

**REDWOOD SCHOOL
BOARD OF TRUSTEES
Minutes of Virtual Meeting held on Thursday 14 May 2020
7.00pm**

Copies: Hard copy at the office & electronic copy on Board shared drive

Board Members Present: Zac, Anna, Clint, Jessica, Bridget
Tamzin 7.13pm
Belinda 7.23pm

Apologies: Nil

ADMINISTRATION

No Conflicts on Interest noted.

Minutes of the Previous Meeting: Moved (AS) that the minutes of the board meeting of 23rd April 2020 having been circulated (electronically) be accepted as a true and correct record. Carried.

MATTERS ARISING:

Correspondence:

Moved (AS) that the correspondence log for March (loaded on the drive) be accepted. (Log is outdated due to Covid 19. No new correspondence has been received).

ITEMS OF BUSINESS

Level 2

Currently 9 children have indicated they won't be in on Monday but this may change. Track & Trace signs (using QR codes) will be placed outside each classroom & gates. If visitors/parents don't want to use that they can sign in inside the office. We are discouraging adults coming on site as much as possible. We are not saying no to parents on site but we are trying to avoid it to cut down the track & trace if required. MoE don't require staff & students to track and trace.

Kelly Club will be back up & running from Monday. They are following MoH & MoE guidelines. They understand they need to track & trace & encourage distancing where possible. They like our staggered finish as it stops them from having a large group descend on them all at once. They are operating along very similar lines to us so the children will receive the same message.

The MoE advises physical distancing where you can do so but acknowledges in a classroom this is difficult. Mat spots will be used to help identify space. Senior classes won't use their mats as there isn't space given they are bigger kids.

There is plenty of hand sanitiser & soap available in cloak bays, toilets and sinks in classrooms.

Lots of wipes for shared devices - P/copier, alarm keypad etc.

Details re pick-up have been finalised as per Principals report. This will be sent out to the community tomorrow.

Road patrollers won't be going out as normally they wait for it to be clear before placing signs out & this results in large groups forming. We will have parents doing it instead just with a lollipop. Pick-up times will be staggered and the MoE are ok with a staggered finish. Police are happy with the lack of road patrollers given the situation. We have clearance from WCC to close the Redwood Park car park.

The challenge around the process will be weather. Children will be told to bring a jacket. Parents will be asked to do the pickup quickly. People get wet even if outside the classrooms. Hopefully having the staggered pick up speeds the process up. It will be messy but that can't be helped. Main objective is to try to avoid large groups waiting at the gate.

Juniors have shared stationery but will be given individual containers so they don't have to share.

Each class has their own small amount of PE equipment so they don't have to share amongst a large group.

Playground is open.

No division between juniors and seniors in play areas.

40 children received devices from the MoE and Zac needs to follow up to ensure they are returned.

Commented [1]: Subsequently we have discovered that MOE information was incorrect and no students have yet received devices.

Main Concerns

Need to be mindful of where children are at - their feelings. Focus will be on wellbeing, how to interact socially. Will introduce Zones of Regulations.

The message so far is school is open & if you are not sick, immunocompromised or social isolating then you should be at school. For those who are not ready to send their child back Zac will telephone them tomorrow & talk to families about where they are at. The Ministry had said if children weren't there it was unauthorised absence. The directive has now changed & we will use our discretion regarding attendance codes. There is a truancy service who work at trying to get children back to school. The Tawa community has asked that they work in a "how can we help get you to feel comfortable getting back to school" rather than a punitive approach.

Distance learning - some elements of the grid boards will continue to be available especially as we are entering the sickness season and we don't want unwell children (who just have minor symptoms) at school but we don't want them to miss out on learning either.

After discussions with a member of our community who works in the police family violence centre teachers need to be aware of children disclosing things to them or other children. Family violence becomes apparent once children are back mixing with others & have someone to disclose to. We have systems & support in place around this.

We do have some staff who for various reasons are feeling somewhat vulnerable. Zac has been speaking with them daily and they have been using our EAP services. Zac is trying to make this transition as easy as possible and if they can't be at school that is fine as their wellbeing is paramount. We want to support them the best way we can.

Our teachers can still have their 2 CRT days this term but one of those days is recommended to be for a mental health day - they are not to be on site. Can use the day to go shopping, get hair done, do whatever.
AS has asked Zac to do the same when he is able to do so.

Belinda raised that some year 4 students who have been in during Level 3 have brought their own chromebook in to use and can we continue with this? Discussed and agreed BYOC for year 4's for the remainder of this term then reassessed. It is also a good H&S decision as it will cut down on shared devices.
Subsequent to this Zac has reviewed his decision and has decided to put this on hold until it can be investigated more fully.

Belinda raised an issue regarding the standard of cleaning prior to lock down as it was a little disappointing. Zac has been having daily conversations around this. Lockie's contract comes up for renewal at the end of the year and this is something that the Board will need to discuss. Extra cleaning required before levels 3 & 2 were not charged for as Lockie was paid during the lockdown.

Staff & Board Connection

It was good to have Anna & Clint to join us at this morning's meeting. We need to strengthen the relationship between staff and Board.

When we go to level 1 it would be nice to have a morning tea to have a mix and mingle. Maybe extend the morning tea break to stop it feeling so rushed or advise the Board & they could join us at choir practice?

HEALTH & SAFETY/BEHAVIOUR

1 Minor incident.

PRINCIPAL'S REPORT as attached, presented by

Moved (ZM) that the board:

- Accept the Principal's report.

Carried.

FINANCE REPORT as attached to Google doc was presented.

Areas of concern;

Curricular - Zac has pushed the staff to spend their budgets at the beginning of the year so it can be used throughout the year rather than wait till the year end.

Maintenance, - Have asked Lockie to take advantage of the fine weather and do as much maintenance as possible before winter.

Discussed audit timing and looks like still working to the end of May deadline, Zac to advise chair of any action on her part.

Zac has gone back to Lynette to check the relief teacher resource as we are well over budget. Possibly an error. Still to hear back from her.

While Cherie was on sick leave we legally claimed her sick leave back from the Ministry.

Moved (BR) that the board:

- > Accept the financial reports.
- > Ratify payments as attached to the financial statements.

Carried.

PROPERTY REPORT was presented by Zac

Refer Zac's principal report.

Through chance Zac found out we have to have designated a project for our SIP money by the end of May 2020. It is noted our plans are to do Block A and whilst initially they said we couldn't do that they are now saying we can. Will discuss further once Zac has spoken to Ashby's. We need to have the \$\$ spent by the middle of next year.

Meeting closed 8.40

NEXT MEETING to be held on Monday 22nd June at 6.30pm - Venue staffroom unless indicated otherwise.

Bernadine Woodgate
Secretary

Accepted

(Chairperson)

Date

ACTION FROM BOT MEETING – 14 May 2020

| ITEM | OWNER |
|---|--------------|
| Review of Year 4 Chromebooks on Agenda | Bernie |
| Follow up on return of MoE issued devices | Zac |

All reports and items of business for the meeting on Monday 22nd June to be emailed to Bernie before Wednesday 17th June.

Bernie Woodgate ©
Secretary