

Kokopu School Board of Trustees Meeting 18th June 2020 5.45pm

Welcome/Present: Yaron Overeem, Kirsty Stuart, Toni Hughes, Shaun McMurchy, Neil Crowson, Lindsey Riley.

Apologies: Vicki Lye, Ratama Weavers

Strategic Decisions:

1. Property Report - Walk PE Shed
Viewed potential site next to room 3.
 - Talk about extra funding allocation.
 - Lindsey and Yaron to meet with Project Manager tomorrow. Yaron to update after meeting.
 - Funding for Learning Support Coordinator confirmed.
 - Discussion about changes to ways MoE fund projects.
 - Solar panels. Can apply for full MoE funding, will have to wait for the next funding round. Green Spark Solar has provided a quote. Possibly get additional quotes. Yaron to talk to Poroti School who have just had them installed. Unclear as to who achieves the savings on power, MoE or Kokopu. Will be discussed further.
2. Health and Safety Report
Toni and Yaron have not had a chance to catch up since Covid. Passed over to the next meeting.
Shaun commends Toni's hard work with Yaron with H&S during Covid.
3 near misses in the carpark in the last 4weeks, a few children running out even with teachers there. Parents not to park in the teachers carpark, backing out hazard.
Teachers rostered to be at the gate after school. Jennifer advised children on Friday that they need to wait inside the gate for their parents.
No pre-8am drop offs anymore. A few late pick ups after 3.15pm, maybe due to parents staggering pick ups due to parking congestion. Records are being kept of near misses in the car park and road in front.
Kids running across the car park in the morning, parents responsibility to be aware of this and manage safety. Parents will be reminded.
3. Principals Report - COVID learning/implementation.
We are a really good team, which made the whole process easier. There has been very little stress in the school from kids and staff. Support staff did a fantastic job, willing to go above and beyond job description.
Kids in general have come out well, looks like their learning went well at home.
 - Vanessa - Operation delayed due to Covid. Given 2mths to get an appointment arranged. Scott to continue, he and Yaron to talk about roster and holiday cleaning. Yaron to keep us updated, hoping to have update by the next meeting.Judy Eagles helping Shaun with Yaron's appraisal.

Monitoring:

1. Financial Reports - Payments update.
Vicki and Yaron to look at changing some of the reporting to show costs against the full year budget rather than YTD which may not provide a clear picture.
Vicki/Yaron to look into Kirsty and Toni not being paid for BoT Meeting during Covid.
Neil moved to accept financial report, Kirsty seconded.
2. Banked Staffing Report - \$6418 as at 16 June 2020
Cash reserve available from last year's banked staffing which can be used this year.
Discussion re using reserve to move Anna to 5 days a week, Yaron would take more relieving days rather than take Rm 6 on Mondays. Possibility to trial till end of year. Anna would take up some relieving or teacher release in Term 1 and 2 next year while Rm6 at Tech. Could make it difficult to fund a teacher in Rm 5 for the overflow from Rm 1 in term 3 and 4.
Possible option to have teacher aide support in Rm1 instead of a Rm 5 teacher if staffing budget doesn't allow. Yaron would cover CRT and some sick day cover. Shaun motioned to trial Anna in Rm6 on Mondays for term 3. Toni seconded.
Shaun suggested Anna could be used to promote Kokopu to Maunu School students for them coming to Kokopu for yr 7&8. Yaron to consider and look into this.
3. Roll 110 - fluctuation in roll, 2 left the city, 1 left the area. Have had new enrollments.
4. Policies for Review – *See School Docs Site for review of policies.*
 - Term 2
 - Documentation and Self Review
 - Employer Responsibility
 - Passed on to next meeting

Discussions:

1. Cyclical Maintenance - Admin/changing shed done in September.
Admin building should have been painted last year, Yaron to obtain a quote to get it included in the painting to be done in September.
Discussion re keeping 2 tone painted buildings or switching to single colour. Two tone looks dated. The paint fades very easily and is difficult to touch up. Decision to keep 2 tone colour scheme. Opportunity to have community discussion in the future regarding the colour scheme of building for future cyclical maintenance.
2. Credit Card Application - staff are using personal credit cards for purchases. Discussion regarding obtaining a school credit card, needed for ASC purchases online and some of the resources teachers are using. Yaron presented the School Docs policy for credit card use. Discussion re debit card vs credit card, Yaron to discuss with the Bank Manager. Neil mentioned that a debit card has less financial risk than a credit card. Shaun motioned that the school can have a credit card facility with an approved limit. A master limit of \$4000 was approved by the Board of Trustees with two card holders having a limit of \$2000. Yaron Overeem will hold one card and Vicki Lye will hold the second card. Neil seconded. Unanimous.
3. Decile Review - options - Yaron started the process. Discussion regarding which review option would be used. Decision that school catchment has grown and changed since the last decile review done. Communication to community regarding why the decision is being made to try and change the decile rating
4. Mid year reports format - Yaron discussion with staff regarding report format, purpose for the report and the need for plain language. New templates presented. Shaun discussed possible general comment to be added to the report, room to write comments regarding areas other

than reading, writing and maths. Reminder that mid year and end of year reports have a slightly different template.

5. Basketball hoops - Student council brought up at their meeting. Research completed by student council and Yaron, presented to BoT. Has been recommended that specialist turf company investigate turf before installing new hoops. Discussion regarding possible MoE funding or PTA funding. PTA to be approached regarding funding. School Council to investigate costs.

Shaun wanted to acknowledge Yaron's hard work during Covid, thank you for a job well done.

Confirmation of Previous Minutes & Matters Arising:

1. Painting - Booked in for September holiday break.
2. Automated Lights - Yaron looking into this.
3. Apex Roofing - shade roof - confirm again.

Shaun motioned to approve previous minutes, Toni seconded.

Meeting closed 7.45pm

Correspondence:

In: 2020 Audited Financial Statements

Out: Pub Charity Application for Laptops submitted
Debtor letters

Next Meeting Date: Wednesday 5th August 5.30pm

In Committee - Nil