

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD VIA ZOOM (DURING COVID-19 LEVEL 4 SHUT DOWN)  
ON THURSDAY 26 MARCH 2020**

<b>Present:</b>	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	
<b>Attendees:</b>	Cathy Ediker	DP	
	Robyn Caley	AP	
	Jason Morgan	Middle School Leader	
	Susan O'Neill	Minute Secretary	
<b>Apologies:</b>	Claire Wilde	FOTS	

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Chair welcomed everyone to the meeting and thanked them for their attendance at this extraordinary time. Thanks to Fiona and the leadership team for organising the closure of school and the communication with the school community around this event.
2. Leadership Team. Fiona introduced the leadership team present at this meeting. Each leader spoke about the team they lead and the processes they have underway for on-line and distance support for their learners and each other. Fiona outlined the support she as school leader is offering staff and our school community, as well as the recent actions the school has taken during this challenging time. The Board demonstrated concern for the families within the school community and offered support as required once identified. The early stage of this new social setting is a learning process for us all. It was noted that Livingstone Construction have worked hard to secure the site and have now put these works on hold. Robyn and Jason left the meeting at this point.
3. Declarations of Interest. No declarations for conflict of interest were noted.
4. Board Meetings. A reminder that all Board meeting are available to the public and the offer to attend will continue to be communicated. Beginning next week, Fiona plans to make regular weekly school newsletter communication.

**ITEM 2 – DECISIONS**

5. PATS Mathematics report was discussed as presented. Year 4 to 6 learners completed this on-line assessment which provides a snapshot result. Current results generally tracking in line with national norms with some results better than expected for Stanines 1,2 and 9. Those learners with results in Stanine 3-4 especially offer an

opportunity for acceleration programmes. Results were provided specified by gender and ethnicity. Teaching responses were outlined while some targeted learning will now be delayed with the forced change in learning platforms.

6. Principal Report. Fiona presented her report, a copy of which is attached.
- a. Kāhui Ako. Fiona has withdrawn from governance advisory group and will focused on increased commitments within WBOP Principals' Association. All plans for professional development are on hold currently.
  - b. Term 1. Year 4 camp was a success and the Year 5 camp has been deferred to term 4.
  - c. Covid-19. Following MOE/MOH instruction, the school is now closed. On-line learning platforms are established with links on front page of TPS website. Fiona will send letter out tomorrow on behalf of the Board outlining learning options and enquiring if anyone needs support. Fiona will forward any relevant MOE updates to the Board. Fiona is considering further communication channels for the school community and priorities for return to school planning.
  - d. International Students. Agents are providing direct support and the school is available to assist with families as required. One international enrolment planned for later this year now looks unlikely to start proceed.
  - e. Payroll. Susan is able to work from home and continue this process as normal. Relieving staff contracted for the next two weeks and fixed term contracts due to be renegotiated have all been confirmed. The first round of increases under the new Support Staff Collective were calculated in the pay this week and back paid as required.
  - f. International Marketing Trip. Looks likely to be cancelled.
  - g. TOD. Excellent day recently held for staff learning and having this time is highly valued by staff.
  - h. 10YPP and 5YA. Good progress has been made on site. However, the Nation-wide Level 4 COVID-19 conditions have halted all work now. Due to the shut down and possible resulting supply chain issues, a notice for Variation has been received from Livingstone's and WSP (Project Manager). Fiona is in contact with the MOE in regards to any available support through this process. Some unavoidable ongoing costs and contract delays will force plan reformulation. Heritage New Zealand are satisfied that no further investigations are required at this stage. Additional Variations are expected for: work in areas in the roof where trusses were previously cut to allow for skylights, the need for soil compaction work at the rear of Block A and the repositioning of mains cable. Invoices have been forwarded to the MOE today for funding releases.
  - i. Policies. Three policies for review have had no response. Staff leave policy to remain available for comment until staff are back on site and have had an opportunity to respond.
  - j. Roll Return. 1<sup>st</sup> March roll return was completed with 410 students

Fiona (A1)  
Fiona (A2)  
Fiona (A3)

Fiona (A4)

(excluding International Students). This is lower than the previous five years and allows for good class sizes but reduces staffing entitlement. The school is in touch with families of New Entrants to reconsider start dates and transitions. In-zone enrolments are currently increasing.

k. Accident Register attached.

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

**Moved:** Elizabeth Smith      **Seconded:** Anna Bell-Booth

#### **ITEM 4 – REVIEW**

7. Property. As above.

8. Finance. Aaron discussed issues from the recent meeting. A summary of the unaudited 2019 financial position was tabled. Susan has sent papers to accountant to try and complete audit while auditors are working from home on this process. Changes to several income and expense codes in 2020 were noted to reflect the effect of the new MOE donation scheme. Overall positive position with 2020 budget review to be completed soon and complicated by the current Covid-19 situation unfolding.

9. Covid-19 Expenses 2020. The Board felt it was appropriate to add new expense codes for 2020 to manage Covid-19 expenses including costs for working from home, relievers required directly through this process and staff welfare.

**Motion:** That the revised 2020 budget allows for expense codes for Covid-19 related costs.

Fiona (A5)

**Moved:** Aaron Moores      **Seconded:** Elizabeth Smith

10. Personnel. Staff leave previously approved and is now deferred will be reconsidered once some certainly has been gained around travel.

11. FOTS. Fiona reported on the AGM last week where new officers were elected. The Board passed on thanks to the outgoing officers and have appreciated their excellent work for the school community.

Fiona (A6)

12. Crisis Management. It was felt that the leadership team was best placed to manage decision in the current crisis. Fiona and Aaron remain in contact and the MOE will lead formal actions and decisions. The Board will be informed about any significant decision, actions or events or media enquiries.

Fiona (A7)

#### **ITEM 5 – DISCUSSIONS**

##### **AGENDA ITEMS**

13. Agenda Items for Next “Normal” Meeting. Items to be included are:

- SEA/6 Year Net report – *note it is unlikely to have data available to present this report*
- 2020 budget revision
- 2019 Annual Report and audit findings

#### **ITEM 6 – ADMINISTRATION**

14. Confirmation of Minutes. The minutes of the last meeting held on 17 February 2020 were accepted as a true record with all actions considered off agenda.

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

15. Correspondence.

Inwards.

a. Nothing of note.

Outwards.

b. None noted.

16. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions, wished them well in this uncertain time and closed the meeting at 8:10pm.

17. Next Meeting. Next “normal” meeting 7.00pm, Monday 11 May, 2020 plus Back to School Planning meeting (via Zoom) at 7:00pm, Thursday 23<sup>rd</sup> April.

Susan O’Neill  
Minute Secretary

Aaron Moores  
Chairman

March 2020

Attachments:

1. Principal’s Report.

Distribution:

All Trustees

Deputy Principal

Executive Officer

Board Secretary

Website

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