

**Kelson School
Board of Trustees Meeting
Minutes**

Date:	Tuesday, 23 February 2021	
Time:	5.30 p.m.	
Attendees:	Karel Dulver - Chairperson Andy Ziegler Kaajal Pathak Regan Powell Helen Joyce (Staff Representative) Judy Pemberton (Principal) Lynda Bourne (Minutes Secretary)	
Apologies:	Whetu Campbell	
Agenda		
<ol style="list-style-type: none"> 1. Karakia - opening 2. Housekeeping – Confirmation of Agenda 3. Front Entrance Proposal – Y6 Friday Challenge students and Jane Murray 4. Solar Panel Proposal – Brent Skinnon 5. BOT election for Presiding Member (Chair) 6. Principal’s Report 7. Strategic and Policy Issues 8. Finance 9. Property 10. Health and Safety 11. Community/Fundraising 12. School Culture 13. Staff Representative 14. Confirmation of Previous Minutes 15. Correspondence 16. Outstanding Actions 17. Any Other Business 18. Karakia - closing 		
		Action owner
<p>The Friday Challenge students and the Board opened with a Karakia.</p> <p>Karel then opened tonight’s meeting and welcomed everyone.</p>		
<p>Housekeeping –</p> <p>The agenda was confirmed.</p>		

<p>Front Entrance – Year 6 Friday Challenge Group/Jane Murray</p> <p>These students from the Friday Challenge Group 2020 spoke about their journey. They started this by thinking of where they thought there were areas lacking around the school. There were a number of areas highlighted but the stand out was what they called “The Elephant Graveyard”, which is the garden outside the staffroom. After consultation/processes by visiting other schools and meeting with Judy Pemberton, they came up with their plans/drawings, which included scale plans and 3D models. The students went into sub groups for this. Each of the sub groups explained and presented their designs to the Board. Some of these ideas were to replace a window with a door to go outside and have planter boxes, seating, student’s artwork and a privacy fence.</p> <p>The Board were very impressed with their presentation. Judy Pemberton said how exciting it would be for our students if we adopted some of these ideas when the upgrade of the staffroom is being finalised.</p>	
<p>Solar Panel Proposal – Brent Skinnon (see attached proposal)</p> <p>Brent spoke to his proposal.</p> <p>The Board asked what the life span was of an inverter? Brent replied that it is about 10 years.</p> <p>We do need to keep in mind the upkeep and basic maintenance of the panels.</p> <p>He also added that solar panels have an educational element to them. They are really interesting for the students. Another benefit of having solar panels is that Kelson School is a Civil Defence Hub.</p> <p>Regan suggested that we get the staffroom roof upgraded first. Judy replied that this is in the 5YA planning.</p> <p>If we proceed, Brent would like a member from the Board to work with him and grant funding support. The next step is to source competitive quotes. Andy Ziegler will be the Board support, along with Jane Murray helping with the grant applications.</p> <p>If there is a shortfall, there will need to be a commitment from the BOT/Fundraising Committee to helping out.</p> <p>The Board decided to proceed with this proposal, subject to grant application approvals and if there is a shortfall, what that amount is.</p>	
<p>BOT Election for Presiding Member (Chair)</p> <p>Karel Dulver was nominated by Andy Ziegler to remain as the Presiding Member (Chair), seconded by Kaajal Pathak. Karel is happy to carry on.</p> <p>There has been an updated manual issued by NZSTA – Effective Governance – Karel will email this manual out to the Board members. Judy and Karel will meet at a later date to discuss any changes pertaining to this.</p>	<p>Karel</p>
<p>PRINCIPALS REPORT</p> <p>Judy spoke to her report. <i>(Report attached.)</i></p> <p>The school has engaged the services of Murray Gadd for our Literacy focus again this year.</p>	

This is the last year, as Murray is retiring at the end of the year.

Our other areas of focus are:

- Wellbeing
- Local Curriculum
- STRIVE
- RITE
- Tūrangawaewae

Targetted Funding will go towards:

- Special Needs
- Enrichment Programmes

Reading Recovery – we have had an extra .5 funding from the MOE for this year.

Kim Smith is our Reading Recovery Teacher and she is also working with targeted students in the Year 3 cohort for 1 hour a day, to provide literacy support.

The Library is back in the “Library”. Thanks to Nicole Wright for all her extra work in getting the Library back up and running.

Nikki Bennett is working on the ESOL roll and updating assessments.

The Mihi Whakatau was wonderful. There are a lot more children interested and coming on board and joining in. We also have great support from Annalee Hoogeveen.

Travis Cook has fitted into the Kelson School life really well. Judy had children involved in the interview process this time, which worked well.

Regan moved that the Principals Report be accepted. **Andy** seconded. All agreed.

STRATEGIC AND POLICY ISSUES:

BOT Roles and Responsibilities -

Finance – Andy

Property – Karel/Regan

Health and Safety – Regan

Community/Fundraising – Kaajal

School Culture - Whetu

Analysis of Variance – (see attached)

Overview – Reading and Maths across the school has dropped slightly.

The Leadership Team and staff will also discuss the data and delve into evaluative questioning.

Writing – this area is going well – girls overall are achieving better than the boys.

Basic Facts and Place Value – the base of all Maths are an area for focus in 2021 across the school.

We will get a better understanding with our mid-year data this year. Obviously due to COVID19 last year, there was no mid-year data report.

<p>Our Pacifica students are doing well.</p> <p>We have a few more Maori students in our target groups for 2021. To note, the Maori roll is also bigger.</p> <p>Looking to the future, Maths will most probably be our focus for 2022.</p> <p>Principal Appraisal 2020 - Judy had sent this report through to Karel earlier. Paul Roache was her Appraiser. Karel informed the Board that it was an outstanding report.</p> <p>The Board congratulated Judy.</p> <p>Judy said that she is looking for an outside appraiser for 2021. It will not be Paul Roache as he has been her appraiser for the last two years.</p> <p>Donations/Technology Fees – discuss/confirm</p> <p>After a discussion, it was decided to maintain the voluntary school donations and technology fees the same as last year, i.e., donations \$180.00/student and \$260.00/family and \$30.00 per year for technology. The technology fee helps support the costs of Seesaw, the internet, IT support etc.</p>	
<p>FINANCE</p> <p>The November and December 2020 and January 2021 Financial Reports were tabled.</p> <p>Andy inquired as to why there was a salary spike at the end of the year. Judy said that it is probably the support staff end of year pay, which includes their annual leave pay out. Judy will confirm this with Graeme (Accountant) and report back at the next meeting. If it is this reason she will ask that he change the budget accordingly.</p> <p>Andy moved that the November and December 2020 and January 2021 Financial Reports be accepted. Seconded by Karel. All agreed.</p>	<p>Judy</p>
<p>PROPERTY: Karel</p> <p>Property Plan Update</p> <p>There is nothing to report.</p> <p>SIP Spending</p> <p>There was a discussion as to if we do or do not cover the decks behind the new classrooms? The issue is that we must make sure that the classrooms are still under warranty if we do cover them. Judy will speak with John from the MOE Property Division about the logistics of this. If it doesn't affect our warranty and depending on the cost, it would be beneficial to go ahead with the coverings.</p> <p>We need to start the refurbishment of the staffroom a.s.a.p. Depending on the outcome from talks with John (MOE) about the deck coverings warranty, will determine what monies we have available for the staffroom.</p>	

<p>Bike Track</p> <p>Karel reported that the bike track needs some maintenance, due to holes and loose lime stone on the track. We need to purchase more lime stone, which will then need compacting. We also need a power broom for helping with the regular maintenance. It was decided to look at the cost of one of these in the hope of purchasing one for the school.</p> <p>Once we have the new lime stone, we will hold a working bee. Regan will supply a compacter and Peter Walker has said that he is more than happy to come up to the school to supply the water for this.</p>	
<p>HEALTH AND SAFETY:</p> <p>Update -</p> <p>Judy had added the injuries in her report. This was taken as read.</p> <p>Bike Track Maintenance – holes/loose limestone – this was covered earlier in the Property section.</p> <p>Regan asked if all our staff have first aid certificates. Judy replied that all of teaching staff, office staff, Principal and Deputy Principal have their certificates.</p> <p>The new turf looks great, but for safety reasons, some poles need to be taken down.</p> <p>The Council still need to finish some of the new park.</p> <p>A google doc will be created, where the Board and staff can add any hazards or areas of concern that they are aware of around the school. These will be checked annually. Regan said that the hall steps need repairing a.s.a.p.</p> <p>Judy said that a monthly “Tool Box” meeting will be held at the admin meetings.</p> <p>Helen said that when the school cleaners are mopping floors, they need to have more wet floor signs. Judy will inform the cleaners of this.</p>	<p>Judy</p>
<p>SCHOOL CULTURE -</p> <p>Whanau Group – Update</p> <p>There is a Whanau Group hui happening this Thursday.</p>	
<p>Community/Fundraising – Update</p> <p>Yearly Plan – there has been no meeting as yet to discuss this.</p> <p>Gala – The Twilight Gala is on Friday, 19 March. The committee has been struggling with getting sponsorship. Items for the auction are coming in. A lot of communication has started. The Board will inform the committee that they are available to volunteer. Regan said that his firm Hutt City Builders will sponsor the Gala with \$600.00. Andy suggested that we have a BOT suggestion box available at the Gala for parents to write any questions that they may have.</p>	

<p>STAFF REPRESENTATIVE – Helen</p> <p>The classes are quite settled. Timetables and expectations are set.</p> <p>There is great teamwork and the students are following the school values.</p> <p>The staff Well Being session on Teacher Only Day was very worthwhile and they valued it immensely.</p> <p>There was not a huge turnout at the Family Fun Night, but it did go well and it was a good opportunity for staff to meet the “Dad’s”, that they don’t normally see.</p>	
<p>CONFIRMATION OF PREVIOUS MINUTES:</p> <p>Minutes of Meeting dated 3 December 2020 are accepted as a true and accurate record. Regan moved that the Minutes be accepted, seconded by Kaajal. All agreed.</p>	
<p>CORRESPONDENCE:</p> <p>Rochelle Mackintosh’s resignation letter. Rochelle has started her study for her PHD.</p>	
<p>ANY OTHER BUSINESS:</p> <p>The feedback from the 2020 Final Assembly held at the Discovery Centre was that everything was fantastic. We will look to hold assemblies there again in the future.</p>	
<p>Outstanding Actions/Outcomes:</p> <p>Nil.</p>	
<p>FORWARD AGENDA AND TOPICS FOR NEXT MEETING:</p> <p>Teacher Appraisal March Roll Returns BOT Training This terms policies</p>	
<p>NEXT MEETING: Wednesday, 7 April 2021 at 5.30 p.m.</p> <p>Judy and Lynda will get together to work out future meeting dates, which will be week 4 and week 8 each term, on Tuesdays.</p> <p>Judy closed the meeting with a Karakia.</p> <p>Meeting Closed: 8.15 p.m.</p> <p>Supper: Lynda</p>	<p>Judy/Lynda</p>

Signed: _____

Date: _____