



Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

15 February 2022

Board

Andrew Royle (AR), Trevor Just (TJ), Jono Weir (JW), John Locker (JL), Kate Jorgensen (KJ), Andrea Peetz (AP) (Principal), Emma Chapman (EC)

In attendance

Jane Batchelor (JB), Judith Urry (JU)
Christina Young - Board Secretary

Apologies

Justin Parker (JP)

Duration

7pm start and finished at

1. Welcome and Whakatauki

“Whaia te iti kahurangi ki te tuohu koe me he maunga teitei”

Seek the treasure you seek most dearly. If you bow your head, let it be to a lofty mountain.

2. In Attendance - Christina Young - Board Secretary

3. Apologies

Justin Parker (JP)

4. Conflict of Interest

5. Minutes of the last Meeting

AR moved JW seconded

Reviewed chairperson role. AR said he was happy to continue in the position.

JW moved KJ seconded

- a) **Review of action items**
- b) **Other matters arising**

6. Principal's Report (Taken as Read)

a) COVID Response

75% of our parent community are very happy with how the school is managing this. The feedback from the parents was discussed with staff and this information will be put into a grid format. Next board meeting this will be ready to discuss.

In a school context, isolation is still at 10 days. At stage 2 we will need to look at how to separate teams into smaller groups. Our relieving staff pool is smaller than it was at the end of last year. If 2 teachers are isolating at home we can look at relievers and/or ask staff to volunteer their release time. If AP, JB and JU are out at the same time or if more than 6 teachers across this school or if there are a large number of students isolating. If this occurs we will have a conversation on how to deal with this. At this stage we will be resisting closing the school - the ministry will direct us on this. Board input and backing will be required to make a closure decision.

AR commented that it could be worthwhile to communicate with parents the protocol around contacting the school if a parent contracts covid.

The office staff will not be mixing with other school staff as they will be working different days. AP will not be visiting classrooms anymore.

AP mentioned that they are keeping close tabs on who has been to the library at what times. There has not been a wet day yet but we can spread out children by using the new school hall.

We have several trusted avenues for communicating with parents - Seesaw, school website, weekly newsletter.

AR asked the question regarding bubble school. Do we still offer this if we go full online? AP will ask the Ministry about this.

AP mentioned that the Ministry has provided a one-off set of masks. This will become a cost for the school as the stocks run done.

ACTION: AR - we should look at the financial delegations to ensure we have enough staff who can access logins for paying salaries etc.

AR - KJ is holding the Health and Safety portfolio and so it was asked that she be kept in the loop on all Covid communications. If and when the possibility of the school closing arises, this will be a board decision.

AP mentioned they will be setting up a COvid response team including AP, JU, JB, KJ and another staff member (probably EC).

JW asked the question if it's necessary to create some budget to help with coordination/admin for teachers in a hybrid teaching situation. JU suggested teacher aides could help with this.

AP mentioned that some budget for headsets/microphones for teachers working remotely could be very helpful.

(JW suggested the leadership team come back with some proposals for additional support and/or resources)

b) Self Review

c) Human Resources

d) Finance

e) Property and Playground

Hoping to get the stairwell fixed before the next holidays. AP hoping to hear back by the end of the week on the stairwell and also Rooms 1-3 leak.

Playspace - KJ said we received the final and updated concept design in 3D. We have a project manager at Creo. We are now going to the detailed design. KJ will email through the fly through 3D design to the board. Budget we received today is \$180k which is higher than the \$150k they indicated last year. Hopeful that we will be able to commence the build in April. All funds are in place for phase 1.

Resolution: can we continue to engage with Creo to deliver phase 2 now that we have the budget? Fundraising is still required for phase 2. The board will commit to the detailed design cost up to a maximum of \$10k for phase 2. When the time comes to confirm phase 2 with a signed agreement, the board will review this again.

Moved: AR Secoded: TJ

Resolution: Now that we have the budget for phase 2 we can request grants. Resolution to request grant from Four wins trust (collects from The Pickle Jar and One fat bird) for \$35k. (KJ to send specific wording)
The board also resolves that going forward the Playground Committee can apply for grants for playground funding as they see appropriate.

Moved: AR Secoded: EC

KJ mentioned here is also currently a grant request in with Transpower for \$10k

f) Health and Safety

g) Policies

h) Community and Communication

7. Strategic Items for Discussion

a) Frequency of meetings board members are happy with the meeting dates as suggested by AR

b) Portfolio Allocation and sub committees

Property

Health & Safety

Finance

Strategy

Policy and procedures

Community and Communication

Playground

KJ stated she is happy to continue on with her portfolios (Health & Safety and Playground) with the assistance of TJ in Property and EC helping with the Playground.

JW is keen to continue with the Finance portfolio and Te Kōhanga.

Leadership team to discuss offline their involvement across the portfolios.

Resolve to allocate portfolios as outlined below:

Moved: JW Seconded: KJ

Portfolio / Committee	Leadership Team Member	Board Member(s)
Property	Andrea	Trevor
Health and Safety		Kate
Finance	Andrea	Jono
Strategy	Andrea	John, Andrew, Emma
Policies and Procedures	Andrea	Justin, John
Community / engagement	Jane	Emma, John plus 1
Playground		Kate, Emma
Te Kōhanga		Jono

EC and JL to meet and discuss further what the Community Engagement portfolio looks like - whanau hui, kahui ako etc.

c) Board elections, Chair 2022

Choices under the act are to co-opt someone in until Sept 2022 as a casual vacancy or select someone by advertising.

ACTION: AR to draft an ad and selection matrix and send this around to board members for review.

RECOMMENDATION

It is recommend the Board:

- (a) **Agrees** to hold a Board selection process as soon as possible in 2022 to fill the parent representative position vacant due to Jeremy Seed's departure;
- (b) **Confirms** the co-option of Jono Weir until September 2022.

Moved AR Seconded TJ

8. Other Business

Hautū Tool - JB talked through the Cultural Awareness BINGO survey and encouraged board members to utilise this.

JU update - organising a weekly meeting with all Teacher Aides as a team. This has been positive and TA's are feeling empowered so this will continue.

There is a speech language therapist working with a few students

Propose ballot positions are left open for term 2 for Years 1-4. JU proposes an end date of 27th March. AP and JU will look at the numbers and send through a proposal for the board.

Final decision on school camp will be made this Friday.