

**Kelson School
Board of Trustees Meeting
Minutes**

Date:	Tuesday, 21 September 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. School Culture 9. Community/Fundraising 10. Staff Representative 11. Confirmation of Previous Minutes 12. Correspondence 13. Outstanding Actions 14. Any Other Business 15. Karakia - closing 16. Forward Agenda 	
		Action owner
	<p>Whetu opened with a Karakia.</p> <p>Karel opened tonight’s meeting and welcomed everyone.</p>	
Housekeeping –		
	The agenda was confirmed.	

STRATEGIC ISSUES:

BYOD Survey – (see attached)

This was shared with the Board prior to the meeting.

As Jane joined the meeting to talk to the Board about the survey, we began the meeting with this.

She explained that the reason for the survey was that our chrome books and iPads are getting old and the cost of replacing these devices is very expensive.

The majority of the Chrome Books and iPads are 7 years old and some already can't be repaired.

The choices that we have are:

1. Purchase new devices at a cost of approximately \$60,000.00.
2. Make BYOD compulsory.
3. BYOD optional and purchase a small amount of devices each year (at a cost of around \$20,000.00 a year).
4. Hire devices.
5. Combination of a few of the above.

Key areas of discussion were:

- The financial impact of BYOD on our families.
- Systems need to be in place to implement BYOD.
- School vs BYOD for replacing our existing devices.
- Applying for Grants with the support of our school community - for the renewal of devices.
- Asking for support from the Fundraising Committee for commitment/support, e.g., focus for the next Gala.
- If BYOD is decided to occur, it will roll out in 2023.

The Board will have a think and come with their individual ideas to discuss at the next meeting.

Whetu said that we need to start working on a BYOD Policy. Judy will get information from other schools that she knows have already implemented BYOD.

We need to get more information out to our school community about IT in Kelson School, so that there is a better understanding about this area.

<p>PRINCIPALS REPORT</p> <p>Judy spoke to her report. <i>(Report attached)</i></p> <p>The return to school after the Level 4 lockdown has been very positive. There is a higher level of attendance than in 2020. Parents have been very obliging and are following our rules well. The online learning went very smoothly.</p> <p>Whetu congratulated the staff for all their positive online learning.</p> <p>In Term 4 we will open a new class, where Isobel Murray will team teach Years 0 and 1 with Brenda Barnes. Ngaio class will move to Ruru Hub for this term with Catherine Butler.</p> <p>Regan moved that the Principals Report be accepted. Andy seconded. All agreed.</p>	
<p>POLICY ISSUES:</p> <p>Policies Behaviour Management Concerns and Complaints</p> <p>The Board needs to look at these before the end of this term and make comments if required.</p>	
<p>FINANCE:</p> <p>The August 2021 Financial Reports were tabled.</p> <p>Tracking well.</p> <p>Andy queried the reason why the water charge has increased. Judy said that we have found no leaks, so will endeavour to find out why.</p> <p>The Teacher Aide budget has blown out. Lynda will contact the accountant to find out why.</p> <p>Andy moved that the August 2021 Financial Report be accepted. Seconded by Karel. All agreed.</p>	<p>Judy</p> <p>Lynda</p>

<p>PROPERTY: Karel</p> <p>Bike Track</p> <p>Mark will repair the track where there are some pot holes during the school holidays.</p> <p>Hall</p> <p>Mark will look at the state of the guttering of the school hall during the holidays, and let Judy know if repairs are needed.</p> <p>We have received a quote from Peryer for the replacement of doors and steps to the hall. This has been accepted. The Fundraising Committee have said that they will contribute half of the cost. Judy will speak to Jane about applying again for a grant for this. It needs to be stressed when applying the health and safety implications of the hall and that the hall is not owned by the Ministry of Education and is solely funded by the School.</p> <p>Staffroom Roof/Solar Panels</p> <p>We have been informed that the roof will need replacing in the next 5 years, hence we cannot proceed with the solar panels at this stage. Park this project for the future.</p>	
<p>HEALTH AND SAFETY: Regan</p> <p>Update –</p> <p>Medical Report is attached.</p> <p>Judy shared the Level 2 Matrix with the Board. This can be changed as needed.</p> <p>Karel asked about the outcome of the near miss of students scootering through the Discovery Church carpark. Judy informed the meeting that communication has been sent out to the school community, and she has spoken with the students that there is to be no scootering in the Discovery Carpark.</p> <p>Students appeared to cope better with lockdown and returning to school this year.</p> <p>Regan asked if the school had a Covid-19 vaccination compliance. Judy replied that we cannot demand that our staff get vaccinated. It is a personal choice. Nothing has been mandated by the Government.</p>	
<p>SCHOOL CULTURE -</p> <p>Whanau Group – Update –</p> <p>The Whanau Group met on Monday.</p> <p>They had a debrief on the Matariki Day celebrations. They wanted to acknowledge the awesome work that Brenda Barnes, the staff and whanau put in to make it such a fabulous day.</p> <p>They may look at a different celebration next year, e.g., a breakfast. The group are thinking of other ideas.</p> <p>The next Hangi has been pushed out to Term 4 – 2023.</p>	

<p>Maori Learning – Brenda will speak with the staff and ask them where and if the Whanau Group could support them in any way.</p> <p>Andy has attended a NZSTA course where they defined the growth and a 3-year strategic plan for Te Reo. Judy and Whetu replied that our school continues to grow our Te Reo programme. Some examples of this is how our Karakia, Kapa Haka and Mihi have evolved.</p> <p>Judy will approach the Tenths Trust about joining their programme. One area that this programme includes is the local history of our area.</p> <p>The Board would like bilingual wording added to all of our school signage. Whetu will check the spelling of these before we go ahead with this.</p>	<p>Judy</p>
<p>Community/Fundraising – Update - Kaajal</p> <p>There was a meeting held on 20 September, which was well attended. They spoke about the effects that COVID-19 may have impacted on some of our families. With this in mind, they decided to keep things very light for the rest of the year. If we return to Level 1 in Term 4, a disco will be held for the students.</p> <p>Because the swimming programme was cancelled due to alert levels, the math-a-thon money was not used. The committee are going to send out a survey asking families for ideas of what they would like it to be spent on.</p> <p>The committee agreed to pay half of the new doors and steps for the hall. They are happy to support the cost of a weather station and the ongoing maintenance costs etc. \$300.00 towards the Butterfly Club that the Enviro group are running. \$7,000.00 towards Stem purchases.</p> <p>Term 4 will include: Sausage Sizzle on Athletics Day (dependent on Alert Levels) Free Ice Cream Day</p> <p>The Board would like Kaajal to pass on their thanks to the Committee for all their hard work and generous donations.</p>	<p>Kaajal</p>
<p>Staff Rep - Helen</p> <p>Helen received an email from Brenda Barnes asking that the Board be thanked for their communication and great support during lockdown.</p> <p>She said that the teachers were more upskilled this time around for online learning. The students appeared more independent.</p> <p>She loves working with Emma Gray, who has great ideas.</p> <p>The Hubs across the school are really settled.</p> <p>Due to Artsplash being cancelled, the choir will perform at school next term.</p> <p>Junior classes are having party games next week as a PB4L reward. Seniors are also planning fun events.</p> <p>Report writing is a big focus for the teachers at the moment.</p>	

<p>Andy asked Helen if any resources were on the teachers wish list. Helen said that some plastic hockey sticks were needed. Judy said that these could be purchased through the PE budget.</p>	
<p>CONFIRMATION OF PREVIOUS MINUTES:</p> <p>Minutes of Meeting dated 17 August 2021 will be confirmed and accepted at our next meeting, due to the adjournment at that meeting.</p>	
<p>CORRESPONDENCE:</p> <p>Nil.</p>	
<p>ANY OTHER BUSINESS:</p> <p>Grant request for the replacement of the emergency exits in the school hall –</p> <p>It was resolved that a request be made to Pelorus Trust for funding for the amount of \$11,100.00 to be used for the replacement of the emergency exits in our school hall.</p>	
<p>Outstanding Actions/Outcomes:</p> <p>Nil.</p>	
<p>FORWARD AGENDA AND TOPICS FOR NEXT MEETING:</p> <p>Check against Strategic Goals</p>	
<p>NEXT MEETING: Tuesday, 9 November 2021 at 5.30 p.m.</p> <p>Whetu closed the meeting with a Karakia.</p> <p>Meeting Closed: 7.30 p.m.</p> <p>Supper: Helen</p>	

Signed: _____

Date: _____