



Minutes of the Board of Trustees Meeting Held on Tuesday 28 April 2020 at 4.10pm

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

In Attendance Ann Bixley (NZSTA) for part of meeting, Trish Duke

Apologies Michelle Te Hiko-Calvert

Declaration of Interests:

- Che asked for any new Conflicts of Interests to be declared.
- Leanne advised that she would leave the meeting while the Principal Appointment discussion took place.

1. COVID-19 update (documents provided by Leanne and read by Board prior to meeting)

Points Noted:

- Leanne provided a brief summary of items included in the documents she provided and answered questions from the Board.
- A document shared with staff has been updated with information daily to keep staff informed of plans and processes involved in managing the current COVID-19 situation. Staff have been involved in the process, providing feedback and asking questions. The daily updates include information provided by the Ministry of Education.
- Only 14 children are returning to GSNS under the partial re-opening of schools under Alert Level 3 tomorrow (today was a Teacher Only Day).
- The school's priorities in the planning process have been health, safety and wellbeing.
- Leanne, Keith Mulholland and Michele Dakers have been at school today ensuring that all safety measures and other actions needed are in place for the partial re-opening of the school tomorrow.
- Parents have been very supportive of the school in the current situation and have provided positive feedback.
- The Pandemic section of the school's Emergency Plan has been updated, including current contact details.
- The next stage to be considered by the school is what will be required when New Zealand moves to Alert Level 2. No information has been provided to GSNS in relation to this as yet.
- Michele Dakers, Keith Mulholland and Leanne have all been attending meetings/working with teachers over the lockdown period.
- When asked recently, taking into consideration their individual circumstances, approximately half of GSNS staff indicated that they could return to work if needed under Alert Level 3. With the small number of children returning to school, only two teachers are needed, with another on stand-by in the event that more than the current number of children return to school. Shane Tamblyn and Megan Greer will

be the teachers on-site, working with the support of two teacher aides each (one teacher aide per classroom in the morning, and one each in the afternoon). Jo Henderson is the teacher on stand-by if needed. All other GSNS staff will continue to work from home under Alert Level 3.

- The school office will be closed under Alert Level 3. A contact phone number will be posted on the office door for anyone who needs to speak to someone in the school. There will be a very limited number of people entering the school site.
- A Pandemic Planning Guide from the Ministry of Education has been included in the GSNS Pandemic Plan.
- Leanne received enquiries from parents who wished for their children to remain at school after 3pm each day under Alert Level 3. Leanne advised these parents that this would not be possible as Georgies After School Care would not be operating during this time.
- Che thanked the GSNS leadership team and staff who have facilitated learning from home and preparations to re-open the school under the current circumstances.

2. Numeracy Report (provided by the Leadership team of Leanne, Michele Dakers and Keith Mulholland, and read by Board prior to meeting)

Points Noted:

- There were no questions from the Board relating to the report.
- Michele Dakers acknowledged the positive feedback received from children, which was included in the report, in relation to what makes a maths lesson successful.
- Feedback given by some teachers was also included in the report.
- Results in the report were comparable year-on-year in most cohorts.
- Michele pointed out that the progression in maths from stage 4 to stage 5 for children involves quite a substantial jump in understanding and can prove to be quite challenging for some children. This can be reflected in their results.
- Teachers have noticed that many new entrant children are entering school with very low levels of maths knowledge. GSNS may need to look at ways of addressing this.
- It was suggested that GSNS may need to consider ways of funding intervention programmes for maths.
- Che thanked the Leadership team, especially Michele Dakers, for compiling the report.

3. Barriers Report

The Barriers Report was not available for the meeting. This item will be added to the next Board meeting agenda.

4. Swimming Report (provided by Keith Mulholland and Michele Dakers and read by Board prior to meeting)

Points Noted:

- The trend in the report is consistent with improvement in swimming through each level.
- Data for the report is provided by JC Swim School, with graphics and further detail prepared and provided by Keith and Michele.
- Michele acknowledged the huge progress made by the six GSNS children who took part in the 9am swimming class for children who needed more individualised teaching.
- It has been determined that the best results for children's swimming are gained through providing continuous lessons (i.e., over eight to ten days).
- Michele was asked if GSNS has data relating to the number of children who have additional swimming lessons outside of school, as opposed to first-time swimmers.

Michele advised that there is no reliable information available but Jill Clark is able to identify which children have extra lessons. Michele also advised that, for some children, school swimming lessons are the only opportunity they ever have to go swimming.

- The high number of absentees on the first day of swimming lessons was noted. Michele advised that some of the reasons for this could include swimming lessons starting on a Friday, children forgetting their swimming gear or being absent from school, and some parents of ESOL children not wanting their children to take part in swimming lessons. Parents of ESOL children are often provided with additional information and assistance from the school in order to enable their children to participate in the swimming programme.
- Swimming lessons for GSNS children are paid for by the school regardless of whether a child attends the lessons. Leanne advised that other swimming programme options for GSNS have been investigated in the past but the current option is the most cost-effective for the school.
- Keith and Michele were thanked for compiling the report.

5. Annual Plan update

Points Noted:

- The updated Annual Plan was provided by Leanne.
- There has been no update/progress on the Annual Plan since March, due to the COVID-19 situation.
- It was suggested that some information in the Annual Plan be expanded upon, i.e., with regard to what is happening to progress items.
- Learning Commitment interviews scheduled for March did not take place due to the COVID-19 lockdown. A plan to complete Learning Commitment information is currently being worked on and will be finalised within the next two weeks.
- An external provider was employed, prior to the recent lockdown, to assist with GSNS Kapa Haka. This was working well but has now been put on hold for Term 2, due to social distancing requirements.
- Tania McLay is to coordinate the GSNS Whanau Iti programme and will try to get the group underway as soon as possible. Tania is already building good relationships with children and families within the school.
- Progressing the GSNS advanced abilities programme is on Leanne's list of priorities.

6. Principal's Reports (March and April) (Provided by Leanne and read by the Board prior to meeting)

Points Noted (March Report):

- The 31 behaviour incidents noted on the dashboard of the March report involved 15 children. All of these children have external programmes around them with Tania McLay for support.
- March was a busy month with many items included in the school diary.
- Appointment summaries were presented for Petra Pritchard (Teacher Aide support for a child who is soon to start at GSNS) and Margaret Knox (Teacher, Room 22). Leanne summarised information relating to the applications received for these positions.
- Fixed-term units have been allocated to GSNS teachers in accordance with units provided by the Ministry of Education. Applications for the units were put forward by teachers. Leanne summarised the units which were available, which are for additional responsibilities within the school. The units are also included in the teacher's appraisal at the end of the year.
- The number of children in the Kindle classes is being monitored closely.
- External support is being put in place by GSNS this year for staff wellbeing.

- The Dunedin City Council has advised GSNS that extra support will be put in place with regard to traffic management, etc., when work gets underway on the planned road safety improvements outside GSNS.
- Advice is still being awaited from the DCC regarding the 40km speed limit proposed for outside GSNS, i.e., whether the limit can be extended to include the whole school day and during Saturday Morning Music Classes, rather than just before and after school.
- The GSNS Charter has been sent to the Ministry of Education as required.
- Leanne acknowledged the work of all who contributed to Rod Galloway's recent farewell event. Rod also sent a thank you to the Board and all involved.
- GSNS may hold a Teacher Only Day in Term 3 and another in Term 4 this year.
- Georgies staff employment contracts were discussed in relation to advice provided to GSNS by Lynne Guy of NZSTA regarding which employment contract Georgies staff should be part of.
- Saturday Morning Music Classes have provided health and safety documents as requested by GSNS.

Moved that:

1. The revised budget be adopted with a surplus of \$3,991.00.
2. The Annual Plan be adopted.
3. The appointments/impending appointments of Margaret Knox and Petra Pritchard be confirmed.
4. The Principal's report be received.

1 Leanne 2 Ken
 Votes: All in favour Carried

Points Noted (April Report):

- Leanne advised that she would like the school roll to be higher (it is lower than it was this time last year).
- International enrolments would normally be higher but have been affected by the COVID-19 situation.
- Banked staffing is in a better position than this time last year.
- GSNS advertisements will need to be placed for a maternity leave teaching position for Term 3 and Term 4, 2020 and an extra teacher for Room 22. (The Room 22 teaching position may be able to be delayed).
- Professional development funding has been provided to GSNS as part of the Community of Learning COVID-19 PLD fund application. 'Using Technology Better' will provide this professional development.
- All teacher aides and other support staff now have GSNS Google email addresses.
- Dr Rod Galloway has completed an application for GSNS relating to a case study on writing for the Prime Minister's Educational Excellence Award.
- The recent OSCAR assessment carried out for Georgies was incomplete due to the COVID-19 situation. The report was passed, subject to a visit by the assessor to complete the report within the next six months.
- The leadership team at GSNS sister school in Gifu, Japan is changing. GSNS will pursue new connections at Gifu in order to continue the relationship.
- Letters were received recently by Leanne from some GSNS parents, requesting that the Board reconsider allowing Year 7 and 8 children who are former GSNS pupils to attend Georgies. Maree provided the Board with an overview of events which led to the past Board's decision to exclude Year 7 and 8 children from Georgies. Discussion followed. The Board agreed that it should remain with its current position of not accepting Year 7 and 8 children to attend Georgies. Che is to respond to the letters received by Leanne, on behalf of the Board.

- Leanne thanked Maree for her support while in her role as Board Chair, during Leanne's time as Acting Principal, acknowledging the calibre of Maree and her work and wishing her well. Maree thanked Leanne for her acknowledgement.

Moved that:

1. GSNS proceeds with employing another teacher for Room 22 when the numbers become too large in the Kindles, and also proceeds with advertising for a Maternity Leave position for Room 18 in the near future.
2. The GSNS Board discusses the request for ex-GSNS pupils at DNI to attend Georgies.
3. That this report be received.

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

7. Finance

Points Noted:

- Ken summarised items discussed at recent Finance committee meetings.
- It was noted that there were errors in the budget spreadsheet in the March financial report, which have been attended to.
- There was money paid in advance for Georgies attendance (which did not take place due to Georgies not operating under Alert Level 3) which was credited back to parents' Georgies accounts.
- Alternative options for the school's accounting/financial reporting are being pursued.
- The school's cash reserve is healthy.
- Georgies contribution is down compared to last year.
- Leith Valley Church have advised that they are able to pay 50% of their rent for the remainder of the term and will reassess, moving forward.
- A refund for foreign fees was recently requested.
- Gifu, Georgies, Leith Valley Church and international student funds are the main risks for the GSNS budget due to the current situation.
- The Board of Trustees reserve fund is untouched at this stage.
- It was noted that the Pasifika budget line in the 2020 GSNS budget has been overestimated and will need amending due to a typing error.
- Refunds for sports cancelled due to COVID-19 have been paid to GSNS and will need to be refunded to parents.
- Examples were provided from possible alternative accountants, including quotes, in relation to the school's accounting and financial reporting. The Finance committee is to discuss further and advise the Board of its recommendations.

Moved that:

1. the Finance committee reports for March and April 2020 be accepted;
2. the Board of Trustees accept the offer from Leith Valley Church to pay 50% rent for the remainder of Term 2, 2020;
3. an amendment be made to the Pasifika line of the 2020 GSNS Budget to correct a typing error

1 Che
 Votes: All in favour Carried

- Maree advised the Board that Leanne had presented a number of options to the Finance committee recently, with regard to considering these options as a way to reduce spending in the budget. It was agreed that the Board's reserve funds could be used if necessary, rather than cutting spending in the budget.
- The Finance committee was congratulated for their contribution towards the Board's healthy financial position.

8. Property

Points Noted:

- The summarised items included in the Property committee minutes.
- The meeting with Barry Sleeman of MoE, scheduled for 24 March in relation to the Junior School development, was postponed due to COVID-19.
- Other items to be discussed with Barry Sleeman are the Learning Support Coordinator space and clarification relating to extra SIP's funding being provided to schools.

Moved that the Property committee Minutes of 16 March 2020 be accepted

1 Che

Votes: All in favour Carried

9. Georgies Report and MSD Audit (Georgies report provided by Bex Vine and read by Board prior to meeting)

Points Noted:

- Georgies had a good start to the year but has been put on hold due to COVID-19.
- The resignation of a Georgies employee has been received and is to be discussed further during In Committee.
- The recent Ministry of Social Development (MSD) Audit of Georgies was conducted remotely due to COVID-19. In addition, on-site assessment is needed to complete the audit and will be carried out within the next six months, if possible.
- Bex (Head Supervisor of Georgies) is very happy with the Georgies team.

10. Learning Support Coordinator Report (provided by Tania McLay and read by Board prior to meeting)

Points Noted:

- Tania provided a very good report and has been very proactive in her support role within the school.
- The Board thanked Tania for producing the report and looks forward to working with her throughout the year.

11. Lighthouse Project application

Points Noted:

- The Lighthouse Project application made to the Community Trust of Otago for the Learning Impact Fund has been put on hold due to the current COVID-19 situation.
- Leanne, Rod Galloway and Michele Dakers were thanked for their work on the application.

12. Policy Reviews

Gov 18 - Committee Policy

Gov 18.1 - Student Disciplinary Behaviour Management Committee Terms of Reference

Gov 18.2 - Finance Committee Terms of Reference

Gov 18.3 - Property Committee Terms of Reference

Gov 18.4 - Committee Schedule

Gov 19 - GSNS Board Delegations List

Points Noted:

- The policies were presented for discussion as reviewed by Ken.
- Recommended changes to the policies were discussed.
- Ken was thanked for his work on the reviews.

Moved that policies Gov 18, Gov 18.1, Gov 18.2, Gov 18.3, Gov 18.4 and Gov 19 be accepted as documented, with amendments as recommended by Ken, and that Gov 18.3, bullet point 8, be amended to read: Adopt and report on property projects at monthly Board of Trustees meetings.

1 Che

Votes: All in favour Carried

13. Policy Review - OP 11 - Child Protection Procedures

Points Noted:

- The policy was presented for discussion as reviewed by Ken.
- No changes were proposed.
- It was suggested that the Board may need to look at other schools' policies as a comparison, to ensure that the GSNS Child Protection Policy and Procedures are comprehensive. Maree is to investigate this.

Moved that OP 11 - Child Protection Procedures be accepted and that Maree investigate further options in due course

1 Ken 2 Maree

Votes: All in favour Carried

14. Policy Review - OP 10 - Legal Responsibilities

Points Noted:

- The policy was presented for discussion as reviewed by Ken
- No changes were proposed.

Moved that policy OP 10 - Legal Responsibilities be accepted with no changes required, as reviewed

1 Ken 2 Michele D.

Votes: All in favour Carried

15. Board of Trustees Vacancy

Points Noted:

- Che outlined the options available for filling the vacancy which has been left as a result of Mark Champion's recent resignation from the Board. The two options are Selection by the Board, or holding a by-election.
- The process involved for both options (Selection or by-election), as provided to Che by Ann Bixley of NZSTA, were outlined and discussed.
- The preferred option of the Board, to fill the vacancy, was Selection.

Moved that the GSNS Board of Trustees proceed with Selection to fill the Board of Trustees vacancy

1 Che

Votes: All in favour Carried

16. Board of Trustees Operational Changes Review

Ann Bixley was invited to join the meeting at 6.15pm to take part in the discussion relating to a document recently provided to the Board of Trustees by Mark Champion, proposing changes to the Board of Trustees operations.

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

1 Che
All in favour Carried

Points Noted:

- The option for the Board to appoint a Deputy Chair was discussed, including circumstances in which a Deputy Chair may step in for the Chair.
- The special relationship between a Board Chair and Principal was discussed. Ann Bixley advised that the special relationship includes a Board Chair and Principal discussing information which needs to be reported to the Board, but also involves discussions and information which could be considered as the Board Chair and Principal providing support and mentoring for each other, i.e., discussions/information which do not necessarily need to be shared with the Board.
- Curriculum reporting was discussed. It was suggested that there may be merit in sampling curriculum reports from other schools, as a comparison to GSNS reports, and the Board is open to improvements in this area. The GSNS Board is provided with mid-year and end-of-year data in curriculum reports, including comparison information. Ann suggested that she could look at some GSNS curriculum reports to provide feedback for the Board to consider, with a view to making certain that the Board is ensuring equity of excellence across cohorts and across the curriculum. Ann outlined information the Board should be looking for in data presented, to ensure that every student is achieving to their potential. Che, Leanne and her leadership team are to look at curriculum reports and send to Ann for feedback.
- The Board acknowledged that GSNS has an excellent leadership team and excellent teachers who are doing very good work throughout the school, and that the suggested changes in the report provided by Mark should not be seen as criticism.
- Cultural diversity within GSNS, its staff and Board of Trustees was discussed. Cultural diversity is included as part of the GSNS Strategic Plan. It was suggested that cultural diversity could be considered in the process of Selection of members onto the Board of Trustees. Ann advised the Board that any person chosen by the Board to represent a community within the school should have mana or status within that whole community. The person Selected by the Board should be someone that the particular community would wish to have representing them.
- Due to time constraints, the operational changes review will be discussed further at a future meeting.

Ann was thanked for her advice and for attending the meeting and left the meeting at 6.40pm.

17. Health and Safety

Points Noted:

- Saturday Morning Music Classes has agreed to adopt all GSNS Health and Safety policies and procedures.
- GSNS will need to advise SMMC of any changes to GSNS Health and Safety policies and procedures. It was suggested that SMMC review the policies and procedures when reviewing their Casual Use Agreement with GSNS annually. It was also

suggested that SMMC will need to communicate the Health and Safety policies and procedures to its staff.

- Hazard Register and Accident Report updates were provided by Leanne. It was suggested that a review of the Hazard Report be carried out in relation to how hazards are documented. Leanne is to seek advice regarding the review (not urgent).

Moved to In Committee 6.45pm 1 Che
Votes: All in favour Carried

Out of In Committee 7.10pm

18. Minutes

Moved that the Minutes of the George Street Normal School Board of Trustees meetings dated 18 February 2020 and 21 April 2020 be confirmed

1 Che
Votes: All in favour Carried

19. Matters arising from the Minutes

- Che and Leanne are yet to meet with Barry Sleeman.
- There were no complaints to be reported in the Principal's Report dashboard for this month.

20. Future Agenda Items

- Barriers Report
- Advanced Abilities Report
- Policy Review - Gov 6 Trustee Code of Conduct (Ken and Che to discuss/review)
- Principal Appraisal (Che to consult with NZSTA and liaise with Leanne before the next Board meeting)

Date of Next Meeting

Board of Trustees Meeting Tuesday 19 May 2020 to be advised

Meeting Closed 7.15pm

Signed _____ (Chairperson)

Date _____