



Minutes of the George Street Normal School Board Meeting Held on Tuesday 17 November 2020 at 6.30pm

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

In Attendance Trish Duke

Apologies Che O'Neill

Declaration of Interests: No new interests were declared, however Che's information will be updated at the next Board meeting.

1. Principal's Report (as read) - Robyn Wood

Points Noted:

- The school's current roll and roll trends were discussed.
- The appointment of Rob Wigley (music specialist teacher) was discussed. Rob will be working 19 hours per week at GSNS.
- ChatBus was discussed.
- Proposed amendments to Procedure 9.24 - Sun Sense were discussed with regard to sun hats at GSNS.
- Policies and Procedures were discussed in relation to who reviews/updates these. Policies are reviewed by the Board, Procedures are updated as needed by Robyn and the management team, with advice of any significant changes provided to the Board.

Moved that:

1. The revised Sun Sense procedure be accepted.
2. The Principal's report be received.

1 Robyn 2 Maree
Votes: All in favour Carried

2. Finance Report (as read) - Ken Orchiston

Points Noted:

- Ken provided an update of items discussed at the recent Finance committee meeting.
- Working capital is up slightly as compared to the previous month.
- Only 69% of the year's budget has been spent to-date.
- The school's finances are looking good.
- Georgies income and expenses were discussed with regard to coding correctly in order to recognise true costs.
- Robyn and Leanne presented the beginnings of the draft budget for 2021 at the recent Finance committee meeting. The draft budget will be presented at the December meeting, with the aim of it being approved by the Board. Robyn is meeting with Rod Galloway to seek advice/input regarding the budget.
- The Board may need to draw from reserves in order to meet the operational costs of the school for the remainder of the year.

Moved that the Finance report be accepted

1 Ken 2 Robyn
Votes: All in favour Carried

- A request from Solutions and Services relating to the 2020 Statement of Financial Position was discussed.

Moved that the Board approves the inclusion of a budget for the 2020 Statement of Financial Position and a budgeted Cash Flow, which are derived from the Board's 2020 operating and capital purchases budgets

1 Greer
Votes: All in favour Carried

3. Property Report (as read) - Che O'Neill

Points Noted:

- There were no significant developments with regard to property since the last meeting and no questions raised from the report.

Moved that the Property Report be received.

1 Greer
Votes: All in favour Carried

4. Annual Plan Progress Report (as read)

Points Noted:

- There were no significant changes since the last report.

5. Statements and Donations

Points Noted:

- A question relating to issuing statements for the GSNS requested school donation was discussed. It is not legal for schools to issue invoices to parents/caregivers for school donations. This also applies to Year 6 Camp and Year 5 Outdoor Adventure Week.

6. Contracts Work and Procurement Plan

Points Noted:

- The contract for the Learning Support Coordinator hub is to proceed and is to be signed off, subject to confirmation from Che O'Neill that no amendments are needed to the contract.

7. Lottery COVID-19 and Māori Aspirations Funding

- An application to the Lottery COVID-19 fund for a grant is to be sought by Robyn in relation to wellbeing.
- A grant application is to be made by Robyn to a Māori Aspirations fund.

8. Attendance Report (as read)

Points Noted:

- The report, as prepared by the Ministry of Education, was presented in relation to attendance data gathered from GSNS.
- The report was discussed.
- It was agreed that attendance data is no longer needed at Board level except for an occasional summary, and a yearly report which is to be added to the workplan.

9. Sun Sense - Procedure 9.24

Points Noted:

- This item was discussed as part of the Principal's report.

10. LSC Report (as read) - Tania McLay

Points Noted:

- Tania and Robyn recently visited Musselburgh and Sara Cohen schools which assisted in developing a vision for the GSNS sensory room.
- The Board thanked Tania for another informative report.

11. Georgies Report (as read) - Bex Vine

Points Noted:

- A budget for Georgies was discussed in relation to a request from Bex. A draft programme for Georgies programmes, together with costings, are to be requested from Bex in order to assist with setting a budget.
- Dates for the Georgies January holiday programme are to be confirmed to Bex.
- The Board thanked Bex for her report.

12. Year 6 Camp 2021

Points Noted:

- RAMs for the 2021 Year 6 Camp were presented for approval.
- A consultant was appointed to review the RAMs last year. Only a few minor changes were suggested and were then adopted as a result of the review. The consultant advised that the RAMs are very thorough and robust.
- It was suggested that the Year 5 Outdoor Adventure Week RAMs be reviewed by a consultant next year.
- The potential for the Year 6 Camp to be cancelled next year due to the current COVID-19 climate was discussed in relation to the possible need to refund camp payments.
- Donations can be requested from parents/caregivers for camp but invoices cannot be issued.

Moved that the RAMs for the 2021 Year 6 Camp be accepted and that the Board approves the request for GSNS children to be taken to camp

1 Greer

Votes: All in favour Carried

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

- Georgies committee update

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 Greer

Votes: All in favour Carried

Moved to In Committee 8.00pm

Out of In Committee 8.45pm

13. Health and Safety (as read)

Points Noted:

- Nothing to note.

14. Change of Authority to Operate - Bank Signatories

Points Noted:

- The need to update GSNS's Authority to Operate signatories for the BNZ was discussed.

Moved that documents are to be completed for the Bank of New Zealand to change signatories for Authority to Operate the GSNS accounts as follows:

- Remove Che O'Neill
- Add Greer Harper

1 Robyn 2 Ken
Votes: All in favour Carried

15. General

Points Noted:

- A questionnaire from Crowe Audit & Assurance was recently completed with regard to Consideration of Fraud & Error.
- Ken is to attend the next PTA meeting (Monday 23 November).
- Raymond attended the last PTA meeting and provided the Board with a brief summary of items discussed.

16. Minutes

Moved that the Minutes of the George Street Normal School Board meeting dated Tuesday 20 October 2020 be confirmed

1 Greer
Votes: All in favour Carried

17. Future Agenda Items

- In Committee - Principal's Appraisal.
- The Targets report will be presented at the first Board meeting of 2021 (February).
- Robyn is working on the Annual Plan for 2021, including strategic objectives. The draft Annual Plan will be held over until the February meeting.
- The school's Charter is due in March 2021. From 2023 a Charter will no longer be required.
- The conflicts of interest for Che O'Neill are to be updated at the next Board meeting.
- Succession planning for the Board is to be kept in mind.
- The December Board meeting will have a start time of 6.00pm.

Date of Next Meeting

Board of Trustees Meeting Tuesday 8 December 2020 6.00pm Staffroom

Meeting Closed 9.15pm

Signed _____ **(Chairperson)**

Date _____