

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 29 April 2020 at 6.00 p.m.

This meeting was held on-line using Zoom due to the Coronavirus. Members of the public were invited to ask for an invitation to attend through the weekly school newsletter.

- 1. PRESENT: Lisa Robertson, Darryl Goldsack, Mavis Glasgow, Sarah Herring, Andrew Maunder, Brandon Foster, Dave Honiss**
- 2. APOLOGIES: Nil**
- 3. BOARD MOTIONS: Nil**
- 4. ADMINISTRATION**
 - **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 18 March 2020 were taken as read and will be signed as a true and correct record by Darryl Goldsack.

Matters Arising:

- Lisa to remind staff that flu injections will be funded by the Board.
- Securi-Com completed sensor and smoke detectors plan. Will be back to do an audit on system between fire and security alarms when safe to do so. Darryl to co-ordinate.
- VisTab has been installed. Sanitiser and wipes being used to clean. Will be used for contact tracing.

Moved: Darryl Goldsack

Seconded: Mavis Glasgow

- **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

Matters Arising:

- Voting papers for STA elections have been returned.
- Letter of resignation from Jacqui-May Allison-Dodds.

Moved: "That Jacqui-May Allison-Dodds resignation be accepted with leaving date being the last day of term 2".

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

Moved: Sarah Herring

Seconded: Dave Honiss

4. MONITORING:

Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Camp Bentzon has been notified that our camp has been cancelled this year. There is uncertainty regarding a refund of the deposit paid for this camp and the Yr 3 & 4 Camp to Lakewood Lodge.

- Professional Development for teachers is continuing via zoom.
- Professional Development for teacher aides is being run by Jacqui-May around dyslexia and ADHD.
- Cell phone has arrived from Skool Loop. They are still taking sponsors for the App. Please direct any further suggestions of sponsors to Mavis.

Moved: Mavis Glasgow

Seconded: Lisa Robertson

Staff Report

Lisa Robertson presented the Staff report

Matters Arising:

Nil

Moved: Lisa Robertson

Seconded: Andrew Maunder

Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack.

Matters Arising:

- Alert Level 3 COVID-19 Plan in action. Staff consultation has taken place.
- Harrison Tew will conduct emergency training with staff via zoom. Date to be advised.
- A discussion took place regarding on-line safety of children while completing on-line Home Learning. Parents have been given information around the dangers for children when working on-line. This information was received from both the Ministry of Education and the Police and was given through several school newsletters since the start of lockdown. Parents have also been referred to the Ministry of Education specialist website: www.switchedonsafety which also has links to the Netsafe Parent toolkit. For those parents who have borrowed school devices a school device agreement has been signed.

Moved: Darryl Goldsack

Seconded: Andrew Maunder

Financial Report

Payments amounting to \$18,564.20 were ratified and approved.

Matters Arising:

- Term deposit 74 was taken up to \$200,000 (funds transferred from the cheque account) and reinvested for 6 months.
- Term deposit 72 is maturing on 2 May. Brandon to investigate best investment options.
- Jolly Duncan & Wells, the school auditors, have advised that they are not expecting to have the audit finished until end of June/early July. They are awaiting update and new legislation from the Ministry of Education.

Moved: Brandon Foster

Seconded: Darryl Goldsack

5. GENERAL BUSINESS

COVID-19 UPDATE / PLANNING

Lisa suggested that an online register be made for parents to indicate when they would like to return their children to school. This will be investigated using google forms including health and safety information and questions. This would then be linked to the newsletter.

10YY PROPERTY PLAN UPDATE / DISCUSSION

Draft 10YY Property Plan has been received. Darryl to contact Octa Associates tomorrow as there are a number of discrepancies which need addressing.

Mavis to contact Programme Property Services regarding painting touch ups and schedule time for completion.

SCHOOL FRIENDSHIP SEAT

Design for the Friendship Seat has been approved. Seat will be started when country moves to Alert Level 2. Company are also preparing the plaque. Will probably need to delay the blessing of this.

AG DAY & SCHOOL CAMPS

It was decided that the school camps, the Agricultural Day indoor exhibits and fundraising by the PTA be cancelled this year.

Moved: "That all 2020 school camps, Agricultural Day indoor exhibits and Agricultural Day fundraising be cancelled this year".

Moved: Darryl Goldsack

Seconded: Lisa Robertson

A decision regarding animals for Agricultural Day is still to be decided. Lisa to investigate how this could be made to work.

FUNDRAISING – PURPOSE OF FUNDS HELD

Dave asked question regarding what the PTA will be spending their funds on this year. Sarah to put a document on google drive and members are asked to contribute to a wish list.

Mavis to put Policy and Procedure regarding PTA spending on google drive.

Mavis to look back at what PTA have funded in past years – e.g. Athletics etc

Lisa to ask staff if they have any items to add.

MEETING DATES

Dave advised that due to work commitments the date set for the next meeting and the meetings in October and November have clashed with his work schedule. It was decided to move the May meeting to 27 May. Dates for October and November will be reviewed closer to the time.

BOT NEWSLETTER

Sarah and Lisa to co-ordinate the Term 2 BOT Newsletter for publishing in approximately one month's time. Members are asked to start thinking of items for inclusion.

MEETING ACTION PLAN

School Values Visuals – Sarah to send a link to company's work for members to view.

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** – Mavis to put up Finance & Property policies that are due for Review in May folder on Google Drive.
- **Meeting closed at 7.24pm**

NEXT MEETING: Wednesday 27 May 2020 at 6.00 pm Board Room.

Holden

Signed: Chairperson

27 May 2020

Date

