



## Minutes of the Board of Trustees Meeting Held on Tuesday 16 June 2020 at 6.30pm

**Present** Michele Dakers, Greer Harper, Maree McDonald, Che O'Neill,  
Ken Orchiston, Leanne Stanton

**In Attendance** Keith Mulholland, Robyn Wood, Trish Duke

**Apologies** Michelle Te Hiko-Calvert

Che welcomed everyone to the meeting. Board members introduced themselves to Robyn who is the newly-appointed GSNS Principal.

**Declaration of Interests:** Che asked for any new Conflicts of Interests to be declared. There were no new interests to be declared.

**Moved that** Robyn Wood be given speaking rights during tonight's Board of Trustees meeting

1 Che  
All in favour Carried

### 1. **Arts Report** - Compiled by Keith Mulholland and Michele Dakers

Points Noted:

- Keith presented the report and provided a summary.
- The report was discussed, with questions asked and answered.
- The Arts includes four distinct disciplines that could each stand on their own.
- GSNS lost three key people at the end of last year who contributed greatly to music at GSNS - Rod Galloway, Natalie Yeoman and Anne Robertson.
- It was suggested that GSNS may need to actively seek out people to assist in the arts in order to continue to provide opportunities at the school.
- The Arts are highlighted in many ways at GSNS.
- A list of opportunities offered to children at GSNS in the Arts was provided by Keith.
- Team productions will be held at the end of the year, rather than a whole school production.
- Māori and Pasifika students match all other students at GSNS in the Arts.
- Keith and Michele were thanked for their work in compiling the report.

### 2. **2020 Year 5 Outdoor Adventure Report** (prepared by Claire Spencer)

Points Noted:

- Keith presented the report and provided a summary.
- The Year 5 Outdoor Adventure programme provides a good lead-in to the Year 6 Camp.
- The Outdoor Adventure programme assists in building relationships within the school and between GSNS and the local community and environment.
- Great support is received from parents for the Outdoor Adventure programme.

- The systems and organisation in place for the programme are very good.
- Claire Spencer was thanked for her work and for providing the report.

### 3. 2020 Year 6 Camp Report (prepared by Keith Mulholland)

#### Points Noted:

- Keith presented and summarised the report.
- Due to the large cohort of children, the Year 6 camp at Iona was split into two groups this year with each group staying for two nights (Monday to Wednesday afternoon and Wednesday to Friday afternoon).
- Camp expenses exceeded the budgeted amount this year. Keith provided an outline of why this occurred.
- Keith asked the Board to consider giving their approval to go ahead with the planning of the 2021 Year 6 Camp.
- GSNS staff competency is very high with regard to running the school camp and good feedback has been received in relation to this.
- GSNS children are very good ambassadors for the school and this is seen at the Year 6 Camp each year.
- Keith thanked the Board for providing Gary Clarkson of Alba Consulting to review the RAMs for the Year 6 Camp, which produced useful advice.
- All GSNS staff are on a two-year cycle for first aid training which means that all staff who attend camp have current first aid certificates.
- Cell phone coverage has improved at the camp.
- The Year 6 camp is well organised and well planned and the RAMs reflect this.
- Keith has taken on more of an administrative role with regard to camp but remains on hand to assist as needed. This enables the development of other staff members at camp.
- The Year 6 camp is a memorable experience for children and plays an important role in the children's development.
- It was suggested that GSNS communicate with parents as early as possible to advise of camp dates and possible cost.
- A technology and arts programme was in place at school for the group of Year 6 children who were at school while the other group were at camp.
- There seem to have been fewer issues of home-sickness with the shorter camps.

**Moved that** the Board of Trustees support a GSNS Year 6 Camp for 2021 and that Keith Mulholland proceed with planning for the camp

1 Maree    2 Ken  
 Votes: All in favour    Carried

- RAMS for the 2021 Year 6 Camp will be presented to the Board at a future Board meeting.
- Keith and Year 6 teachers were thanked for their work relating to the 2020 Year 6 Camp and report. Keith then left the meeting.

### 4. Annual Plan update

#### Points Noted:

- An update of the Annual Plan was provided by Leanne.
- Children's portfolios will be emailed to parents on the last day of term. Snapshot reports will not be issued.
- Parent/teacher interviews will be conducted in week 4 of Term 3.
- Whanau Iti development was discussed. The programme has been tied into the Strategic Plan and the Annual Plan.

- The first weekly session of Whanau Iti was held last week with invited children. All GSNS children who identify as Māori were invited to join the group. Approximately 32 children (out of the 35 who were invited) took part in the session.
- Whanau Iti is an evolving programme and is a work in progress.

## 5. Principal's Report

### Points Noted:

- Leanne provided a summary of her report.
- The school roll is beginning to increase, following the COVID-19 situation.
- Recent attendance for children at GSNS has been 94%.
- Budgeted income and expenditure were discussed.
- There have been six accidents involving children which required further medical attention, since the last Board meeting, following the return to school after the COVID-19 lockdown. There doesn't seem to be any particular reason for the increase in accidents.
- The children involved in behaviour incidents at GSNS continue to be monitored and have many supports in place.
- A complaint was recently received from a GSNS parent in relation to ICT use during the lockdown period. ICT policies and procedures are being reviewed to increase awareness among staff and parents.
- The GSNS enrolment form is being revised to include custodial issues, etc.
- Staff meeting ignition groups for professional learning have resumed.
- A school lockdown drill will be held in the near future.
- Staffing for Term 3 is to be communicated to the school community.
- Interviews are to be conducted next week for the Caretaker and Fixed Term Teacher positions. Che will be part of the Caretaker interview panel.
- The audited school accounts have been received. Two points raised in the audit report have been dealt with by Leanne and Che.
- Leanne recommended that GSNS continue with the auditor Crowe Howarth, of Invercargill for the following year.
- GSNS is currently trialling split lunch times. There are positives and negatives to both the split-school and whole-school lunch times. It is likely that the whole-school lunch time organisation will return next term due to lunch time clubs and activities resuming. It was suggested that a possible compromise be found, e.g., having one or two days per week with split lunch times.
- ERO recommendations received by GSNS in the 2016 review were noted, including how the recommendations are being met.
- ERO will be visiting GSNS in the near future to conduct a short review of the school's COVID-19 procedures and what has been learned. Leanne provided a COVID-19 Reflections report for the Board's information, in anticipation of the ERO visit.
- The GSNS Charter may be slightly different next year due to advice received by Leanne regarding some changes that could be made.
- Leanne is currently part of the Beginning Principals Mentor programme. Robyn Wood has also registered to take part in the programme.
- Michele was thanked for her work relating to attendance and children's absences.
- Proposed term dates for 2021 were presented for the Board's consideration and approval.
- Two teacher only days are proposed for the end of Term 4. This would mean school finishing on Monday 14 December, instead of Wednesday 16 December.
- The Character report and the Learning Commitment report will not be presented to the Board due to the change in circumstances relating to COVID-19. Analysis will be carried out but the information will be reported in a different way.
- The PTA AGM is to be held on 27 July. Maree is to attend. Che will also attend if possible. The PTA Chair will be standing down at the meeting.

- Events currently being planned by the PTA include a school disco, pizza lunch, quiz night and ski weekends.
- Advice has been received that the Pakiki Kids programme will be continuing. This is no longer relevant to GSNS.
- Documents are to be completed for the Bank of New Zealand to change signatories for Authority to Operate the GSNS accounts as follows: remove Maree McDonald and Michele Dakers, add Che O'Neill and Robyn Wood.
- Leanne and Robyn are to attend the Principals' conference in September. The September Board meeting is to be rescheduled as a result and will now be held on Monday 14 September (instead of Tuesday 15 September).
- A welcome to GSNS will be held for Robyn. The welcome is in the process of being arranged.
- A thank you morning tea for GSNS staff is to be held on Monday 29 June, to thank everyone for their work throughout the COVID-19 period. Robyn will be in attendance and will be welcomed and introduced to GSNS staff.

**Moved that:**

1. The Audited Accounts be received.
2. The Annual Report be adopted.
3. The continuation of the current GSNS auditor be approved for the upcoming year.
4. The teacher only accord days be held on the last two days of the 2020 school year.
5. The Principal's Report be received.

1 Leanne    2 Maree  
 Votes: All in favour    Carried

**6. Proposed Changes to GSNS Board of Trustees Operations** - prepared by Mark Champion

The report was presented again for the Board to continue its review of the proposed changes. The report was discussed and the following points noted:

- Curriculum reports are being reviewed by Anne Bixley of NZSTA. Che will share the reviews with the Board.
- Cultural diversity of the school is front and centre. It was noted that the cultural mix of the Board is not able to be forcibly controlled as people must be willing to be part of the Board.
- Board meetings are in the process of being refined. This is a work in progress and will be an ongoing area to monitor.
- Agenda items for Board meetings are called for at the end of each meeting and can be notified to the Board Chair seven days prior to the meeting.
- Policies are currently reviewed via email.
- Georgies is being reviewed.
- The school has always employed a professional accounting firm.
- The Board has now completed its comprehensive review of the proposed changes to Board of Trustees operations, which have been considered and discussed.

**7. Online Meeting Protocols** - prepared by Greer Harper

Points Noted:

- The online meeting protocols were discussed and suggestions made.
- It was suggested that the Online Meeting Protocols document be added to the Board of Trustees Meeting policy as an Appendix in draft form for review at the next Board meeting (Ken offered to do this).

## 8. Finance

### Points Noted:

- Ken summarised items discussed at the recent Finance committee meeting.
- Expense variances that were 10% higher than expected for this time of year were explained.
- The monthly GSNS Finance report was inadvertently omitted from the documents provided for tonight's Board meeting.
- The sensory room project total spend was under the budgeted amount, however any unused money for this particular project goes back to the Ministry of Education.
- OSCAR funding levels, relating to Georgies, will be maintained regardless of COVID-19 attendance drop-off. Extra grant funding is being provided for lower socio-economic families.
- A recent increase to support staff salaries will be covered by the Ministry of Education.
- Georgies debtors show credits and an increase in debt, due to advanced bookings. Tania McNeill was thanked for her work in following up on payments due.
- Requests for unpaid Camp and Adventure Week payments have been sent out.
- The contract with Gifu (GSNS sister school) has been renewed. Leanne was thanked for this.
- The Casual Use Agreement with Saturday Morning Music Classes (SMMC) was discussed, following a response from SMMC.

**Moved that** the Board of Trustees accept the Saturday Morning Music Classes amendment to the payment arrangement required and that Leanne move forward to the point of getting the Casual Use Agreement signed and that, included in an Appendix to the agreement, there be a mechanism for annual review of the licence fee paid, with the expectation that it would increase annually at least at the rate of inflation

1 Maree    2 Michele D.

Votes: All in favour    Carried

- All future credit card statements for Georgies will be reviewed by the Principal.
- The Principal's conference attendance by Leanne and Robyn has been approved by the Finance committee.
- Two international students have returned to GSNS since the COVID-19 situation.
- A notice is to be included in the school newsletter reminding parents of the school donation, as GSNS is not eligible for the Government school donation funding.

**Moved that** the June Finance report be accepted

1 Che

Votes: All in favour    Carried

## 9. Property Report

### Points Noted:

- Che provided a summary of items included in the Property report.
- The girls' toilet and makerspace repairs are almost completed.
- School signage was discussed.
- The Junior block redevelopment was discussed. A meeting was held recently with Barry Sleeman which had a positive outcome. An indication of what the project will look like is to be provided to Kelvin from School Support. Concept plans are to be drawn and costed before the end of the year. The boiler will be included as part of the project.

- The lease agreement with Leith Valley Church was discussed. Maree is working on this.
- The senior school boiler chimney is to be surveyed and monitored by Paterson Pitts Group. Che will present the outcome to the Board.
- The Learning Support Coordinator funding project is a work in progress.
- The School Investment Project funding submissions have been made. The two projects to be carried out at GSNS are asphaltting and work to the north Models classrooms. It is hoped that these projects can be carried out during the end of year break. Drainage is to be checked and cleaned out prior to new asphalt being laid.

**Moved that** the June Property report be accepted

1 Che

Votes: All in favour      Carried

## 10. Policy Reviews

### OP 5 - Financial Planning

#### Procedure 5.1 Budget preparation and implementation

Points Noted:

- Ken presented the policy and procedure as reviewed. Discussion followed.

**Moved that** policy OP 5 - Financial Planning and Procedure 5.1 - Budget preparation and implementation be adopted as proposed

1 Ken    2 Maree

Votes: All in favour      Carried

### OP 6 - Financial Operation and Condition

Points Noted:

- Ken presented the policy as reviewed. Discussion followed.
- It was noted that it is the role of the Board of Trustees to review GSNS Policies, while it is the role of the Principal and management team to review GSNS Procedures.

**Moved that** policy OP 6 - Financial Operation and Condition be updated as outlined

1 Ken Che

Votes: All in favour      Carried

- Ken was thanked for carrying out the reviews.

## 11. Health and Safety

Points Noted:

- The GSNS Health and Safety Hazard register is in the process of being reviewed by Keith Mulholland.
- Keith is also reviewing the sign-in process for visitors to the school.

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

- Board of Trustees Vacancy
- Georgies Contracts
- Georgies Review
- ICT protocols

