



Minutes of the Board of Trustees Meeting Held on Monday 14 September 2020 at 6.30pm

Present Michele Dakers, Greer Harper, Maree McDonald, Che O'Neill, Ken Orchiston, Michelle Te Hiko-Calvert, Robyn Wood, Raymond Xia

In Attendance Keith Mulholland

Apologies None

Declaration of Interests: No new interests were declared.

1. Wellbeing Report - Keith Mulholland

Points Noted:

- The report was presented and questions asked and answered.
- The presentation of the report has been changed from previous reports and included useful graphs.
- Cultural background was discussed with regard to some comments made by survey respondents which were included in the report.
- Building on the multi-cultural aspect of the school is a focus.
- There are some limitations to the data collected as it depends on who is being surveyed, the way questions are asked and interpreted, and how someone is feeling at the time of their responses, etc.
- There are a lot of positive aspects to acceptance and inclusion of culture at GSNS. Next steps include how GSNS can do even better to acknowledge all cultures in the school.
- An ESOL form has been introduced as part of the GSNS enrolment pack, to assist in embracing children's cultures and passing information onto teachers.
- One of the things GSNS teachers like most about working at GSNS is the mix of cultures in the school.
- The process of how bullying is dealt with at GSNS was outlined by Keith for the Board's information.

Keith was thanked for his report and for answering questions and then left the meeting.

2. Principal's Report - Robyn Wood

Points Noted:

- The Principal's report was presented in a new format by Robyn.
- Two complaints were recently received by GSNS. These will be discussed during the In Committee meeting.
- The GSNS appraisal and attestation process has been modified and will be based on professional learning and teachers' growth throughout the year.
- Robyn explained the difference between the GSNS Whānau Iti programme and the proposed Whānau Nui at GSNS. Whānau Nui would involve the wider community and include all students who identify as Māori, being more inclusive of the whole school rather than including only a select number of children. This would build on the work of the Whānau Iti programme.

- Claire Spencer recently shared her Pasifika document *Tapasa* with GSNS teachers at a staff meeting. Claire provided a very interesting presentation which was excellent professional learning for staff.
- It was suggested that professional development be provided to the Board with regard to assisting with their understanding of cultural documents. This could be added to the Board's workplan. It was suggested that Claire Spencer be asked if she would be prepared to assist with this.
- Positive feedback has been received in response to windows being inserted into some doors in the school, including the Principal's office. GSNS Caretaker, Colin Watson, carried out the work.
- A GSNS open day proposed for the first school day of 2021, to welcome children and families, was discussed.
- An article from *Principal Matters* regarding fostering creativity in schools rather than focusing on the traditional targets based around reading, writing and maths was discussed. The article suggested that schools think about rejecting data-driven teaching, in favour of more "learning through play" teaching.
- A draft GSNS policy relating to alcohol on school property was presented and discussed. Suggestions for amendments to the policy were made, including adding the Code of Conduct to the policy.
- The adoption of School Docs was discussed in relation to GSNS Policies and Procedures. GSNS has many policies which aren't in NZSTA format. Extra policies may be able to be added to School Docs policies if the Board chooses. If School Docs is adopted for use, the whole school community will be able to access and comment on the school's policies. School Docs keeps up with the most recent updates, including the latest legislation, relating to school policies and would alert the Board of these updates. Committing to the use of School Docs would be at a cost of \$1,500 per year. A core set of policies and procedures for all schools are provided by School Docs and can be tailored to individual schools.
- It was suggested that the Board further investigate before committing to School Docs. It was also suggested that Maree and Ken compare what is being offered by School Docs with the policies GSNS currently has in place, and what the Board would like to keep or add.
- An agreement in principle was made by the Board to adopt School Docs, but a few questions need to be answered before committing.

Moved that:

1. The Board of Trustees adopts the use of School Docs for policies and procedures and gives permission for the Principal to engage their services for 2021, subject to further investigation regarding School Docs and depending on the response received.
2. The Board of Trustees adopts the draft policy for staff social events on site, subject to the Code of Conduct being included in the policy.
3. The Board of Trustees agrees to the first day of school for 2021 being an 'Open Day'.
4. The Board of Trustees signs the Memorandum of Understanding for the Kahui Ako for the next two years.
5. The Principal's report be received.

1 Robyn 2 Che
 Votes: All in favour Carried

3. Finance Report

Points Noted:

- The Finance report was presented by Ken.
- Georgies contribution was discussed.

Moved that the Finance report be accepted

1 Ken 2 Maree
 Votes: All in favour Carried

4. Property Report

Points Noted:

- The Property report was presented by Che.
- The Junior block redevelopment funding was discussed.
- Woodchips versus Tiger Turf for the Junior school playground was discussed.
- Heating of the school was discussed. The Issue of damp and cold in some classrooms needs to be investigated urgently, especially in the south Models. The Property committee will take action on this.
- Che is to meet with an outside agency regarding energy sources for the school and will report back to the Board.

Moved that the Property Report be received.

1 Che
Votes: All in favour Carried

5. LSC Report - Tania McLay

Points Noted:

- The Board thanked Tania for a great report on her progress over the last period.

6. Georgies Report - Bex Vine

Points Noted:

- A previous request for furniture and resources was made and costs provided by Bex. Robyn is to confirm with Bex what the list consisted of, for the Board's consideration.
- Subsequent to the Georgies report being compiled, a parent donation of \$800 was paid to the Board for the purchase of toys for Georgies.
- Bex requested that the 50% charge for children's non-attendance at Georgies be advertised, to ensure that families are aware of this. This information may already be included on the Aimyplus website for Georgies. It was suggested that a reminder could be sent out to families. It was also suggested that the relevant Georgies procedure be checked as the non-attendance charge may need to be added, together with a cancellation time-frame to assist with re-rostering of Georgies staff.
- Further Georgies items are to be discussed during In Committee.
- The Board thanked Bex for her report.

7. Policy Review - OP 4 - Appointments

Points Noted:

- The policy was presented as reviewed by Ken. Discussion followed, including suggested amendments.

Moved that the Board of Trustees accept the updated Policy OP4 - Appointments, as reviewed

1 Ken 2 Maree
Votes: All in favour Carried

Moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

- Georgies

to protect the privacy of natural persons. The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

1 Che
Votes: All in favour Carried

Moved to In Committee 8.15pm

Out of In Committee 9.14pm

8. Health and Safety

Points Noted:

- The wooden ramp near the school office area is to be improved. Caretaker, Colin Watson, will carry out this work.
- Che will look into the issues of cold/damp in the Model 2B classroom.

9. Minutes

Moved that the Minutes of the George Street Normal School Board of Trustees meeting dated Monday 10 August 2020 be confirmed

1 Che
Votes: All in favour Carried

Moved that the Minutes of the George Street Normal School Board of Trustees meeting dated Tuesday 18 August 2020 be confirmed

1 Maree 2 Michele D.
Votes: All in favour Carried

Moved that the Minutes of the George Street Normal School Board of Trustees meeting dated Monday 31 August 2020 be confirmed

1 Che
Votes: All in favour Carried

10. General

Change to GSNS Inland Revenue Authority

Moved that the George Street Normal School Board of Trustees confirm that Robyn Wood is employed from 17 August 2020 to the George Street Normal School Principal appointment and should be appointed as the Executive Office Holder of the school for the purposes of completing "IR401 Appoint an Executive Office Holder to Act on Your Behalf"

1 Che
Votes: All in favour Carried

Date of Next Meeting

Board of Trustees Meeting Tuesday 20 October 2020 Staffroom

Meeting Closed 9.18pm

Signed _____ **(Chairperson)**

Date _____