

In Attendance

Present: Nicolette Hansen, Alan Curtis, Grant Murray, Michelle Webb-Atkinson, Rachael Findlay-Clarke, Natalee Scripps-Hawkins, Ryan Pilkington, Jonathan Stirling & Benji Potvin.

Apologies: None

In attendance: Shanta Basu (Board secretary)

Administration

- The previous meeting Minutes held on 3rd March 2020 were approved as true & correct record and was moved by the Chair. Rachael and Michelle seconded it.
 - Correspondence –
 - Confirmed 2020 staffing from the March return is up from 14.6 to 16.25 teachers
 - Ops grant confirmed at \$534,462.00 (this is 10k above what was budgeted for)
 - Board secretary – The present board secretary has expressed that she would like to resign by end of next term. An ad will be put in all newsletters. Nicolette took it away as an action point.
 - The Board of trustee register of interests is still being amended.
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Monitoring

Principal Grant Murray's report.

Principal Grant Murray presented his report on re-opening of school in a Covid -19 Level 3 scenario.

He has prepared a plan regarding the school opening. He will e-mail the parents and will let them know the schools' plans. He is awaiting the Ministry update around protocol & class sizes.

The parents of children who are coming back must "re-enrol" their child for level 3 schooling. Children to be kept at home unless they need to be sent to school. Teachers with medical conditions and personal circumstances that would put them/people they live with at risk, will continue to work from home.

Teachers have been canvassed already. Grant has had a reply from 90% of the staff. He advised that 8 out of 20 staff will not join due to health issues; like an immune deficient family member or someone who had a partner who was a nurse in an infectious ward.

Jonathan asked if Grant is reliant on teachers to make the risk assessment as opposed to the staff or leadership perspective. It is a risk that the school and the teachers are taking. Teachers over 65 should be assessed. And those over 70 should stay home if they can work from home. Grant must check staff health conditions or living in situation where the person may be putting other household members at risk.

Hector, over 70, for example can work in his own bubble as he is not working with children.

Alan said the numbers of students coming back should be expected to be very low.

Teresa Aue had 1 child whose parents said the child would be returning as the parents are working in the health sector. Ryan has 2 potential students returning to school, both have a single parent & are working in the health sector.

Benji asked if the contracted staff and the cleaners have been checked carefully as the cleaning work would be tripling. The managing of a contact tracing register for them would be very important.

Natalee said to wait for the Ministry of Education to provide clear guidelines to the school that Grant is comfortable with, then they can be implemented with the Board's approval. From a business point of view, the school must provide a safe operation, to carry out trace contact and ask for daily health declaration from people. The reason for opening schools in Level 3 is so that essential workers can go to work.

Nicolette asked what the school can do if it cannot make people feel safe – what if the teacher wants to carry on working from a distance. This is a fundamentally different altered world and rules do not apply as previously.

Alan said to check with staff, those who are in a fragile space need not come in. Those who are confident may join. The school must trust people to do the right thing.

Block leaders must find out which teachers are coming in. Not everyone will be needed so a roster may be set up.

We have a week before schools open to prepare. The school must draw lists & categorize to see who will come – students & teachers. Grant will e-mail the teachers again.

Most schools are continuing to do online learning even if the children are at school. The school will be supervising the online learning program at school. How to keep the children engaged for 6 hours will be a challenge for Grant & his staff. Ryan predicted lots of creative ideas happening at a distance.

There will be no PE or playground use. Grant said entry to school would be by different gates for different blocks. The class bubble must be adhered to – 1 metre distancing inside and 2 metre outside classrooms. Staggered break times, no lunchroom & entry to office by knocking on locked door. The children would wash hands on arrival at school and then every break time and before going home. Hard surfaces will be disinfected twice a day.

Online learning report - Grant said it has started well thanks to the hard work of all staff in getting systems set up and lessons planned.

Ryan said the teachers were enjoying it. He gave a lot of credit to teachers for jumping onboard the changed circumstances. He felt what done in 5 weeks is going to last a lot longer. At 9 am he has 27 kids online. A plan for the day is detailed. The children know his expectations. The interaction is important. The phenomenon of kids doing work during weekend means programs takes hours instead of days. From Block 1 perspective it is working well. 150 chrome books went out before the lockdown. He has 2 students without internet access. They were both heading north and will stay with their family for duration of lockdown. No hard copies were sent out, everything is online. The help with IT set up/ password with parents has been a major part of Ryan's days so far but it is getting better.

Grant said everyone has stepped up to the challenge. He gave the updates for Bernadette & Teresa. They were exhausted but were enjoying the challenge as were their teams.

He received updates from the other teachers as well regarding online learning progress and everyone was positive.

Grant was aware that the school must put processes & protocols in place. Hand sanitizers will be placed at every entrance to the Blocks. The setting up of the bubble register is a very important part of the school's role.

The school management system ETap – marks every child with an F. Once the names are given they will set each child up in a level 3. The rest (children staying at home) will be entered as a bulk entry by Grant.

Grant will emphasize with parents that they cannot send a sick child to school. A child displaying symptoms must be collected quickly and a space must be made for the sick child to sit in and wait to be collected. Also, they can't drop off children before time and must pick up timely at 3pm. A communication will be sent out to parents by Grant re what the expectations of the school are in this regard. No school buses are operating under Level 3.

Jonathan suggested to first establish how many kids there are and then keep them up to 10 in a room in their bubble. This will be easier to maintain and meant a smaller number of rooms need to be cleaned and sanitized.

Rachael said that is what is happening in Sunnynook school, so they are in complete isolation within their bubbles.

The specialist teachers were working online, and every teacher had sent out homework online which was shared with the Board.

Hobsonville school won't be back under level 3. They have received access to the tech class rooms to the 5 major groups except Spanish.

Grant said the Spanish teacher was very ill with lung infection and is on antibiotics.

The Board wanted to know if Grant's action plan around return of children in Level 3 had a timeline. The process for getting into school & keeping the children safe in school needed to be outlined. Once the numbers of students coming back to school was known, a process to manage it and monitor the support staff would be necessary. The school must be ready for operation on a daily basis.

It was requested by the Board as an action point for Grant to put together a **Survey monkey feedback** for kids.

Possible questions could be to ask how the students stress level was; how they were finding IT use and curriculum performance, and mental wellbeing and anxiety of the students and parents.

Grant said he will e-mail the board by Wednesday 22/04/2020 for a quick check and then the survey can go out by end of week.

Rachael asked about the special needs' children. Judy has been in communication with her special needs' students and has advised they were coping.

Natalee sent an e-mail to the Board. Sir John Kirwan launched his Mentemia tool to all of NZ last week. It is a great tool for everyone, every day and will be available free for approximately 6 months. It is an app that can be set up on personal devices, for those kids that have one. It might be a cool tool for staff & students to manage anxiety and stress. It might be worth suggesting to parents and teachers/staff to download.

Finance Update – The February finance report has been already sent out. With the Covid 19 crisis, the finance committee must do an accurate forecast of the budget based on the loss of revenue from international students. A reduced expenditure of 50k is forecasted. However, Grant said the school will save some money as the school budgeted to spend donation money on trips which will not happen in 2020 along with the Dance and the Water safety program.

Before the end of June Grant will come back to the finance committee with a new forecast.

ESOL funding for English 2nd language students have been received.

Health & Safety report

Health & Safety – there were no safety hazards to report.

Discussions and review

Property Update – Grant asked contractors for a price for the nursery bunting at the back of the school, but they have not come back yet as building works have halted. Property committee may need to look at it later.

No money forthcoming from the Ministry of Education for Block 3 refurbishment yet. An action point was requested by Nicolette for Alan to follow up when the school can expect some money.

Strategic plan review planning – Grant had a meeting with Natalee. They involved the teachers who are now looking at separate goals. Not a lot has been done on it so far due to the Covid 19 crisis.

Safekeeping of board meeting minutes - It was suggested the minutes can be stored on Google docs. Benji suggested the public minutes in hard copy form can sit in a folder in the foyer of the school. "In Committee" mins should be printed on coloured paper and filed in hardcopy in Grant's office. Ryan & Margaret manage the school website. Grant must load the monthly public minutes onto it. Action point for Grant. The last one was loaded in July 2019.

Meeting closure

The motion to adjourn was made at 4.15pm and passed unanimously.

The above minutes are true and correct.

Signed:

Chairperson of the board:

Dated:

Next Meeting

24th May 2020 – 12.30pm ~ Zoom meeting

Action Point	Owner	Due Date
BOT Mins to be filed and put on website.	Grant	22/5/20
Shanta to email In Committee mins to Grant for filing. Hard copy in folder in his office – printed onto coloured paper	Grant	22/5/20
Survey to families around online learning/stress	Grant	30/4/20
Plan for school opening to Board	Grant	24/4/20
To follow up with MoE re Block 3 Refurb.	Alan	22/5/20
Adds for new Board Secretary	Nicolette	8/5/20