

**Kelson School
Board of Trustees Meeting
Minutes**

Date:	Tuesday, 7 December 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)	
Apologies:	Lynda Bourne	
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. Thank you to Andy for hosting the meeting at his house.</p>	
<p>Housekeeping –</p> <p>The agenda was confirmed.</p>	

PRINCIPALS REPORT

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

It has been a challenging last couple of weeks as a leader. Other Principals are feeling the same. Collegiality with other principals has been important. Judy thanked the BOT for their support.

Funding for Maths PD has been applied for. We are waiting to hear if we get it. The PD will still go ahead if we don't get funding. It will go into budget surplus if we don't use it.

In 2022, there will be a Production in Term 3. We will also continue with our Wellbeing journey.

All reports and assessment have been completed and are on ETaP. The Literacy results look good. The Maths has improved a little bit from the mid-year data and is still the area of need. Reports are to be reviewed next year with the possibility that they will go online.

Kim's reports were sent out earlier to the Board. They show fantastic results. The children in the Year 3 literacy group have made accelerated progress. Gemma Smith has been appointed as the Reading Recovery teacher next year. She will be working .4 and also doing the 6 year net testing.

The school roll is currently 305. Eleven students have moved out of the area. One student returned to Rudolph Steiner as their mother was teaching there. There are less children starting next year, but it is expected that there will be new enrolments which we don't currently know about.

The Staffing entitlement has been increased for next year. This will allow for Jane to be released from the classroom, and for the appointment of a one year fixed term position to lower the numbers in the Junior School. Interview for this position will take place this Saturday. The Year 2 classes will have 18 students and the Year 1 classes will have 15/16. Brenda and the new teacher will have 12 students together to start with.

The maximum capacity for the school is around 320 students. We are losing 34 Year 6's. Six families are moving out of the area at the end of the year. These figures will be looked at again at the end of term 1. Karel asked if the MOE could be involved at the start of next year to discuss future/potential student enrolment numbers.

Health and Safety – a child was playing soccer. He kicked his toe into a concrete path and broke it.

Fundraising – Judy went to the end of year celebrations and thanked the Fundraising Committee.

The Panels are up in the hall and look amazing. Whetu is to go to the Hall tomorrow to cleanse them before the Year 6 graduation.

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

STRATEGIC AND POLICY ISSUES:

Literacy Support Report – (Shared) Karel said he would like to pass on his thanks to Kim for a great job.

Reading Recovery Report – (Shared)

BYOD – next steps

A discussion was held. Following on from the survey taken, people from the community have been asking what the school is doing.

Judy's thoughts are that BYOD will be brought in, in 2023 for Years 5/6. This will give time to tell the community and prepare paperwork.

Families will have the option to provide their own or rent one off the school.

The school will continue to apply for grants. Jane has quotes to keep existing I pads and ChromeBooks.

The school will budget for it even if the money is not used straight away. Year 3/4 to use Chromebooks if they are in the same team and Year 1 and 2 to use i-pads.

Regan shared his view that Year 5/6 BYOD but not Year 3/4.

Karel proposed that we dedicate \$30,000 a year to go towards I pads. We would look at Grants first. If we don't get the Grants, can we reasonably budget that each year? Judy felt that that amount would not be necessary.

Discussion around this, Whetu suggested the school rent the devices. We don't need to worry about maintenance and updating them. At Naenae Intermediate, they decided to purchase as the lease option was the same amount. If you purchase, you don't need to return them after 3 years but need the cash up front.

Karel brought up about how all families don't have access to funds and for equality and the need to apply for grants first. The grants would be for replacing what we need. The problem is we need to get more devices as the roll has increased.

It was decided we do need a BYOD policy. We need a year to set up the infrastructure and to have a clear budget of maintenance/upgrade/replacement. BYOD draft policy to be presented at first meeting next year. Possibility of 20K allocation. The Board agrees in principle to allocate up to 20K of PD funds to replace devices and implement infrastructure.

Judy said she needs to feedback to the Community about where we are up to. Thoughts were that the Board have received the survey and they are looking through options. A decision will be made before the start of 2023.

Whetu thought we need to think about difference in Technology fees for Year 5/6 or Year 1. Jane and Leanne have been in communication about applying for grants.

Whetu proposed that we review the IT provider.

<p>Policies</p> <p>Harrassment - read today.</p> <p>Maori Educational Success - Read today.</p>	
<p>FINANCE:</p> <p>The October 2021 Financial Reports were tabled.</p> <p>Andy moved that the October 2021 Financial Report be accepted. Seconded by Whetu. All agreed.</p> <p>Judy to send the budget through to the Board.</p> <p>2022 Budget – Finalise</p>	
<p>PROPERTY: Karel</p> <p>Building works – update.</p> <p>The covers for the decking on the new classrooms has gone out to Tender.</p> <p>The staffroom is to be completed by the end of the year. It is looking great. The hedges are to be removed. A Working Bee will be organised to build the deck and do some paving, using the ideas presented by the children. The children who presented the ideas will go to the Opening.</p> <p>The Hall doors have been completed. Thank you to the Fundraising Committee for providing some funds.</p> <p>Carpeting in Ruru Hub and the library will take place in 2022.</p> <p>It is hoped the building work to extend Ngaio class will start in January.</p> <p>Work to upgrade Kereru Hub is in the pipeline.</p> <p>The solar panels on the roof have been delayed until 2025. The possibility of re-roofing and installing solar panels in the staffroom was discussed.</p> <p>Approval for painting contract</p> <p>The painting schedule for the next seven years is due for renewal. This is a continuation of what we already have. The price of \$136,000 for maintenance has been locked in. The whole school will be repainted in 2023.</p> <p>Regan raised the issue of asbestos being in the school buildings. Judy to discuss this with Mark Scrimshaw.</p>	
<p>HEALTH AND SAFETY: Regan</p> <p>Update –</p> <p>Judy to look at the appointment of two Health and Safety Personnel next year. There will be some massive challenges for the school with the introduction of children being vaccinated against Covid 19.</p>	

The conversation with the children about Year 6 graduation parent attendance was discussed and this has been followed up.

Whetu acknowledged the work of Judy and the staff work to keep the school ticking over. Karel said its great staff have been retained after the vaccine mandate.

COMMUNITY/FUNDRAISING - Kaajal

Update –

The Fun Day was fantastic. It was great to see children and staff enjoying the activities. Lots of happy children. Thanks to the Fundraising Committee and staff for putting it together. The possibility of making this an annual event was discussed. The total cost was \$1500.

The Secretary, Treasurer and Committee Members on the Fundraising Committee remain unchanged for 2022.

Sip 'n Shop will take place in Term 1, week 5.

The sale of Hoodies will continue.

A Whitakers Chocolate fundraiser is proposed for Easter. Families could choose to sell boxes or opt out. There is potential to make 7K.

A discussion was held on the update of the bricks in the new playground. The Fundraising Committee are happy to provide funds for this. Janine from the Council has been contacted. The Council are going to concrete a path and reset the bricks into the path. Kaajal is to take this back to the Committee. The Committee would like to give families the ongoing opportunity to purchase bricks.

The Fundraising Committee wondered if it is possible for the castle structure to be painted. This would need approval from the Council.

2022 objectives funds to go to technology.

Fundraising committee would like to thank the Board for their ongoing support and wish them a Merry Christmas.

SCHOOL CULTURE – Whetu

School Culture Update –

A meeting of the Whānau group is being planned for 2022.

Waka Huia awards have not been received yet. Whetu is to present the award at the Final Assembly next Wednesday.

The idea of putting a Waharoa above the black fence gates was discussed. It was proposed that a discussion will take place on how we want Te Reo Māori to be represented in Kelson. The children will help to create the Waharoa. The cost of this will be covered by a grant.

The Whanau Group are in the process of defining what Māori success looks like for the children. Brenda has started this with the school staff.

<p>Staff Rep – Helen</p> <p>Reports, assessment completed. Focus now on end of year Christmas activities, class parties, sending books and artwork home.</p> <p>Regan passed his thanks to staff for support with decisions around the Year 6 graduation.</p> <p>Whetu passed his thanks to staff for keeping the learning going at this time of year. The children are still engaged in their learning.</p>	
<p>CONFIRMATION OF PREVIOUS MINUTES:</p> <p>Minutes of Meeting dated 9 November 2021 are accepted as a true and accurate record. Karel moved that the Minutes be accepted. seconded by Whetu. All agreed.</p>	
<p>CORRESPONDENCE:</p> <p>Policy will need to be drafted on vaccination for children and the Year 6 camp. This will need to address what do we do for the parents that decide that vaccination is not for their children. This will depend on what the camp decides.</p>	
<p>ANY OTHER BUSINESS:</p> <p>Karel will write something on behalf of the Board for this week’s school newsletter.</p> <p>It was resolved that a request be made to Pelorus Trust for funding for the amount of \$1043.38 to be used for the hire of a bus for transport of students to School Camp in March 2022.</p>	
<p>Outstanding Actions/Outcomes:</p> <p>Nil.</p>	
<p>FORWARD AGENDA AND TOPICS FOR NEXT MEETING:</p> <p>Analysis of Variance Annual Plan finalised BOT responsibilities Policies</p>	
<p>NEXT MEETING: To be advised.</p> <p>Whetu closed the meeting with a Karakia.</p> <p>Meeting Closed: 7.40pm</p> <p>Supper: Regan – first meeting 2022</p>	

Signed: _____

Date: _____