

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING

Wednesday 20th May 2020

7pm

1. Administration

Present: Darryn Ward, Anne Hughes, Rachel Woodcock, Paul Simpson, Tina Mackintosh, Duncan Mackintosh, Andrew Wells (late)

In Attendance: Jenny McClintock

Apologies: None

Declaration of Interests: None

Confirmation of last month's Minutes

Moved that these minutes are a true and accurate record of the meeting.

Moved: Paul

Seconded: Anne

Carried.

Signed:.....

2. Main Focus of Meeting

- Andrew led the discussion around the ICT review questions. Miriam McCaleb to come along Term 3 and look at our results. The power of ICT has shown in the last 8 weeks. A creative way that enhances the learning of students. Board to rethink questions and we will collate and bring to the next meeting for main focus.

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

NZEI - Extension of emergency payments for day relievers and term-time support staff

NZEI - An update for support staff ahead of Level 3

CBG Health Research - MOE Contract Tracing Work - Expressions of Interest

MOE Bus Transport variation to contracts

Correspondence Out

Letter to John Rivers re Contract variations

Administration

◆ Opening roll – 119

◆ Parent Interviews -

Moved that North Loburn School be closed early at 12.30pm for parent interviews on Wednesday June 24th.

Darryn / Paul - Carried

Finance and Monthly Audit

- ❖ The Rata Foundation has allowed our \$4,000.00 for our Year 4-6 students to go to Woodend Camp 23-25th March 2020 to be carried over to August 10-12th.
- ❖ The Southern Trust declined our application for MacBook Air laptops (The Board considers this project to be the responsibility of the Ministry of Education).
- ❖ Successful application to the Government's Sustainability Fund for Solar and Batteries

- ❖ School invoices to be sent out later in the term for families to find their feet after Covid 19. ITC & family donations will be exempt too if unable to be paid this term.

This screenshot shows the cash received and cash spent for 30th April to 20th May across all accounts.

Bank Summary
North Loburn School
From 30 April 2020 to 20 May 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	20,745.99	0.85	0.00	20,746.84
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	11,517.35	270.46	6,340.12	5,447.69
Westpac Trust Account	72,666.69	7,028.12	20,241.20	59,453.61
Total	129,947.35	7,299.43	26,581.32	110,665.46

- Our monthly expenses for April were \$9860.88
- Our monthly banking for April was \$17,834.61

Bank	
North Loburn 5YA Account	17.32
Westpac Grants Account 01	20,746.84
Westpac Investments	25,000.00
Westpac Online Saver	5,447.69
Westpac Trust Account	59,453.61
Total Bank	110,665.46

4. Discussions

Principal Report

Darryn presented his Principal's report (tabled).

Key Points:

- Moved that administration can destroy old school records that are not legally required to go to Archives NZ.
- GTT - 4 sessions will run this term, sadly we have lost Bunnings Rangiora as a sponsor with its closure.

- Annual Report for the 2019 school year will be submitted to CES for collation with our financial report before being submitted to the MOE.
- Principal's Appraisal 2020 - discussion was held around Maureen Kerr and the goals that are set for Darryn.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Tina

Carried

Curriculum - Staff Report

Anne Hughes presented her reports (tabled).

Key Points:

- Teachers have found distance learning a reflective time. Virtual staff and COL meetings also gave opportunities to share, express and keep in touch.
- Anne explained the OTJ Term 1 2020 report to the Board. This year school-wide data will be collected in Term 1 and 3. Change has been made so there is more time to build on what results are showing. Maths, Reading and Writing data has been collated school wide.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Andrew

Carried

Home & School

Rachel reported on the following key points:

- This will be a year of change around fundraising for North Loburn School due to Covid 19.
- 'Community' will be the forefront of get-togethers.
- Winter lunches on hold.

Moved that Rachel's Report be accepted.

Moved: Rachel

Seconded: Paul

Carried

Property Projects

- School Investment Package - Duncan to talk to the staff Tuesday 26th May at 10.30am 'What do we want our school to look like in 10 years time'. The MOE deadline for submitting our ideas is 31st May.

Personnel

- Darryn acknowledged the staff for their tremendous job during distance learning with a special mention to Anne, Kate and Dennis for working with a small bubble of children at school. Learning Coaches also helped in the school gardens, making contact with specific families and making resources.

Health and Safety

1. H&S - Tina and Darryn checked during Level 3 for returning students. Photos were taken of cracks on the main court that appear new. These are to be monitored.
2. Bus report - not completed for this term due to Covid 19 closure
 - a register has been established for the bus for monitoring
 - a cleaning regime has been put in place for the bus

Planning and Self Review

- **Documentation and Self-Review Policy** – Board
- **Employer Responsibility Policy** – Board and staff

5. Items for the next meeting

- School Investment Package
- ICT review

Next meeting **17th June 6.30pm** (please see change of time for the Winter months)

Closed 9.15pm