVED** from chair

**CARRIED**

Declarations of interest: none

**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
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**Discussion:**

- School Policies. T Balvert & C Taylor. T Balvert - will action in the next couple of weeks.
- Policies/Delegations document. T Balvert. Later in the meeting
- Feedback to Linc-ed re ERO requirements. G Bobsien. P Wright - this has been actioned. We are changing to Hero SMS next Monday. This will be an improvement on the Linc-ed system.
- S Reyneke to be the nominated Health Person for COVID related matters, as required by Pandemic Plan. G Bobsien. Discussed.
- 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 - this has been actioned in a staff meeting, learning assistants meeting and with the caretaker.
- 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. Actioned.
- Accept alterations and remove the word “Primary” in the Guidelines and check formatting. C Taylor. Actioned
- Email the updated Policy and Guidelines to ERO (Michelle Thurlow). C Taylor. Actioned. No response from ERO.

**Action:**

- School Policies. T Balvert & C Taylor
- Policies/Delegations document. T Balvert

**COVID 19 Discussed by T Balvert****Pandemic Plan check-in/Procedure Plan for Alert Level 2**

- Think the country is at Stage 4 – Recovery of our Pandemic Plan.
- Read through the actions listed in the Pandemic Plan. Board agreed that we are following the actions.
  - L McKenzie - the children are very calm and focused on activities in the classrooms.
  - We will work our way back to a normal programme.
  - Students are aware of keeping distance in the playground.
  - The parents seem to be more affected by the lockdown than the children.
  - P Wright - have observed the children washing their hands often and social distancing in the playground.
- P Wright - we have organised for parents to collect the children from Dawson Field. Some parents are still trying to enter the school grounds. Thinking of maintaining this process in the future as it is a lot less crowded at the school gate.

- T Balvert - how are the teachers?
  - L McKenzie - we have held Team meetings and Hub meetings to give teachers the opportunity to talk and work through any concerns they may have.
  - P Wright - some had a difficult time over Levels 4 and 3, especially the single parents, with their children at home and online teaching. All staff have returned to school.
- P Wright - children have access to support through Mental Health. We have made strategies for some of the children by giving them the opportunity to talk with teachers or Team leaders.
  - L McKenzie -the children are so happy to be back with their friends.
- The Dental Clinic is set up as an isolation area if a student is suspected of having Covid 19. P Wright - any children who are sick are staying home.
- L Nelson - how many children are away?
  - P Wright we had around 100 children away today. This number is decreasing each day.
  - Have been phoning the families to check on the children - some families thought that they couldn't return to school yet.
  - P Wright - school photos will be held on 3rd June. This may bring some families back.
  - Some students are absent due to having immunocompromised family - parents having cancer treatment, etc.
- T Balvert - has there been any feedback from parents on the school COVID Safety Management Plan that was communicated as part of the latest school newsletter? P Wright - no feedback as yet
- D Robson - have heard parents discussing what will happen when the Government opens the borders.

## **Policies/Board Self Review**

Surrender and Retention of Property and Searches Policy (new policy) Discussed by T Dobson

- Worked through the MOE document- Guidelines for the surrender and retention of property and searches and the Education Act.
- Drafted the Search and Retention Policy in a user friendly form for staff to follow.
- When school property is involved staff are able to search regardless of this policy so long as within the confines of law,
- The policy outlines when searches can be conducted and by whom. It discusses when and how to retain any items. A key feature of the policy is to ensure current school behaviour and discipline procedures are followed first or in parallel to this policy. For the most part a search is probably not likely at HES. The policy is for all staff to be familiar with.
- If drugs are involved, the staff member or authorised staff member needs to include the Principal and potentially the Police depending on the situation.
- P Wright - sometimes we have asked students to show us what is in their pockets. T Dobson - that is the best action, to use common sense and current discipline/behaviour practices. By law you cannot search a child/their person or

clothing if they are wearing it. The clothing must be removed first. P Wright - we have not had to search a child or their bag.

- T Dobson - if there is minor incident you can follow the process in the policy in parallel with behaviour policy.
- L Nelson - do children bring phones to school? P Wright - hardly any children have phones these days. T Dobson – if the phone was a banned item from school/class and a student has one, one option could be to take the phone and give it back to the child at the end of the day.
- T Balvert - ERO stated that the school was required to have this policy.
- T Dobson - any search has to be reported to the board and there is a requirement for staff training on conducting searches. This can be arranged in Covid-19 Level 1.
- L Nelson - does this policy also cover staff? Can we search a staff members bag? P Wright - we would involve the police if this was required.
- T Balvert - thanked T Dobson for the policy.
  - Need to identify training needs for the staff.
  - P Wright - the training can be held on a Teacher Only Day.
  - T Dobson – Nominated S Welch to arrange training.
- T Balvert - unable to gain access to the Hamilton East Staff Handbook. L McKenzie will ask S Nagels to allow access.
- D Robson - does a student have the right to refuse a search? P Wright – yes, in that instance we would phone the parent to come into school and help. It is also covered off in the policy for what to do this situation.
- T Balvert - asked the Board for any further comments. There were no further concerns. T Dobson can finalise the police and we can forward it to ERO.

*Motion:* that the board accepts the Surrender and Retention of Property and Searches Policy pending the amendments discussed. T Dobson to complete and forward to C Taylor.

**MOVED** from chair

**CARRIED**

**Action:**

- Organise staff training regarding the need to search students. P Wright
- Allow the Board access to the Hamilton East Staff Handbook. L McKenzie & S Nagels.
- Finalise the Policy and forward to ERO. T Dobson/C Taylor

## Property Discussed by T Balvert

### 10YPP/5YA and SIP Funding

- Spreadsheet of the 10YPP/5YA plan (including completed and yet to do projects) - viewed and discussed by the board.
- The 5YA projects that have already been completed are marked in green on the spreadsheet.
- School Investment Package of \$315,000 has been allocated to the school (we have already received \$100K of that, which is for the staffroom upgrade)
- Staffroom upgrade costs have been covered by SIP Funding. The upgrade is ready to proceed.
- 5ya - Block B and block F refurbishments. P Wright - this is the next area of the school to work on.
- T Balvert - the Innovative Learning Environment upgrade is scheduled in the 5YA to happen this year. Will look at doing this when the staffroom is finished.
  - SIP funding - the second table lists some options of how we could use the remaining funding.
  - Covered decks on B block would use most of the funding.
  - The board needs to discuss and decide on where the balance of the funds will be used.
  - Upgrade of the toilet blocks is in the 5YA plan. This is not due to happen till later - could bring the upgrade forward.
  - P Wright - we can remove the upgrade to the hall air conditioning as has been done. We were able to action this when the hall was being used as 2 classrooms. T Balvert - I think the air conditioning is not working properly. May need to be checked.
- D Robson - are there any rules on how we spend the money? The pool changing rooms need to be upgraded.
  - P Wright - the sickbay/admin area also needs an upgrade. W Gounder has made improvements to the changing sheds. An improvement would be to replace the doors on the changing shed.
- L Nelson - hot water is a legal requirement, do all the handwashing basins have hot water?
  - T Balvert - the requirement for hot water to be available has to be completed by 2023.
  - P Wright - we don't have hot water in all the classrooms. The water temperature cannot be too hot for the children. There is hot water in the main children's toilets.
- T Balvert - covered decks on B block will provide more learning areas for the students.
  - P Wright - this is especially true for Room 6 which is a small classroom.
  - L McKenzie - Room 14 doesn't have a deck area available.
  - P Wright - we will have to see where the new classrooms will be placed. An option is to demolish Rooms 14 -16 and use that area.
  - T Balvert - exterior learning spaces will need Council permits and potentially Historic Places sign-off etc. The build could be a long process.
  - P Wright - we decide as a board on the order of the upgrades and S Flintoft will action this.

- P Wright - regarding the upgrade of the sickbay and administration area.
  - We want to create a better office for S Reyneke.
  - At present staff walk through the sickbay.
  - We are losing the meeting room upstairs as this area will be incorporated into the new staff kitchen.
  - The waiting area in the foyer is to have a door added. This will create a small meeting area.
  - Would prefer to start improvements with the exterior learning spaces.
  - T Balvert - these areas will also be extra rainy day spaces and covered eating areas.
- T Balvert - are we in agreement that we explore costs for going ahead with the external learning spaces. Board agreed.

**Action:**

- 5ya - Block B and block F refurbishments to action. P Wright
- Check air conditioning in the hall re upgrade. P Wright
- Inform S Flintoft of the board's decision to go ahead with the external learning spaces. P Wright

**Staffroom Upgrade** Discussed by P Wright

- The appliances have been purchased.
- An interior designer has been hired. She will advise on colours and furniture for the room.
- The builders will start as soon as the stacker sliders are built.
- There will be a large share table in the room. The board will be able to use this for future meetings
- T Balvert - the upgrade should start in the next 3-4 weeks.
- P Wright - there are many areas in the school that the teachers can use for their breaks while the staff room is being upgraded. We are doing this at present with the Covid 19 restrictions.
- The staffroom upgrade will continue through the holidays.

**GENERAL BUSINESS/REPORTS**

**Principal's Report:** Discussed by P Wright

- Roll stands at 457.
- Level 2 procedures mean that some things have changed in the school.
- Analysis of Variance has been sent to the Ministry.
- We will be changing our student management system to Hero next week.
- Personnel - all staff were paid over lockdown.
- Have spoken with W Gounder regarding him carrying out the school maintenance, rather than using an external company which is costly.
  - He is happy to take on the extra work.
  - Some of the maintenance will be done during the holiday breaks.

- We will look at increasing his pay rate to cover the extra work he will undertake – there should be savings made from not using external company.
- Cyclical Maintenance is due to be reviewed by the end of the year.
  - Programmed Maintenance does this at present.
  - They have supplied a high quote and we had a second quote which was quite exorbitant.
  - S Flintoft suggested that we ask the caretaker to undertake these jobs.
  - W Gounder is happy to do this work.
  - We will hire contractors to do the jobs W Gounder is not able to carry out.
  - Can pay to have the school painted by a contractor. W Gounder would do any touch-ups.
  - We have put funds aside for these extra jobs.
  - L Nelson - the property maintenance commitment is \$18000? P Wright - that is what we pay each year.
  - T Balvert - if S Flintoft can draft up a work schedule for W Gounder, the board would be happy to go ahead with this plan
- T Balvert - thought that the online learning process worked well over the lockdown.
  - P Wright - those students that engaged did well. We also sent out many hard packs.
  - L McKenzie – it was valuable making contact with those families who received the hard packs. The families welcomed us.

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

**MOVED**

P Wright/ T Balvert

**CARRIED**

**Action:**

- Ask S Flintoft to arrange a whole school maintenance schedule for W Gounder. P Wright

**Discussion:**

- T Balvert thanked P Wright for sending the Analysis of Variance to the Ministry.
- L Nelson the next query is the writing goal. What have we set?
  - P Wright - we are focussing on non-fiction writing, the literacy team is working on this.
  - L McKenzie - the focus is using science as a basis for writing.
  - P Wright - we will not be doing mid-year assessments due to Covid 19 as per the safety plan.
    - Teachers and children do not need to spend the next 4 weeks on testing.
    - PAT tests were not able to be fully completed due to the lockdown.
- P Wright - Parent-Teacher Conferences will be held in the last week of term. Current goals will be discussed and where the students are going next. Could have an analysis of the goals.

- T Balvert - how will the board be able to measure any progress with the achievement data? P Wright - we will have the beginning and the final results to compare.
- P Wright - we will have to think of how teachers can assess in different ways. Have not been able to test the Junior children 6 monthly as we usually do.
- T Balvert - has MOE given any guidance on how we assess and report given the COVID situation? P Wright - we will report at the parent conferences. Some children will have soared with their achievement levels due to extra learning at home. Some have had extra reading. Parents can see what they have accomplished on Mathletics.
- T Balvert - will S Nagels make an announcement when Hero goes live. P Wright – parents will be emailed.

## **Finance Report** Discussed by D Robson

Finance Meeting held on 19th May 2020

Present: P Wright, S Reyneke, T Balvert, D Robson, P Granville, L McKenzie.

Apologies: G Bobsien

- A grant of \$21,000 has been given to the school by the Dyke family.
- There were not many accounts to pay due to the lockdown. Income is at 50% and outgoings are at 30%. This is due to receiving the Government Donation Scheme funds for a 3 month period (April – June) already. By June it should even out.
- There is a Banked Staffing surplus of around \$27,000, of which approx. \$20,000 will be paid to the school.
- T Balvert – overall, P Granville is happy with the state of the school accounts.
- L McKenzie - need to note that the figures for March are incorporated into the April summary – have been superseded by April figures.
- L Nelson - Programme Maintenance payment, is that a one-off payment? P Wright - yes, W Gounder will carry out the work in the future.
- D Robson - there is also a large one-off payment for insurance cover – this has already been paid, so any remaining funds in the insurance budget line could be reallocated.
- P Wright - we have funds available in the tree account.
  - Could a board member meet with W Gounder and decide what work we go ahead with?
  - D Robson - happy to do this.
  - P Wright - we have a Tree Report from the arborist.
    - Will need to talk to the Council regarding the trees on the boundary which require work.
    - There is \$17,000 in the account. The one that is most dangerous is on Council land, it is included in the report as it could damage the school
  - T Balvert offered to assist D Robson.

**Motion:** that the board accepts the Finance Reports for the months of March and April 2020.

**MOVED** from chair

**CARRIED**

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

**MOVED** from chair

**CARRIED**

## **ADMINISTRATION**

### **Correspondence**

#### **In**

TupuOra Education – Appreciation for supporting staff attending their programme. As tabled

NZSTA – Covid: 19 Advice for Boards, email. As tabled

T Balvert - have submitted the voting form for the election of D Robson to the NZSTA National Executive. Asked D Robson to inform the board when he gets the results.

D Robson - the Regional Executive has gone quiet, we should be meeting each month.

### **Board Minutes**

**Motion:** that the Minutes dated 15th April 2020, be accepted as a true and correct record.

**MOVED** from chair

**CARRIED**

### **In Committee**

Moved into Committee at 8.10pm

As tabled

Moved out of Committee at 8.12pm

### **Discussion:**

- L Nelson - will parent conferences be held at level 2? P Wright – we may be able to hold them at level 1 in the classrooms. L McKenzie - the aim is to hold them in week 10.
- P Wright - the Operetta has been cancelled this year. If we get the 4 new classrooms we will have to change what we do in future - the school roll will be too large to hold the one Operetta.
- P Wright - there is no out of school sport being held at present, just sport within school.

- T Balvert - if all falls into place, there will be a lot of property work done in the school in the next 2 years.
- T Balvert - does the board want to meet in person or continue with another zoom meeting? P Wright - we could use Room 7 if necessary. To be decided closer to the date.

#### **ACTION TABLE LIST - May 2020**

Add Karakia to the back of the Agenda.	C Taylor
School Policies.	T Balvert & C Taylor
Policies/Delegations document.	T Balvert
Organise staff training regarding the need to search students - to include in a Teacher Only Day.	P Wright
Allow the Board access to the Hamilton East Staff Handbook.	L McKenzie & S Nagels
Finalise the Policy and forward to ERO.	T Dobson/C Taylor
5ya - Block B and block F refurbishments to action.	P Wright
Check air conditioning in the hall re upgrade	P Wright
Inform S Flintoft of the board's decision to go ahead with the external learning spaces.	P Wright
Ask S Flintoft to arrange a maintenance schedule for W Gounder.	P Wright

**Next Board Meeting:** 17th June 2020

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

23rd June

21<sup>st</sup> July

22<sup>nd</sup> September

20<sup>th</sup> October

17<sup>th</sup> November

**To discuss at the June meeting:**

- Confirm targets. L McKenzie and L Nelson will work together with these.
- Annual targets will make easier on reporting.
- D Robson, T Balvert and L Taitoko will action P Wright's performance appraisal and report to the board at the June meeting.

**Meeting closed at 8.18pm**

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**Signed as a true and correct record**

\_\_\_\_\_  
**Date**