

**BANKS AVENUE SCHOOL BOARD MEETING MINUTES
FOR THURSDAY 24th February 2022
HELD AT THE SCHOOL AT 6:15PM**



1. PRESENT:

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Paul O'Donovan, Adam Hastilow, Phillip Black and Jenny Macdonald (minute secretary)

2. APOLOGIES: Michael Stewart.

3. Elect Chair

Nominations called: K McKay nominated and carried.

4. Elect Deputy Chair

Nominations called: P O'Donovan nominated and carried.

5. Delegations 2022

HR Committee - Toni Burnside, Principal; Kirk McKay, Chairperson and Paul O'Donovan, Deputy Chairperson; Reserves - Phillip Black and Noella Gould

Disciplinary Committee - Kirk McKay, Chairperson; Paul O'Donovan, Deputy Chairperson; Reserves - Phillip Black, Noella Gould.

Finance Committee - Paul O'Donovan and Kirk McKay

Health and Safety Committee - Toni Burnside: Principal, Mike Bennett: Caretaker, Marie Edmonds: Staff, Mike Stewart: Board.

New School Build Committee - Toni Burnside, Kirk McKay & Glenn Bongartz.

Gym Committee - Kirk McKay, Mike Stewart and Glenn Bongartz.

Motion

K McKay

That the 2021 Delegations with the above sub committee names included, be adopted.

Carried

6. Public Excluded Session

Motion

K McKay

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987, the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion

K McKay

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

7. GUEST SPEAKERS / VISITORS - Jen Bourne - LOL and LOM Term 1 2022 in Senior Team

8. CORRESPONDENCE:

As per the schedule; Some items deferred to next meeting and one item dealt with in the public excluded

9. REPORTS:

Principal's Report – Toni Burnside

9.1.1. Active Learners at the HEART

9.1.1.1. Learning Support Report - Toni talked the Board through this. Four target groups 2x writing, 1x maths, 1 x reading - see Charter

9.1.2. Living HEART

9.1.2.1. Toni talked the Board through this.

9.1.2.2. EOY Well Being Surveys for Staff - Toni presented the results to the Board. It was suggested that, moving forward, there will be 2 named surveys and 2 anonymous surveys put to staff.

9.1.3. Connecting HEART of the Community

9.1.3.1. Many children in new uniform - it looks amazing

9.1.3.2. Tonga Mufti Day: \$488.40 raised.

9.1.3.3. Ōtākaro Kāhui Ako - first attendance meeting held for the year. Weekly online meetings with Principals to support each other with pandemic planning, e.g. sharing resources.

9.2. Nags

9.2.1. Limited Authority to Teach. LAT - 3 Learning Assistants are applying for this. We would use them in the classroom if we had very low teacher numbers.

9.1.2. Staffing - presented in Public excluded part of the meeting.

9.1.3. Office Managers position readvertised.

Motion

K McKay

That the Board ratify that we will have three of our Learning Assistants - L Tamaiparea, K Burke and T Formosa-Archbold; apply to have Limited Authority to Teach.

Carried

9.3. Behaviour Report - presented in Public excluded part of the meeting

9.4. Finance Report - Kirk spoke to this.

9.4.1. Kirk to check that Journals presented are correct before Solutions and Services can finalise the 2021 accounts.

10. POLICY:

10.1.1. Fraud policy - deferred to next meeting

11. BOARD OVERVIEW 2022:

11.1. Principal Appraisal - Lois Christmas to work with Toni as a mentor and also to do her appraisal (cost \$900.00) - Kirk will speak with Lois. Judith ? to work with Tricia for 2022. Will need to look for a new Principal Appraiser for 2023.

11.2. Health and Safety - Report in folder.

11.2.1. Pandemic Plan - MOE parameters are changing daily. Currently plan is "business as usual". There are no "close contacts" at school - only at home = family members.

11.2.2. Hybrid learning is now up and running for those children self isolating.

11.2.3. Staff Leave - Support Staff = if they are at home self isolating because they, or someone in their household has Covid we will pay them discretionary leave for the time they are away.

11.3. Note there are no meetings in July and October.



12. GENERAL BUSINESS:

- 12.1. Disconnect from the School Community due to Covid. This was discussed and Toni will look at reconnecting via video links such as: story time and E-ssemblies, e.t.c.
- 12.2. New School Preparation: Week 10 of Term 2 - Farewell this site before moving to new site.
 - 12.2.1. Committee has been formed to prepare the closing ceremony, powhiri, guest lists e.t.c.
 - 12.2.2. Plans being put into place for moving to the new site.
 - 12.2.3. Closing and Powhiri - budget for these events to come out of reserves. (Kirk and Glenn to approach MOE to request money for this).
- 12.3. Codes of Conduct - signed and returned.

Motion

K McKay

That the Board ratify that the budget for the events in last week of term 2 \$10,021.00 (ten thousand and twenty one dollars) will come from our reserves.

Carried

13. PREVIOUS MINUTES:

Motion

K McKay

That the minutes of the meeting held on 16 December 2021, be taken as read and are accepted.

Carried

14. MATTERS ARISING:

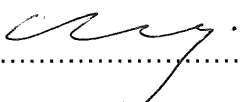
- 14.1. Minutes 25 November 2021 - Amend the wording on 5.3.4 and ratify at March 2022 meeting.
- 14.2. If there are any other matters arising before the next meeting Toni and the Board will use WhatsApp for anything important and to keep connected and help share the load if required.

15. Next meeting:

Thursday 24 March 2022

Thursday 26 May 2022

The meeting closed at 8:35pm

Signed.....K McKay, Chairperson