



Minutes of the Board of Trustees Meeting Held on Tuesday 19 May 2020 at 6.30pm

Present Michele Dakers, Greer Harper, Maree McDonald, Che O'Neill,
Ken Orchiston, Leanne Stanton, Michelle Te Hiko-Calvert

In Attendance Ann Bixley (NZSTA), Trish Duke

Apologies None

Che welcomed everyone to the first meeting of the Board of Trustees post-lockdown and thanked Ann for attending the meeting to assist the Board.

Moved that Ann Bixley, NZSTA Regional Governance Advisor, be given speaking rights during tonight's Board of Trustees meeting

1 Che
All in favour Carried

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

1. COVID-19 update

Points Noted:

- Leanne provided the Board with a summary of items relating to preparations involved in having children return to school at Alert Level 2.
- There has been good attendance by children over the past two days (the first days back at school under Alert Level 2).
- Follow-ups will be carried out in relation to children who have not yet returned to school.
- The focus at school is currently on children's wellbeing.
- Children have returned to school ready and eager to learn. A good resource is being used, related to the Arts, to assist with the wellbeing focus.
- Portfolios of children's work may replace the mid-year reports to parents this year due to the loss of teaching time recently.
- There has been extra cost to the school as a result of the increased need for cleaning, etc., however savings have also been made in other areas (e.g., less use of diesel).
- Break times during the school day have been changed to ensure smaller groups in the playground.
- The sign-in/sign-out process on the school gates is working well. The Junior school is especially busy in relation to parents needing to sign in and out.
- Children have adapted well to changes within classrooms and in the playground, at break times, etc.
- Leanne was congratulated on the work carried out in preparing the RAMs relating to Alert Levels 2 and 3 and the Board acknowledged the amount of work involved in mitigating risks to get the school up and running again.

2. Children at Risk of Not Achieving Report (prepared by Michele Dakers)

Points Noted:

- Michele summarised the report. Questions were asked and answered.
- The data for the report was collected via Google Forms completed by all GSNS teachers. This year's process was different to previous years where Leanne usually moderates the data as she collects it during interviews with teachers.
- The report identifies children at risk of not achieving, but this does not necessarily mean that they won't achieve.
- It was suggested that data for each year level be provided in future reports.
- The report data provides guidance on where to focus next, i.e., where children's needs are.
- The data collected will be used by the Learning Support Coordinator to create a database of information which will then be able to compare data with other schools within the GSNS Community of Learning.
- Some children who are at risk of not achieving also have advanced abilities.
- Michele was thanked for her work in collating the data and preparing the report.

3. Advanced Abilities Report (prepared by Michele Dakers)

Points Noted:

- The report was discussed, with questions asked and answered.
- Data in the report is based on children's end of year reports for 2019.
- Some children who have advanced abilities are also at risk of not achieving in some areas.
- A plan for programmes to cater for GSNS children with advanced abilities is in the GSNS Strategic Plan and is high on the list of priorities. This is a work in progress.
- Information relating to children's strengths and passions, which is collected during Learning Commitment interviews, works alongside advanced abilities data in assisting the school in providing opportunities for children with advanced abilities.

4. Annual Plan update

Points Noted:

- Tania McLay, Learning Support Coordinator, will be coordinating the Whanau Iti group. Tania will not necessarily be the leader of the group, but may seek the support of others in support of Māori children and families. Coordinating the Whanau Iti group is an evolving process.
- Whanau Iti will be reported in the Annual Plan.
- Leanne was thanked for her work on the Annual Plan update.

5. Principal's Report

Points Noted:

- Some parents are delaying their new entrants starting at GSNS due to the COVID-19 situation.
- Ann advised the Board that Dunedin currently has a stagnant demographic in relation to school enrolments.
- All GSNS staff have resumed work at Alert Level 2.
- GSNS staff have taken the opportunity to learn over the lockdown period, via online learning.
- OSCAR funding is to increase.

- The Dunedin City Council have advised that a by-law would be needed to increase the timing on the flashing 40km signs near GSNS. This is being investigated by the DCC.
- Information is still being awaited from some parents in relation to their children's Learning Commitment goals. A report on Learning Commitment goals will be provided at the next Board meeting.
- Leanne thanked all staff for their support and willingness to go the extra mile during and after the lockdown period. Special thanks was given to the two teachers and supporting teachers aides who were at school during Level 3, and to Deputy Principals, Michele Dakers and Keith Mulholland, for their extra assistance during this time. Leanne also thanked the Board for their support during this period.
- The Board thanked all GSNS staff for everything that was done during the lockdown period and beyond and would like to arrange an occasion to say thank you to staff in person, when the time is appropriate. Leanne is to communicate this to GSNS staff.

Moved that the Principal's Report be received.

1 Leanne 2 Michelle T.
 Votes: All in favour Carried

6. Finance Report

Points Noted:

- The Finance committee met in person recently, following the lockdown. Ken provided a summary of items discussed at the meeting.
- The school is able to meet all of its financial commitments.
- Banked staffing is in a good position.
- Leith Valley Church has agreed to pay 50% of their rent until the end of Term 2 and then renegotiate.
- GSNS support staff were paid by the Ministry of Education during Alert Level 4 and the Ministry has advised that this will continue for Alert Level 3.
- Sports refunds were made to parents recently. Most families have nominated to credit the refund to the school.
- A refund for an international student who left GSNS suddenly recently, due to a family emergency, is being held until the family can be contacted and the refund arranged.
- Georgies debtors are looking good. Thanks to Tania McNeill for her work on following-up on these debts.
- Leanne has alerted the auditor of identified financial risks to the school.
- Ken was thanked for his Finance report and summary.

Moved that the Finance report be accepted

1 Che
 Votes: All in favour Carried

7. Property Report

Points Noted:

- Che provided a summary of the Property Committee meeting minutes.
- Defects to the girls' toilet and makerspace are being attended to.
- An issue with the boys' toilet is being attended to.
- A meeting is scheduled with Barry Sleeman regarding the Junior block.
- Cyclical maintenance was discussed.
- The lease agreement with Saturday Morning Music Classes is close to being finalised.

- A draft lease agreement has been formulated by the Ministry of Education for Leith Valley Church. Several points were raised and discussed in relation to the document which may need clarification, amendment, etc. Maree was thanked for her work on reviewing the draft lease agreement.
- Checks on GSNS playground equipment are to be carried out in June.
- The boiler on the senior side of the school was assessed by a structural engineer recently. There were no concerns about the structural integrity of the boiler, however it has been recommended that the boiler chimney be surveyed to monitor any movement.
- The Learning Support Coordinator funding provided to schools by the Ministry of Education has allocated \$82,500 to GSNS to spend on a space. Che is continuing to follow-up on this.
- Two GSNS projects are to be pursued with regard to the School Investment Package (SIPs) funding allocated to schools: asphalt to hard surfaces and modernisation of the north Models block.
- The Property committee acknowledged the amount of preparation and work completed for the return of children to school at Alert Levels 3 and 2.
- Leith Valley Church will not be returning to GSNS this term.
- An arborist is to be called in to the school to check some trees/branches needing attended to on the school grounds.

Moved that the Property report be accepted

1 Che

Votes: All in favour Carried

8. Learning Support Coordinator Report - provided by Tania McLay

Points Noted:

- Spring maths kits have been constructed over the Level 3 lockdown period and are ready for use by children needing extra support in maths.
- TiRito is a register being developed for use by Learning Support Coordinators. The database is a work in progress and will enable information about children to travel with them onto their next schools.
- Tania was thanked for her report.

9. Policy Reviews

Governance 6 - Trustee Code of Behaviour Policy

Points Noted:

- Ken was thanked for carrying out all of the policy reviews.
- Ann Bixley was thanked for her assistance.
- The policy was presented and discussed.
- It was suggested that Gov 6. Be renamed “Code of Conduct for Trustees Policy”.
- The Code of Conduct is to be signed annually by each Trustee. This is to be added to the Board of Trustees Workplan, with the Code of Conduct to be signed annually at the Board’s February meeting.
- An amendment to the wording of point 4 of the policy, relating to expectations and limitations, was discussed.

Moved that policy Governance 6 be approved with a name change to “Code of Conduct for Trustees Policy”, and an amendment to point 4 of the expectations and limitations to include the values and goals of the school, and that Trustees sign the document annually

at the first Board of Trustees meeting of each year

1 Ken 2 Maree

Votes: All in favour Carried

Governance 6.1 - Trustees' Code of Conduct Breach Procedure

Points Noted:

- The policy was presented and discussed.
- Ann Bixley was thanked for her assistance and suggestions relating to the review.
- Suggested amendments to the policy were discussed.
- It was suggested that the policy be carried over as a future agenda item, allowing all Board members to further consider the policy and provide feedback to Ken who will further review the policy.

Governance 1 - Board Roles and Responsibilities Policy

Points Noted:

- The policy was presented and discussed.
- Minor wording changes to the policy were discussed.

Moved that Governance 1 - Board Roles and Responsibilities Policy be accepted with minor changes as discussed

1 Che

Votes: All in favour Carried

Governance 2 - Responsibilities of the Principal Policy

Points Noted:

- The policy was presented and discussed.
- Suggested changes to the policy were discussed.

Moved that the amended Governance 2 - Responsibilities of the Principal Policy be adopted as discussed to include reference to the work plan as appropriate

1 Che

Votes: All in favour Carried

Governance 12 - The Relationship between the Chair and the Principal Policy

Points Noted:

- The Policy was presented and discussed.

Moved that Governance 12 - The Relationship between the Chair and the Principal Policy be accepted as outlined in the review by Ken

1 Che

Votes: All in favour Carried

Governance 7 - Trustee Remuneration and Expenses Policy

Points Noted:

- The policy was presented and discussed.
- A suggested amendment was discussed.
- Helen Martin (Accounts) is to be advised of the payment amounts for trustees.

Moved that Governance 7 - Trustee Remuneration and Expenses Policy be accepted as recommended with the inclusion of a cap on the Chair and Trustee annual payment amounts

1 Che
Votes: All in favour Carried

Governance 13 - Principal's Performance Management Policy

Points Noted:

- The policy was presented and discussed.

Moved that Governance 13 - Principal's Performance Management Policy be accepted as reviewed by Ken

1 Che
Votes: All in favour Carried

Moved that item 13 on tonight's meeting agenda - Board of Trustees Operational Changes Review - be carried over to the next Board meeting.

1 Che
Votes: All in favour Carried

10. Health and Safety

Points Noted:

- This is an ongoing item.

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

- Principal Appointment
- Board of Trustees Vacancy
- Georgies Contracts

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
All in favour Carried

Moved that: Ann Bixley, NZSTA Regional Governance Advisor, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the governance process. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because the discussion relates to Board processes.

1 Che
All in favour Carried

Moved to In Committee 9.40pm

1 Che
Votes: All in favour Carried

Out of In Committee 10.35pm

11. Minutes

Moved that the Minutes of the George Street Normal School Board of Trustees meetings dated 28 April 2020 be confirmed with an amendment noting a surplus for the budget in the March 2020 Principal's Report of \$3,991 (version 8 of the budget)

1 Che

Votes: 6 in favour

1 abstained Carried

12. Future Agenda Items

- Board of Trustees Operational Changes Review
- Arts Report
- Meeting etiquette relating to meetings held via Zoom

Date of Next Meeting

Board of Trustees Meeting

Tuesday 16 June 2020

Staffroom

Meeting Closed

10.40pm

Signed _____ **(Chairperson)**

Date _____