

# ***BUCKLAND SCHOOL'S BOARD OF TRUSTEES***

## ***Minutes of Meeting held on 18 March 2020 at 6.00 p.m.***

**1. PRESENT: Lisa Robertson, Darryl Goldsack, Mavis Glasgow, Sarah Herring, Andrew Maunder, Brandon Foster, Dave Honiss**

Karakia - Mavis

**2. APOLOGIES:**

**3. BOARD MOTIONS: Nil**

**4. ADMINISTRATION**

• **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 12 February 2020 were taken as read and signed as a true and correct record by Darryl Goldsack.

**Matters Arising:**

- For noting: ASB Card Limit is \$2,000 this is a total limit which can be split across the two cards. If this requires a change it will need to be re-minuted and policy updated.

• **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

**Matters Arising:**

Onsite Health – Flu vaccinations. Board to refund any Staff who chose to get Flu vaccinations.

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

**4. MONITORING:**

**Principal's Report**

The Principal's report was tabled by the Principal.

**Matters Arising:**

- Student management system to record instances of behaviour between students, allowing tracking of reoccurring instances.
- Wellbeing survey ready to go, although timing to be determined.
- Two families have chosen to self isolate their children at home. A further child who is vulnerable is having precautionary measures put in place.

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

**Staff Report**

Lisa Robertson presented the Staff report

**Matters Arising:**

Example of the PACT tool presented and explained by Lisa. She outlined the next steps and unpacking another aspect of the tool. Lisa presented a video of EOTC week.

**Moved: Lisa Robertson**

**Seconded: Brandon Foster**

**Health & Safety Report**

The Health & Safety Report was tabled by Darryl Goldsack.

**Matters Arising:**

The wobbly bridge on the senior playground is reaching end of life. This needs to be removed and replaced, engagement with the PTA to help fund this. Option to have some quotes to review the senior playground and refurb some of the equipment, potential replacements etc.

**Moved: Darryl Goldsack**

**Seconded: Andrew Maunder**

**Financial Report**

Payments amounting to \$29,136.72 were ratified and approved.

**Matters Arising:**

**Moved: Brandon Foster**

**Seconded: Darryl Goldsack**

**5. GENERAL BUSINESS**

**10YY PROPERTY PLAN UPDATE / DISCUSSION**

- There was a break in where a TV was stolen. Belief was that they entered whilst alarm was off and people were on site, allowing a window to be opened, then they returned later to steal the TV. Darryl working with the Security Company to work on an updated plan to establish which sensors align to the different classrooms.
- Meeting with Ministry on conditions assessments, results came out well. This allows the ability to utilise the funding on initiatives rather than maintenance.
- Darryl has developed a potential plan for improvements, it would need approval from Ministry.
- Darryl undertook testings and discussion with teachers and students on working environments.

**SCHOOL FRIENDSHIP SEAT**

- Sarah spoke to the email regarding the steel perforations and the issue identified.
- We need to have evenly spread perforations to get the steel work completed.
- Sarah has asked the company to provide a view on what can be done to accommodate the requirements, and is awaiting a response.

**BEFORE SCHOOL CARE DISCUSSION**

- There are some families that would like a before school care option. This would require re-presentation to the Ministry.
- To be put back on the Kelly Club to survey families around the needs / wants of a before school care.

## STEVENSON QUARRY UPDATE

- The quarry is on Friedlander road. Consultation is required with the community around transportation etc. As part of their consent 6 monthly meetings are held. The last one was on the 24<sup>th</sup> February held at school which Mavis attended.
- Bylaw approval has gone through - 80km zone to be implemented.
- Stevensons were proactive with their approach to complaint management.
- Next meeting 27<sup>th</sup> August, Mavis requested that a member of the BOT also attend.

## VISTAB INDUCTION SYSTEM

- Visitors tablet, sign in & out as visitors are onsite is to be ordered. This will print labels, keep records, health & safety requirements etc.
- It can link to the school student management system. It integrates with roll and can be used to manage late students etc.

**Moved: Darryl Goldsack**

**Seconded: Sarah Herring**

## CORONAVIRUS ACTIONS

- Day to day evolving situation. Ministry of Education providing regular updates, Mavis is sharing these across the staff and keeping Board Chair informed.
- Two children being self isolated at the request of the family.
- Pandemic plan is in place.
- Students and staff have been great with hand washing, cleaning surfaces etc.
- Following notice to go out to parents: **The Board of Trustees have reluctantly made the decision to cancel all school activities which take place outside of Buckland School, including camps, sporting events and cultural events, or with other groups coming into our school. We appreciate this is disappointing however the health and wellbeing of our students and families is a priority. This decision will be constantly reviewed and we'll provide updates as any changes arise.**
- Discussion held on the Ag Day, decision to be made at the next BOT meeting.
- Mavis outlined that the Ministry had been in touch regarding virtual learning. There would be the ability to manage via google docs etc. There are potentially some students that won't have devices at home or have the internet. Option to provide devices for kids to take home agreed by Board.
- Not all staff have good internet connection at home, will need to consider how this is managed.

## KAHUI AKO

- Valley School wishes to re-join the Kahui Ako. Board discussed this and agreed to support this happening as we are a community of learning and Valley school is within this.

## MEETING ACTION PLAN

Action Plan has been updated and will be added to after each meeting.  
Please check this and complete any outstanding actions.

## 7. MEETING CLOSURE

- **Evaluation** – Members completed evaluations and returned these to Sarah for analysis.
- **Preparation for next meeting** – No items discussed.
- **Meeting closed at 8.26pm**

**NEXT MEETING: Wednesday 29 March 2020 at 6.00 pm Board Room.**

**Signed: Chairperson**

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**Date**