

Tauranga Primary School

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF TRUSTEES
HELD VIA ZOOM (DURING COVID-19 LEVEL 4 SHUT DOWN)
ON THURSDAY 21 APRIL 2020**

Present: Aaron Moores Finance Chair
Fiona Hawes Principal
Anna Bell-Booth Finance Deputy Chair
Kat Gilbert-Tunny Staff Representative
Neil McLaughlin Property
Elizabeth Smith Personnel
Todd Retter 5YA Property
Claire Wilde FOTS

Attendees: Susan O'Neill Minute Secretary

Apologies: None

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting and thanked them for their attendance at this extraordinary time.
2. Format of this meeting. This Board meeting is an opportunity for the Principal to provide the Board with updated information of progress and plans under Level 4 shutdown and the subsequent move to Level 3 from midnight Monday 27 April. It will also provide a platform to the Board to ask relevant questions.
3. Communication. Focus on whanaungatanga (relationships) with regular connections being made via FaceBook, directly phoning families and distance learning. Teaching staff have made direct contact with the majority of our families to ascertain their current family bubble situation and ability to distance learn. Communication has found that 86% of our families have access to a good on-line capable device. The school is working to help co-ordinate delivery of either a loan device or a hard copy learning package. The school is also working to facilitate new broadband connections in several homes. This work is complicated by the intense time frame, changing landscape and variable needs and ability to successfully communicate with all families.
4. MOE. The MOE work and leadership was praised as the organisation is working very hard to meet the needs of our learners throughout NZ and support schools to do the same.
5. Teachers' Perspective. Kat outlined the processes teachers are working on with on-line presence and distance learning. The responses from our learners has been very positive and they appear to highly value being able to "see" their teachers over the internet. Teachers are working to balance their own family responsibilities and school responsibilities. Fiona has held several full staff Zoom meetings to keep connected to staff.

6. Access to Seesaw. A question was asked regarding obtaining the ability to toggle between learners within a family. Jo Howard lead teacher IT is aware of this issue, and has requested this function from Seesaw, currently response time is slow due to their huge workload. This is an operational matter, please communicate with class teacher. Fiona to flag with lead teacher ICT this came up in discussion.

Fiona (A1)

7. School Opening Under Level 3. The school is due to open for instruction to a limited number of students on Wednesday 29th April. Current planning documents were shared with the Board including updated H&S processes, 5YA building progress (to restart under Level 3 and concentrating on toilets and roofing work) and the changes in the way teaching will look in new bubble spaces. The ability to connect with families as we are accustomed to in a face-to-face setting will be changed considerably. Plans are evolving every day at this stage.

8. Bubble Classes. Plans for regular bubbles in specific areas of the school with separated toileting and play areas and equipment. The teaching and learning programme will be mainly using the new on-line resources with some additions such as art and physical activities.

9. Protective Equipment. Claire Wilde provided some medical advice regarding the known research in this regard. It appears that face masks may protect the wearer. Masks are often worn ineffectively and using them tends to increase the incidence of face touching. The best defences against spreading infection include ensuring only well people come to the school site and good personal hygiene including regular hand washing and maintaining safe physical distancing. The school aims to localise and contain bubbles and encourage good practice.

10. Teacher Only Day 28th April. The MOE has provided a TOD on Tuesday to help prepare for the changes under Level 3.

11. Property. Over the past few years, the school has been concerned about the level of performance of our allocated Regional Property Advisor. There have been incidences of lost paperwork, poor advice, slow responses (including delayed fund release) and requests for unnecessary additional information incurring unnecessary increased time and financial burdens. Recently, Fiona has highlighted these concerns with our Area Property Advisor. The school asks for Board support to make a request to the MOE (through the Area Property Advisor) for a replacement Regional Property Advisor.

Motion: Tauranga Primary School to request a new Regional Property Advisor in light of the inadequate performance of the current Regional Property Advisor.

Moved: Neil McLaughlin **Seconded:** Aaron Moores

Fiona (A2)

12. Principal Sabbatical. Due to the extraordinary situation the world is currently finding itself in, Fiona requests a delay to her sabbatical until 2021.

Motion: The previously approved Principal sabbatical be delayed until 2021 with dates within that year to be confirmed.

Moved: Ann Bell-Booth **Seconded:** Aaron Moores

Fiona (A3)

13. International Students. The effects of Covid-19 on this area of the school are yet to be revealed. There will be negative implications for the 2020 and 2021 budget as a minimum and very probably a changing scene in years to follow. It is pleasing to see that our current international families are engaged in learning and appear to be settled in NZ at this stage. The International Student tutor and teacher in charge are working hard to maintain support for these learners and their families.

14. Flu injections. There is currently no ability for the school to provide bulk appointments for staff vaccinations. Staff have been instructed to try to get their own appointments through their GP or wait until normal availability (potentially at the end of April).

15. Congratulations. Fiona assured the Board that school staff are very engaged in this new way of working with everyone present and being monitored in their own situations as best possible. Fiona congratulated staff on their work and flexibility to date.

16. 5YA Project. Construction will be resumed under Level 3 guidelines. The school expects variations through increased regulations and delays. There has been an indication from the MOE that a centralised blanket approach to funding these variations may eventuate.

ITEM 6 – ADMINISTRATION

33. Meeting Closure. There being no further business, the Chair closed the meeting at 8:45pm.

34. Next Meeting. Next Board meeting 7.00pm, Monday 11 May, 2020 and Finance meeting Friday 1 May at 10.00am.

Susan O'Neill
Minutes Secretary

Aaron Moores
Chair

April 2020