

Kelson School
Board of Trustees Meeting
Minutes

Date:	Tuesday, 25 May 2021	
Time:	5.30 p.m.	
Attendees:	Karel Dulver - Chairperson Andy Ziegler Kaajal Pathak Regan Powell Whetu Campbell Helen Joyce (Staff Representative) Judy Pemberton (Principal) Lynda Bourne (Minutes Secretary)	
Apologies:	Nil.	
Agenda:	<ol style="list-style-type: none"> 1. Karakia - opening 2. Housekeeping – Confirmation of Agenda 3. Principal’s Report 4. Strategic and Policy Issues 5. Finance 6. Property 7. Health and Safety 8. Community/Fundraising 9. School Culture 10. Staff Representative 11. Confirmation of Previous Minutes 12. Correspondence 13. Outstanding Actions 14. Any Other Business 15. Karakia - closing 	
		Action owner
	<p>Whetu opened with a Karakia.</p> <p>Karel opened tonight’s meeting and welcomed everyone.</p>	
	<p>Housekeeping –</p> <p>The agenda was confirmed.</p>	
	<p>PRINCIPALS REPORT</p> <p>Judy spoke to her report. <i>(Report attached.)</i></p> <p>Judy shared a presentation which was created by Murray Gadd on “Shared Data Across New Zealand – Writing”. It was very interesting, and showed the need to raise boys writing levels New Zealand wide. There are differing reasons of why boys don’t particularly like writing.</p>	

<p>PB4L is going well across the school. There is a reward day happening next week. This is a surprise for the students.</p> <p>There is no “time out” now. Instead if children make the wrong choice, the consequence is to walk around with the duty teacher.</p> <p>Karel asked if the postcards are still being sent out by teachers, in which Judy replied that they are and this is ongoing.</p> <p>Inappropriate behaviour is still being reported in e-Tap. This is showing some interesting data, e.g., the data can show if any day is better or worse than other days. Judy will share data on this when it has been analysed.</p> <p>The student roll projection is looking to be tracking well. It is important to keep the conversation going with the MOE about our roll growth.</p> <p>The Injury report was shared and filed.</p> <p>Regan moved that the Principals Report be accepted. Karel seconded. All agreed.</p>	
<p>STRATEGIC AND POLICY ISSUES:</p> <p>Policies Protected Disclosures Reporting to parents on student progress and achievement – <i>this policy needs updating and Judy will inform School Docs.</i> Visitors</p> <p>PD Focus – Writing Feedback</p> <p>This was covered in the Principals Report.</p> <p>Emergency Procedures</p> <p>Judy informed the meeting that a fire drill is coming up very soon.</p>	
<p>FINANCE</p> <p>The accounts are tracking well.</p> <p>The March and April 2021 Financial Reports were tabled.</p> <p>The salary spike that showed in the February report was a typo error and has been amended.</p> <p>Andy moved that the March and April 2021 Financial Reports be accepted. Seconded by Karel. All agreed.</p>	
<p>PROPERTY: Karel</p> <p>SIP Funding</p> <p>The staffroom renovation should be started towards the end of Term 2. We still need to obtain quotes for this project. We are hoping to include the new front entrance (designed by our Critical Thinkers Club) as well.</p>	

<p>5YA Money</p> <p>Some of the cladding in Tui Hub needs replacing. More testing still needs to be done. From this we will know if it is a complete rebuild needed or not. If the cost of this is over \$500,000, the MOE may take a portion of our 5YA money for it.</p> <p>This is what is holding up the 5YA money sign off from the Ministry of Education.</p> <p>Hall</p> <p>The problem is our legal maximum number allowed in the hall at any one time is approximately 290. This is because the hall does not have enough exit doors. Because of our roll growth, we cannot hold a whole school assembly. Regan Powell estimates that the cost for an extra door and steps would be approximately \$8,000.00. A lengthy discussion was held around this and what the best plan was. This included:</p> <ul style="list-style-type: none"> • Get quotes for doors. • Does the school have money in the bank to fund this? • Tap parents' shoulders who are builders and cabinetmakers, and ask if they would be a position to help with a working bee. • Approach the Fundraising Committee for some funding. • Inform the community that the hall is owned by the school, not the Ministry of Education, therefore we cannot apply to the MOE to fund anything directly. • It is a community resource. <p>The Board will have a think and carry this over to the next meeting for a final decision.</p> <p>Solar Panels</p> <p>Brent Skinnon has indicated to Judy that he is still happy to apply for the Transpower Grant towards the funding for the Solar Panels. Whetu is happy to help with the grant. Judy will contact Brent to confirm with him and inform the Board.</p>	<p>Judy</p>
<p>HEALTH AND SAFETY:</p> <p>Update -</p> <p>BOT Health and Safety – Follow up from the course</p> <p>From the information we received from this course, Regan felt that we are in a good position, and following protocols well.</p> <p>Regan said that the speed of cars on Major Drive before and after school is a concern as drivers are travelling too fast. He would like the speed limit to be lowered to 30 kph at these times. Karel is happy to email Blue (and will cc Judy into it), to ask him to contact the Council about getting a 30 kph sign erected.</p> <p>The school road crossing on Major Drive has still not been fixed. Judy will look into who to contact about this. It may well be the Council.</p> <p>Judy informed the meeting that Brent Skinnon will be coming in for a farewell morning tea in the next couple of weeks. Trav Cook is finishing at Kelson School at the end of this week. Regan asked if there was anything the Board could do to help Trav. Judy will offer this support to Trav. A letter informing the Kauri class parents that Trav Cook has resigned is being sent out tomorrow.</p>	<p>Karel</p> <p>Judy</p> <p>Judy</p>

<p>Hazard Register Update –</p> <p>Nil.</p>	
<p>SCHOOL CULTURE -</p> <p>Whanau Group – Update - Whetu</p> <p>The whanau group met two weeks ago. There are four new members.</p> <p>The topics they spoke about were:</p> <p>Kapa Haka Matariki celebrations Kowhaiwhai panels for the hall The Year 5 and 6 students are now all kitted out with Kapa Haka uniforms</p> <p>Brenda Barnes will be talking with Judy about the ideas for our Matariki celebrations. Our celebrations will probably take place in Week 10, Term 3.</p> <p>2021 Goals: School wide Karakia Building on our pepeha – Y1-Y6 – definitions – what does Maori learning look like and how successful it is? Look at names and the correct pronunciation. Hangi – next year? Junior Kapa Haka performance for Discovery Learning Centre and Kelson School. Look at having our Kapa Haka group perform at future Galas They are looking at getting teachers to come to school and deliver nga rakau. This is still to be worked out. The Well-being and the School Culture go hand and hand.</p> <p>Judy informed the meeting that students from Raroa Intermediate are visiting our school later in the term to show the Y5-6 students how to play ki o rahi.</p>	
<p>Community/Fundraising</p> <p>The committee have said that they will support the school with some funding towards the Solar Panels.</p> <p>They have the staff wish list, which they will go through.</p> <p>Giant Chess and Checkers have been purchased for the playground.</p> <p>The Term 2 Cross Country Sausage Sizzle was kindly sponsored by a school family. They are doing hoodie orders this term. The next New Parent Morning Tea is happening on Thursday, 24 June.</p> <p>Term 3 – Mathathon – funds from this maybe go towards swimming Sip and Shop Kids Disco Calendars</p> <p>The committee is going well and their next meeting is during Week 9 of Term 2.</p>	

<p>Staff Rep -</p> <p>It is a busy term with assessments going on. Assemblies are coming up. School Singing is starting again, The highlight of the term has been having Murray Gadd at school.</p>	
<p>CONFIRMATION OF PREVIOUS MINUTES:</p> <p>Minutes of Meeting dated 7 April 2021 are accepted as a true and accurate record. Whetu moved that the Minutes be accepted, seconded by Regan. All agreed.</p>	
<p>CORRESPONDENCE:</p> <p>Resignations from Brent Skinnon and Travis Cook.</p>	
<p>ANY OTHER BUSINESS:</p> <p>Whetu can't make the next meeting.</p> <p>Judy thanked the Board for the beautiful flowers that they sent her.</p>	
<p>Outstanding Actions/Outcomes:</p> <p>Nil.</p>	
<p>FORWARD AGENDA AND TOPICS FOR NEXT MEETING:</p> <p>Mid-Year Budget – check in PD Focus - Feedback</p>	
<p>NEXT MEETING: Tuesday, 22 June 2021 at 5.30 p.m.</p> <p>Whetu closed the meeting with a Karakia.</p> <p>Meeting Closed: 7.05 p.m.</p> <p>Supper: Jude</p>	

Signed: _____

Date: _____