

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

### ***Minutes of Meeting held on 27 May 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 29 April 2020 were taken as read and will be signed as a true and correct record by Darryl Goldsack.

#### **Matters Arising:**

- Programmed Property Services have not finished the required painting. Mavis will sign off once painting has been completed.

**Moved: Darryl Goldsack**

**Seconded: Mavis Glasgow**

- **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

#### **Matters Arising:**

- Letter received from parent requesting an out of zone enrolment for a year 4 child was discussed.

**Moved: "That the request for enrolment be accepted".**

**Moved: Darryl Goldsack**

**Seconded: Lisa Robertson**

**Moved: Sarah Herring**

**Seconded: Dave Honiss**

#### **4. MONITORING:**

##### **Principal's Report**

The Principal's report was tabled by the Principal.

#### **Matters Arising:**

- Bible in Schools will not restart until Term 3.
- Seasons Programme will begin next week.
- There will be no formal midyear reports this year. A mini report to be digitally provided instead.
- Applications for the LSC position close on Monday 1 June. Selection Committee to comprise of Mavis, Darryl and Merillees Nicholls (Principal of Pukekohe East School).

**Moved: Mavis Glasgow**

**Seconded: Sarah Herring**

## **Staff Report**

Lisa Robertson presented the Staff report

### **Matters Arising:**

- Mavis and Matthew Taylor are investigating BYOD for Year 3 and up for later this year.

**Moved: Lisa Robertson**

**Seconded: Andrew Maunder**

## **Health & Safety Report**

The Health & Safety Report was tabled by Darryl Goldsack.

### **Matters Arising:**

- VisTab App has been purchased and staff have been provided with the link.

**Moved: Darryl Goldsack**

**Seconded: Dave Honiss**

## **Financial Report**

Payments amounting to \$17,212.93 were ratified and approved.

### **Matters Arising:**

- Term deposit changes have been completed.

**Moved: Brandon Foster**

**Seconded: Andrew Maunnder**

## **5. GENERAL BUSINESS**

### **COVID-19 UPDATE / PLANNING**

- Matters were discussed during the Principal's Report and Staff Report.
- Possibility of the School Speech evening going ahead if gathering size is increased.

### **POLICY REVIEWS**

- The Finance & Property policies were reviewed. Darryl to provide changes to wording of the Contractors/Subcontractors/Volunteers Policy & Procedure to reflect the VisTab sign in procedure.

**Moved: "That the Finance & Property Policies be accepted".**

**Moved: Darryl Goldsack**

**Seconded: Brandon Foster**

### **PAT CURRICULUM REVIEW**

Mavis tabled and spoke to the PAT Curriculum results for 2020.

### **10YY PROPERTY PLAN UPDATE / DISCUSSION**

- 2<sup>nd</sup> draft of the 10 YPP has been received from Octa Associates. More work still needs to be done as some estimates appear incorrect. Darryl to reply to last email with further questions.
- Deadline for School Investment Package (SIP) submissions is 31 May.
- A recommendation from Ministry of Education personnel was that in order to proceed with SIP projects within the timeline that we approach Watershed Ltd to take over and manage these projects. A local school provided a reference.

- Geoff Dunn from Watershed will manage the staffroom extension, doors and deck for the library and the LSC office project. It is hoped that plans and applications for the staffroom alterations will be started in approximately two months.

#### **AG DAY**

- A questionnaire is to be put out to parents to get an indication of the number of children and animals who will compete this year.

#### **FUNDRAISING – PURPOSE OF FUNDS HELD**

- Discussions took place regarding projects the PTA could fund for the school. Darryl to contact the PTA regarding their thoughts on projects and how much they are able to donate.
- Initial Board suggestions were the funding of Steps Web, Tiger Turf for the back court, Fun Day for children later in the year.
- Sarah to revise the list on the BOT shared drive.

#### **MEETING ACTION PLAN**

- Friendship seat is approximately 3 weeks away, plus courier time. Date for the blessing to be set once the seat arrives.
- Work on the school values has commenced with the designer.
- Sarah to update Action Plan.
- Members to update the timesheet.

#### **7. MEETING CLOSURE**

- **Evaluation** – Members to complete evaluations and send to Sarah.
- **Preparation for next meeting** – Nil
- **Meeting closed at 7.50pm**

**NEXT MEETING: Wednesday 24 June 2020 at 6.00 pm in the Board Room.**

*Sue Coyle*

**Signed: Chairperson**

*24 / June / 2020* **Date**

