

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

***Minutes of Meeting held on 22 September 2021 at 6.00 p.m.
via Google Meets***

PRESENT: Darryl Goldsack, Lisa Robertson, Mavis Glasgow, Dave Honiss, Sarah Herring, Andrew Maunder, Brandon Foster, Glenis Mills (Minute Secretary)

1. APOLOGIES: Nil

2. BOARD MOTIONS: Nil

3. ADMINISTRATION

Confirmation of Minutes from Previous meeting

The Minutes of the last meeting held on 18 August 2021 were read to the meeting and signed as a true and correct record by Darryl Goldsack.

Matters Arising:

- Darryl has emailed the Real Estate Agent wishing to advertise on the school fence. No reply has been received.

The Minutes of the Special Meeting held on 1 September were read to the meeting and were approved by Board members present. These were signed as a true and correct record by Darryl Goldsack.

Matters Arising:

Nil

Moved: Darryl Goldsack

Seconded: Sarah Herring

Correspondence

The correspondence was read to the meeting by Mavis Glasgow.

Matters Arising:

Darryl is to investigate further the Melanoma competition offering \$10,000 shade sail as prize.

Moved: Mavis Glasgow

Seconded: Sarah Herring

4. MONITORING:

Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Staff Professional Development with Vision Education has continued during the Lockdown. Teacher Aides have also participated in PD.
- Teacher only day on 18 October has been cancelled in consideration of whanau circumstances after Covid Lockdown.

Moved: Mavis Glasgow

Seconded: Dave Honiss

Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack.

Matters Arising:

- A discussion regarding Alert Level 3 rules and expectations took place. These were approved. Mavis to put on these on website.

Moved: Darryl Goldsack

Seconded: Lisa Robertson

Financial Report

Payments amounting to \$30,196.85 were ratified and approved.

Matters Arising:

- 2020 audit date has been extended – no definite completion date has been given by Jolly Duncan & Wells.
- Mavis has signed on behalf of the Board the audit engagement letter with UHY Haines Norton (Auckland) Limited for next three years and returned to them.
- Brandon to look at what term deposits are nearing completion and negotiate/decide new terms.

Moved: Brandon Foster

Seconded: Andrew Maunder

5. GENERAL BUSINESS

Mid Year Level Report

- Mavis reworked the Mid Year Level Report and provided the Board with an electronic copy which she spoke to. Hardcopies available for anyone requesting these.

Property

- Darryl has continued to email the Project Manager and Ministry of Education regarding the alterations to the staffroom. No response has been received from either. Pukekohe Builders are unable to requote until answers regarding the need or not for firewall have been received.

- Darry to formulate letter to Anglican Church asking for their final decision regarding the sale of the land adjacent to the school. Letter to be emailed to members to peruse before being sent out.

SchoolDocs & Policy Review

- The Board discussed the concerns around the Health & Safety Policies. A decision was made to keep the generic policies as they are. Extra forms will need to be devised and added. Mavis to advise SchoolDocs to proceed with confirming all policies.

Community Survey

Survey questions have been completed. Survey is to be sent to the community next week in conjunction with the BOT newsletter. Closing date to return surveys is Friday 29 October at 5 p.m.

BOT Newsletter

Sarah has begun the draft of this term's newsletter. Members are to add items by this weekend so Sarah can format ready for sending out next Monday.

Enrolment Ballot

- A total of 43 applications have been received. Ballot to be held this Friday. Mavis to setup zoom meeting with Glenis, Lisa and Brandon.

Ag Day

- A decision was made to shift Agricultural Day for animals from 2 October to 16 October but the competition will only take place if Auckland moves to Alert Level 2. If Auckland is not at Alert Level 2 the 2021 competition will be cancelled.
- Difficulty in receiving back grocery raffle books. Mavis to ask parents to return to a drop off box next week. The draw date for the raffle has been extended to 5 November. Advice to public to be put on the front page of the website.
- PTA stallholders have agreed to move the fundraising activities to a gala afternoon/evening later in the year. Decisions around this will only be made when the Alert Level has been established.

MEETING ACTION PLAN

It was decided to hold another Special Meeting on 5 October following the announcement of Alert Levels on October 4.

7. MEETING CLOSURE

Evaluation – Andrew to put forms on the BOT drive for members to complete. Sarah reminded members to complete timesheet including Special Meeting held on 1 September.

Meeting closed at 7.50 pm

NEXT MEETING: Wednesday 27 October 2021 at 6.00 pm. (Note change)



Signed: Chairperson

30/10/21 Date