

**Kelson School**  
**Board of Trustees Meeting**  
**Minutes**

<b>Date:</b>	Tuesday, 15 February 2022	
<b>Time:</b>	5.30 p.m.	
<b>Attendees:</b>	Karel Dulver - Chairperson Andy Ziegler Kaajal Pathak Regan Powell Whetu Campbell Helen Joyce (Staff Representative) Judy Pemberton (Principal) Lynda Bourne (Minutes Secretary)	
<b>Apologies:</b>	Nil.	
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Karakia - opening</li> <li>2. Housekeeping – Confirmation of Agenda</li> <li>3. BOT Election for Presiding Member</li> <li>4. Principal’s Report</li> <li>5. Strategic and Policy Issues</li> <li>6. COVID Update</li> <li>7. Finance</li> <li>8. Property</li> <li>9. Health and Safety</li> <li>10. Community/Fundraising</li> <li>11. School Culture</li> <li>12. Staff Representative</li> <li>13. Confirmation of Previous Minutes</li> <li>14. Correspondence</li> <li>15. Outstanding Actions</li> <li>16. Any Other Business</li> <li>17. Karakia - closing</li> <li>18. Forward Agenda</li> </ol>	

	<b>Action owner</b>
Whetu opened with a Karakia.  Karel opened tonight’s meeting and welcomed everyone.	
<b>Housekeeping –</b>  The agenda was confirmed.	

## PRINCIPALS REPORT

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

Judy said that there has been a smooth start to the new school year. The children are showing resilience around mask wearing.

She has concerns for the staff having to wear masks all day, and said that it is important that we support the teachers, e.g., offering them a day working from home. The Board supported this.

The Leadership team is working through the COVID red setting. It is tricky to navigate. In Stage 2 it is up to the school around what provisions to put in place. The tracing app is very important and we are asking all parents and visitors to scan in before entering the office.

The class sizes are working very well, especially in the Junior and Middle school. Judy will be setting up a buddy system next week for the staff.

School-wide membership for Twinkle – Judy is in the process of setting this up.

Our curriculum focus this year is Math. There is a call back day on 29 April for Puase Bretahe Smile-Wellbeing Professional Development.

PB4L – we are looking to go to Tier 2 in 2023.

Stem equipment – Jane has been purchasing items for this – thank you to the Fundraising Committee for funding this.

Jenni Dittmer from the Wellington Tenth Trust – has been in for a meeting with Judy re applying for PLD funding for this venture.

Isobel Murray has settled in and is working well in Ngaio class.

Gemma Smith has joined the team and is our new Reading Recovery teacher, as well as doing the 6-year net assessments.

There may be a buffer in finance, if we secure funding for some of our support programmes.

Karel and Judy will work together on the best options and plans for the garden in front of the staffroom. They will report back at the next meeting with their ideas. We will incorporate the student's ideas for this project.

**Helen** moved that the Principals Report be accepted. **Kaajal** seconded. All agreed.

## STRATEGIC AND POLICY ISSUES:

### **BOT Roles and Responsibilities – discussion**

The roles will not change from last year. They are:

Chairperson – Karel Dulver

Finance – Andy Ziegler

Property – Karel Dulver and Regan Powell

Health and Safety – Regan Powell

School Culture – Whetu Campbell

Community/Fundraising – Kaajal Pathak

**Analysis of Variance and 2022 Achievement Targets – shared**

Reading - 91% at or above - increased from 87%. Teachers have really good processes for reading, along with comprehension and targets.  
Writing - 89% at or above – increased from 87%.  
A focus this year will be Boys Writing. Last year, there was no opportunity to moderate across the school.  
Math – 79% at or above – decrease from 80%.

Math is our focus this year along with a change in how we assess Math. Judy has applied to the Ministry of Education for PLD funding towards this.

Jane Murray will present the tracking document from these results at the next board meeting.

**Donations/Technology Fee – Discussion**

Lynda will share last year’s donation and technology letters to the Board via google docs to make changes where needed. It was decided to keep the donation amounts the same as 2021, i.e., \$180.00 single family and \$260.00 family.

**COVID Update – (see attached COVID Responses)**

Judy has shared the COVID documents to Jane Murray and will do so to Karel as well.

The mandate for boosters has been sent to all Kelson School staff.

Karel and the Board said that the plan is really good and there has been great communication. Whetu emphasised the importance of keeping up the fantastic comms along with updates.

**FINANCE:**

The November and December 2021 and January 2022 Financial Reports were tabled.

There was a surplus in 2021.

**Andy** moved that the November and December 2021 and the January 2022 Financial Reports be accepted. Seconded by **Whetu**. All agreed.

**PROPERTY: Karel**

**SIP Spending – where we are at**

This was spent on the staffroom refurbishment and the court turf.

We have had a quote to cover the decks which was \$93,000.00. If we agreed to this, it would mean having to use money from other areas. It was decided to hold off on this project at this stage. An alternative was to apply later in the year for a grant towards shade sails.

Regan said that when we have the plans for the area outside the staffroom, we tap peoples shoulders about holding a working bee for this.

**New projects for 2022**

Judy and Karel are meeting with Mark Scrimshaw about what’s happening going forward in 2022. Two projects that will happen will be new carpeting in Ruru Hub and a new fence on the eastern side of the field.

<p><b>HEALTH AND SAFETY: Regan</b></p> <p><b>Update –</b></p> <p><b>Annual Checks –</b> this is ongoing and happening.</p> <p><b>Pandemic -</b> With the continuation of the pandemic, Regan is concerned about how our families will be in the future. Will they need support, e.g., food etc? This is something for us all to think and about and be prepared.</p> <p><b>Health and Safety Officers (2) -</b></p> <p>An email has been sent to the teaching staff outlining this role. There will be remuneration offered of a unit for this role. Along with training the officers will be following up with the well-being of staff, providing regular tool box chats and keeping everyone updated on COVID protocols. They would also be expected to provide a short report for the Board. They would work closely with Judy and Regan. Judy will send out a reminder about this.</p> <p>Andy suggested that it may be worthwhile contacting someone from another school for support in helping to set this up.</p>	
<p><b>COMMUNITY/FUNDRAISING - Kaajal</b></p> <p><b>Update –</b></p> <p>The committee had an online meeting last night.</p> <p>Money has been set aside for the weather station. Karel will double check the cost of this before purchasing one.</p> <p>They are arranging a Monster Easter Raffle, along with Easter eggs for the children.</p> <p>Because of COVID restrictions, the Sip and Shop will not be held at school. If it does go ahead it may be held at the Kelson Community Centre.</p> <p>The committee are selling face masks, which have the Kelson School logo and child's/adult's name on them. These are selling for \$15.00/child and \$18.00/adults.</p> <p>They have funded the stem equipment, which was recently purchased.</p> <p>The bricks in the playground are now concreted in.</p> <p>The castle in the playground would look better with some colour on it. Judy will contact Isobel Murray to create something for this.</p> <p>Regan asked if the school had masks for children. Judy replied that the MOE has provided us with them.</p> <p>Karel asked about sunscreen around the school. Judy replied that some was ordered today.</p>	
<p><b>SCHOOL CULTURE – Whetu</b></p> <p><b>School Culture Update –</b> they haven't had a meeting yet this year.</p> <p>Judy said that her and Brenda Barnes are working together to see how we could hold a Mihi Whakatau on a smaller scale. They are hoping to hold this in the next couple of weeks.</p>	

<p><b>Staff Rep - Helen</b></p> <p>Helen has received a message from Vicki Cuthbert, thanking the Board for their support.</p> <p>Children have returned back to school quite settled and happy. They are building good relationships, have routines and know what their expectations are. The teachers are getting to know their students, and are saying that a lot are showing resilience. The classes have been going outside a lot for reading etc., to get a break from wearing masks. A lot of PB4L token rewards have been given out.</p> <p>Whetu suggested that we put together welfare packs for staff. Regan thought that a reward like a chocolate bar be given to the students who are at home because of the pandemic.</p> <p>Whetu acknowledged the mahi of the staff.</p>	
<p><b>CONFIRMATION OF PREVIOUS MINUTES:</b></p> <p>Minutes of Meeting dated 7 December 2021 are accepted as a true and accurate record. Whetu moved that the Minutes be accepted, seconded by Regan. All agreed.</p>	
<p><b>CORRESPONDENCE:</b></p> <p>Nil.</p>	
<p><b>ANY OTHER BUSINESS:</b></p> <p>Karel asked about School Swimming 2022 - Judy said that we are booked in for Term 3 at Huia Pool, but if the pandemic is still rife we may have to cancel again. Karel stressed the importance of swimming due to the alarming rate of drownings in New Zealand recently. Kelson School has not had school swimming for the last two years because of the pandemic. He asked if we could have a backup date if the scheduled date doesn't work out, and if it is possible to explore other options if Huia Pool is unavailable, e.g., contacting Stokes Valley pool to see if they have any availability. Judy replied that we will do what we can do. There are very few pools in the Hutt area, and Huia is usually already booked for the whole year for all schools. We have the grant money from Pelorus Trust for swimming buses which was carried over from 2021. Pelorus Trust asked us to do this. The Fundraising Committee has also held over money from the Mathathon for buses.</p> <p>BYOD – Judy said that there may be a buffer in the budget if we are successful in securing PLD funding. If this is the case, we could spend approximately \$10,000.00 towards Chromebooks and iPad. The Board agreed unanimously for the purchase of these and that \$10,000 was the amount we would spend in 2022. BYOD discussions will be on the agenda again for the next meeting.</p> <p>It was agreed to keep the Technology Fee the same as last year - \$30.</p>	
<p><b>Outstanding Actions/Outcomes:</b></p> <p>Nil.</p>	

**FORWARD AGENDA AND TOPICS FOR NEXT MEETING:**

Teacher Appraisal  
March Roll Return  
BOT Training  
This terms Policies

**NEXT MEETING: Tuesday, 15 March 2022 (online)**

Whetu closed the meeting with a Karakia.

**Meeting Closed: 7.55p.m.**

**Supper:** Yourselves.

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

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