

**Kelson School  
Board of Trustees Meeting  
Minutes**

<b>Date:</b>	Tuesday, 9 November 2021	
<b>Time:</b>	5.30 p.m.	
<b>Attendees:</b>	Karel Dulver - Chairperson Andy Ziegler Kaajal Pathak Regan Powell Helen Joyce (Staff Representative) Judy Pemberton (Principal) Lynda Bourne (Minutes Secretary)	
<b>Apologies:</b>	Whetu Campbell	
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Karakia - opening</li> <li>2. Housekeeping – Confirmation of Agenda</li> <li>3. Principal’s Report</li> <li>4. Strategic and Policy Issues</li> <li>5. Finance</li> <li>6. Property</li> <li>7. Health and Safety</li> <li>8. School Culture</li> <li>9. Community/Fundraising</li> <li>10. Staff Representative</li> <li>11. Confirmation of Previous Minutes</li> <li>12. Correspondence</li> <li>13. Outstanding Actions</li> <li>14. Any Other Business</li> <li>15. Karakia - closing</li> <li>16. Forward Agenda</li> </ol>	
		<b>Action owner</b>
	<p>Karel opened with a Karakia.</p> <p>Karel opened tonight’s meeting and welcomed everyone.</p>	
<b>Housekeeping –</b>	The agenda was confirmed.	

## PRINCIPALS REPORT

Judy spoke to her report. *(Report attached)*

The children are well. It seems strange not having parents around. Judy does get to chat to parents after school whilst on road patrol.

The Athletics Sports Day was a great day, where parents could attend.

The school roll is currently 301. There are 2-3 more students to start this year.

Ngaio class has moved to Ruru Hub for Term 4, and Puriri class has started in the Ngaio space in Tui Hub.

We have some big cohorts for 2022 and it's a matter of managing this.

If there are low numbers in the new entrant classes next year, the Board may look to advertise a ballot for students from out of zone.

Karel said that he had been speaking with Chris Harris from Professional Real Estate, and they are predicting 17 houses selling in the new housing area before Christmas, and 265 houses being built in the next 6-8 years.

Reading Recovery has .6 for 2022, which equates to 4 children. The Reading Recovery teacher also does the 6-year nets.

The curriculum focus for 2022 is Maths.

Judy has been accepted onto the Spring Board Trust Principalship Programme for 2022. This entails working with a corporate executive – Mentor about four times a term. One of the areas it focuses on is strategic planning.

The school held an evacuation drill this term. It went extremely well. One outcome was that in future we have a coloured card/disc for each class in the emergency backpack, which is then given to Judy once the class roll is completed.

The next drill we will be having is a Lockdown drill.

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

## STRATEGIC ISSUES:

**Strategic Planning – Discussion – 2022 focus areas – *(this was sent out earlier to the Board)***

Governance and Finance stays the same.

PLD – 2-year cognition – whole staff - break down – curriculum - leadership team - 1 on 1

Histories with the local curriculum – Tenths Trust – Jude is meeting with them next week, to look at the history of the local area.

STEM development – the Fundraising Committee is helping to fund this.

PB4L is ongoing. John from the MOE has indicated that Kelson School will probably be tier 2 at some stage next year.

Wellbeing and coaching sessions will continue next year.

Strength based coaching, with students included – pause, breath, smile – the Leadership team are looking at this.

**A follow on from this:**

Karel asked about the EAP survey – Judy replied that this had been sent out to all staff.

Staff Welfare is to be changed to Wellbeing.

The Board will put on a morning tea for staff when the new staffroom is opened.

Looking at the bigger picture for 2022 –

Kaitiakitanga

Production

Pasifika Celebration

**Mandatory Vaccinations**

Jude has had supportive conversations with all staff about vaccinations. She is gathering evidence, and storing it in a secure google doc.

Judy has sent an email to all school volunteers asking for their vaccination information.

A long discussion was held around the end of year functions. The board needs to make a decision and the best way to get round this for the Year 6 Graduation and the End of Year Assembly.

Some ideas:

Graduation

1. Have an offsite dinner – with up to 2 parents with social distancing and masks. School will pay for students and parents pay for their's.
2. Hold it in the School Hall – students only.
3. Maybe present the trophies on graduation night.

End of Year Assembly

1. Karel will check with Sue and John from Discovery Church to find out what the requirements are if we hire their hall/or can we still hire the hall.
2. Outside assembly, e.g., on the field.

Jude and Karel will get together and send out communication to the Board via email when more information is available.

**POLICY ISSUES:**

**Policies**

Harrasment

Maori Educational Success

The Board needs to look at these before the next meeting and make comments if required.

**FINANCE:**

The September 2021 Financial Reports were tabled.

The accounts look good and we are tracking well.

**Andy** moved that the August 2021 Financial Report be accepted. Seconded by **Karel**. All agreed.

**2022 Budget**

This will be shared to the Board before the next meeting. Andy and Judy are working on this. At this stage it is showing a \$17,000.00 deficit. There may be room to trim this or run with a deficit.

**PROPERTY: Karel**

**Hall Doors -**

This project is starting tomorrow.

The builders have been asked to look at the rot which has been found in some of the weather boards, and provide a quote.

**Bike Track –**

Mark Sawyer re-compacted the bike track during the holidays.

**SIP Money Update – Staffroom upgrade and verandas**

The staffroom upgrade started last week. The builders have estimated that it will take approximately 3 weeks. What they have done so far, is looking great. When this is completed, we will have an official opening with the Board providing morning tea.

The plans have been completed for the verandas, tenders are going out for these.

**HEALTH AND SAFETY: Regan**

**Update –**

Medical Report is attached.

Hazard Register

One student broke his arm last Friday.

Regan and Karel will get together at a later date to have a more in-depth look at the hazard register. They will also have a walk around the school to see if anything needs replacing or fixed and follow up with a report.

Regan feels that with COVID-19, the school needs a plan for any changes that may happen in the future, due to the pandemic, e.g., well-being, and budget for this.

An idea was to appoint two Health and Safety personnel from our staff to go on COVID related courses, and there would be a unit attached for the extra responsibility (which are assigned to the school), in remuneration for this.

<p><b>SCHOOL CULTURE -</b></p> <p><b>Whanau Group – Update –</b></p> <p>As Whetu was absent from the meeting, he had communicated with Karel that he has organised an end of year dinner for the whanau group.</p> <p>Judy said that Jane has started the kowhaiwhai panels for the hall with the year 6's today.</p>	
<p><b>Community/Fundraising – Update - Kaajal</b></p> <p>A fundraising meeting was held on 18 October.</p> <p>The Athletics Day Sausage Sizzle was successful.</p> <p>The Art Auction and Movie Night has been cancelled due to being in Alert Level 2.</p> <p>Fun Day is happening on 25 November – this is being funded by some of the Mathathon money. This day will be run by staff and committee members. There will be a free sausage sizzle and free ice blocks. There are lot of fun events planned. The focus is to have happy children.</p> <p>A survey was sent out earlier to parents asking where they would like the Mathathon money to be used.</p> <ul style="list-style-type: none"> <li>• Support for STEM equipment was highlighted.</li> </ul> <p>Other money has been/is to be spent on classroom blinds and the hall upgrade.</p> <p>The committee are having a Christmas dinner next week.</p> <p>There is a planning meeting scheduled for week 8, where the discussion will be focussed on planning for Term 1 – 2022.</p>	
<p><b>Staff Rep - Helen</b></p> <p>A staff member would like to pass on their thanks for the Teacher Only Day that was used for Report Writing.</p> <p>Teachers are busy with assessments. The data from this then needs to be put into eTap.</p> <p>As the school year is ending, there is lots going on around the school.</p> <p>Kim Smith, along with her Enviro group students have planted a beautiful butterfly garden.</p> <p>Some classes celebrated Diwali, which was very successful.</p>	
<p><b>CONFIRMATION OF PREVIOUS MINUTES:</b></p> <p>Minutes of Meeting dated 17 August 2021 are accepted as a true and accurate record.  <b>Karel</b> moved that the Minutes be accepted, seconded by <b>Andy</b>. All agreed.</p> <p>Minutes of Meeting dated 21 September 2021 are accepted as a true and accurate record.  <b>Regan</b> moved that the Minutes be accepted, seconded by <b>Kaajal</b>. All agreed.</p>	

<p><b>CORRESPONDENCE:</b></p> <p>Nil.</p>	
<p><b>ANY OTHER BUSINESS:</b></p> <p>Regan will write something on behalf of the Board for this week's school newsletter.</p> <p><b>Staff acknowledgement for end of year – money towards end of year function</b> The Board approved this - \$45.00 per person.</p> <p>Board Christmas Dinner – 7 December. This will be after the Board Meeting. A couple of places were recommended – Sabaidee and Brew'd. Lynda will make a reservation and send out communication to the Board.</p>	
<p><b>Outstanding Actions/Outcomes:</b></p> <p>Nil.</p>	
<p><b>FORWARD AGENDA AND TOPICS FOR NEXT MEETING:</b></p> <p>Camp 2022 approval Reading Recovery report BYOD – next steps</p>	
<p><b>NEXT MEETING:</b> Tuesday, 7 November 2021 at 5.00 p.m.</p> <p>Judy will email some of the agenda information earlier, e.g., BYOD data.</p> <p><b>Karel</b> closed the meeting with a Karakia.</p> <p><b>Meeting Closed: 7.50 p.m.</b></p> <p><b>Supper:</b> Regan – first meeting 2022</p>	

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_