

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES
HELD VIA ZOOM (DURING COVID-19 LEVEL 3 SHUT DOWN)
ON MONDAY 11 MAY 2020**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Kat Gilbert-Tunny	Staff Representative	
	Neil McLaughlin	Property	
	Elizabeth Smith	Personnel	
	Todd Retter	5YA Property	
	Elizabeth Smith	Personnel	
Attendees:	Cathy Ediker	DP	
	Susan O'Neill	Minute Secretary	
Apologies:	Claire Wilde	FOTS	
	(joined at 8.15pm)		

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting and hoped everyone was coping during this extra-ordinary time.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – PRESENTATIONS

3. 6 Year Net and School Entry Assessment Data. Robyn presented the reports one of which was updated today (**SEA**) with a smaller cohort attributed to delays in starting several children under shutdown. It was noted that last year the school redesigned our SEA procedures and there are now new areas of testing to cover a broader range of developmental pre-writing and reading skills. The 2019/20 Year 1 cohort comprised 59 children with 48 having completed this assessment. The overall trend is towards lower results, a trend consistent with dropping rates over the past 6 years. Generally, these children are demonstrating low skill levels in many assessed areas including gross and fine motor skills. The increasing number of children identifying as ESOL may attribute to some low results in language-based tasks. The junior teaching team modify teaching to address identified areas where lack of exposure to activities developing these skills appears to be the case – targeting fundamentals skills which are pre-requisites to further learning. Indications show some lack of “traditional readiness for school” and lower developmental abilities with high numbers scoring in the lower 3 stanines. Play based learning has become more essential to meet readiness to learn for these learners. **6 Year Net** shows results tracking lower than in past years (2019 cohort was noted as having particularly low results). These results are lower despite the recalibration of stanines last year. 35 children had reading levels “lower than expected” although work with these learners since shows an improvement for most. Specific work to assist these learners includes cross grouping and interventions (such as reading Recovery and Quick60) has seen an improvement in results

and readiness to learn. Referral to external agencies is difficult due to high demand. Thanks to Robyn for her comprehensive report.

ITEM 3 – DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.

- a. Kāhui Ako. There has been a request from the group to extend Nick Adam’s TPS based AST role for a further two years. Nick is performing very well in this role and his growing expertise is widely valued. Fiona outlined the value to the wider school community and support provided for the role.

Motion: With the willingness of the incumbent, the Board supports the extension of the TPS based AST role from Term 3, 2020 to Term 2, 2021.

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

Fiona (A1)

- b. SENCO focus. The recent focus has been around the “bubble school” under Level 3 and wide school community and focused international student support.
- c. Covid-19. Recent changes have revealed both challenges and opportunities to which staff have risen notably well. The recent parent survey results around online learning revealed affirming comments and how positive it was to “see” teachers on-line. It was noted that the phone calls made in early shut down generally reflected upbeat feelings with little support asked for or required while the responses last week showed families feeling increasingly challenged with children less engaged. In response to demand, the school has provided hard copy learning packs and these have been very well received.
- d. International Students. All current enrolments remain and one expected enrolment remains keen to attend when travel is possible. The Korean marketing trip and future enrolment numbers remain uncertain at this stage.
- e. Accelerated Learning Literacy. This programme has now been deferred to term 3. The school will check in with the children involved to ascertain their progress since shutdown.
- f. 5YA. Livingstone are progressing work on toilet block and SH2 roof. An issue with water leaking into SH2 through the exposed roof area, is being managed through the contractors and their insurance. No items of high school value were damaged. Teachers usually in that space have moved to the technology area and will operate from there until the area is fit and safe to use. Awaiting new timeline for both toilets and SH2 roof.
- g. Policies. Deferred for further consideration.
- h. Stand down March. One male student stand down on 20th March for one day due to gross misconduct (under section 14 (1) (a) of the Education Act 1989). This is the second stand down for this student.
- i. Student numbers. Similar to last year at this point in time with some new students having “started” but not yet attended on site. Plans to have an introductory session for these students this Friday.

- j. Covid-19 Level 2 Overview. Substantial discussion was held on the work in progress to prepare for return to school under Level 2. Updates from government, directly, MOE and health points of view. Personal hygiene and wellness on site are the best protection against any infection or spread of illness. Improved cleaning procedures and personal procedures are agreed following guidance. Separation opportunities, limiting adults on site, tracking movements, reasonable cleaning limits were amongst items discussed. Updated communication with the school community will be provided this week. Processes around managing any apparent illness, testing options and personal responsibilities were also discussed. The school will concentrate on initial wellness of students and rebuilding teams. Health guidance will be sought as needed. Guidelines and processes are fluid and the school is responding as best it can to keep everyone safe and to build confidence.

Fiona (A2)

- k. **Motion:** That the Principal's report be accepted.

Moved: Aaron Moores

Seconded: Anna

ITEM 4 – REVIEW

5. Property. Covered in Principal's Repor.

6. Finance. Aaron discussed the recent finance meeting and the April accounts. There are no areas of current concern with the school showing a surplus at this stage. Bank staffing is in a positive situation. MOE 5YA drop of \$250,000 was received in April so the school holds a small reserve in this area currently. 2020 draft budget review will be considered when the team is back on site and more figures are revealed. Audit responses appear to be completed from the school's end.

7. Personnel. Currently working to appoint a roll growth teacher. active process. The school may make use of EAP should staff wellness require this service.

8. FOTS. Nothing to report

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

9. Agenda Items for Next Meeting. Items to be included are:
- International Student report
 - 2019 Annual accounts
 - 2020 budget revision

ITEM 6 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 26 April 2020 were accepted as a true record with all actions considered off agenda.

Moved: Fiona Hawes

Seconded: Aaron Moores

11. Correspondence.
Inwards.

- a. Nothing to note

Outwards

- b. MOE regarding current property advisor

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9:05pm. Aaron expressed sincere thanks to Fiona and her leadership team for their work during this difficult time and noted especially the excellent community communication. Fiona was pleased to note how well staff have supported each other and our families.

13. Next Meeting. Next meeting 7.00pm, Monday 15 June, 2020.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

May 2020

Attachments:

- 1. Principal's Report.

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