

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 2³ September 2020 at 6.00 p.m.

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

2. APOLOGIES: Nil

3. BOARD MOTIONS:

Moved: "That Friday 23 October be a Teacher Only Day".

Moved: Darryl Goldsack Seconded: Andrew Maunder

4. ADMINISTRATION

• **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 2 September 2020 were taken as read and were signed as a true and correct record by Darryl Goldsack.

Matters Arising:

- Nil

Moved: Darryl Goldsack Seconded: Mavis Glasgow

• **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

Matters Arising:

- Nil

Moved: Sarah Herring Seconded: Dave Honiss

4. MONITORING:

Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Provisional Staffing for 2021 has been received - .9 reduction in staffing and one less unit. Mavis is meeting with Fixed Term staff at present. Teacher on Maternity Leave has indicated she would like to work .6 when she returns next year if possible.
- Two teaching positions to be advertised as permanent for 2021.
- Out of Zone ballot closed today. All children in Priorities 2-5 to be accepted. A further 9 children from Priority 6 to be taken. All unsuccessful applicants to be advised of their position on the waiting list.
- Staff Wellbeing Survey has been undertaken by Senior Management. The raw data was presented to the teaching staff at Tuesday's staff meeting.

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

Staff Report

Lisa Robertson presented the Staff report

Matters Arising:

- Teacher only day on 23 October will be full staff PD with Alana Cantley from Vision Education. Relievers will be employed for those children whose parents are unable to make alternative arrangements.
- PD is being arranged for all Teacher Aides starting in 2021.

Moved: Lisa Robertson

Seconded: Dave Honiss

Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack.

Matters Arising:

- Darryl asked that a list of major injuries to children and staff be reported at the monthly Board Meeting.

Moved: Darryl Goldsack

Seconded: Dave Honiss

Financial Report

Payments amounting to \$19,347.33 were ratified and approved.

Matters Arising:

- GST payment of \$13,762.24 to be paid in September for the July/August period.
- Low interest rates will impact on next year's budget.
- Financial Auditors have rescheduled 2019 audit for 15 October.

Moved: Brandon Foster

Seconded: Andrew Maunder

5. GENERAL BUSINESS

DATES FOR 2021

3 February – TOD

Term 1 - Wednesday 3 February to Friday 16 April

Term 2 – Monday 3 May to Friday 9 July

Term 3 – Monday 26 July to Friday 1 October

Term 4 – Monday 18 October to Wednesday 15 December

Moved: Mavis Glasgow

Seconded: Sarah Herring

KELLY CLUB UPDATE

- Ministry have sent written approval for the holiday programme. Uptake has been slow for next holidays.
- Darryl has spoken to Kelly Club Buckland indicating that the school has been giving a discounted rate. Rate will be reviewed when numbers of 12-15 have been reached.

POLICIES UPDATE

- School Docs have quoted \$1,400 per annum to complete and continually update policies. Commitment would be for two years after which the policies can be downloaded and managed by the school or the commitment can be continued.
- Mavis queried using a graduated process starting with the Health & Safety Policies.
- Mavis to speak with local principals who are using SchoolDocs and to ask NZSTA for an opinion.

10YY PROPERTY PLAN UPDATE / DISCUSSION

- Still awaiting written approval for the Library Project from the Ministry. Verbal approval has been given.
- Darry has received the fire report for the Portacom.
- Lead time for the Portacom is approximately 8 weeks.
- TigerTurf have indicated end of November for installation on the back court.

AG DAY

- Competitors' parents were emailed invitations and Health & Safety Plan last week. Further email sent today inviting one more supporter and reminder of health and safety points.
- List of tasks for the day has been posted in the staffroom for staff to volunteer to help on the day.
- Set up time on Saturday morning 7.30am.

MEETING ACTION PLAN

- Friendship seat – new date for blessing to be set. Mavis to contact Gwen Francis' family.
- Final decision on school values to be made by 16 October. Mavis to contact Kaumatua Mickey Graham.
- 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: Thursday 22 October 2020 at 6.00 pm in the Board Room.



Signed: Chairperson

22/10/20

Date

