

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING

Via Virtual Meeting

Wednesday 7th April 2020

3pm

1. Administration

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

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

- Covid 19 - Special thanks was given to Darryn for his staff support and community communication during these unprecedented times. Discussion was had around the Covid 19 update from the Principal Report (tabled) from pre lockdown until school closure on the evening of Wednesday 25th March. All playground areas were taped off and signs put up of closure of the school grounds. Since lockdown teachers have been in contact with their

classes and the community have been updated daily on any information from the MOE. Virtual meetings have been planned and home learning support for families ongoing. ITC was made available to our community so they can join in on classroom learning. Darryn sent out a Google form regarding devices - 52 responses, 6 families requested with 8 more to go out once MOE give access to school. If teachers get sick there are other teachers on standby and learning coaches are happy to help anytime. Well being of staff and families was at the forefront of the discussion and it will be monitored daily. EAP counseling services on hand if needed.

3. Monitoring

Correspondence In

MOE - Education Gazette
NZ Teacher Mag
NZ Principal

Correspondence Out

Notification of pandemic outbreak and closure of school for parents - P Simpson

Administration

◆ Opening roll – 118

Finance and Monthly Audit

- ❖ The Southern Trust have put their grants on hold until further notice.
- ❖ CES have sent annual accounts to the auditor
- ❖ Septic Tank fund of \$1700 from the MOE for incurred annual costs

This screenshot shows the cash received and cash spent for 1st March to April 4th across all accounts.

Bank Summary
North Loburn School
From 1 March 2020 to 30 April 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn SYA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	10,741.41	10,004.58	0.00	20,745.99
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	10,301.89	675.46	0.00	10,977.35
Westpac Trust Account	39,497.74	95,998.24	62,714.55	72,781.43
Total	85,558.36	106,678.28	62,714.55	129,522.09

- Our monthly expenses for March were \$ (excluding wages and bus operation) \$34,108.17
- Our monthly banking for was \$ 46,847.35

Bank	
North Loburn SYA Account	17.32
Westpac Grants Account 01	20,745.99
Westpac Investments	25,000.00
Westpac Online Saver	10,977.35
Westpac Trust Account	72,781.43
Total Bank	129,522.09

4. Discussions

Principal Report

Darryn presented his Principal's report (tabled).

Key Points:

- Covid 19 (see main focus)
- The CoL has set about creating new achievement targets, created as achievement challenges. The challenges are focusing on student engagement, well-being, a high school NZEA focus and a reading challenge. Awaiting final approval from the MOE
- School reports have been completed - they will be sent out on return to school
- School Investment Package - Duncan to get information to the board and staff of Loburn Sawmill's small offices. These would be ministry owned.

An all-weather turf was discussed. A good time turning lockdown to look into these ideas.

- ITC Review - board to get outcome questions to Andrew, Anne to work on the staff element of the importance as a learning tool. ITC Lease is coming up 30th June.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Andrew

Carried

Property Projects

- Darryn will contact Crest regarding our cleaning contract during lockdown
- Darryn turned off the school pool on 25 March 2020

Personnel

- Support staff have had their pay increases processed.
- Moved that *Rebecca Green* have leave for the 8th September to the 21st September for a 2 week period without pay.
(Note this will be subject to Covid 19).

Moved Darryn / Andrew - carried

Health and Safety

1. H&S - not completed due to Covid closure
 - trespassing noted on school grounds during closure, a car was identified and a quad bike seen. Youths were spotted on the swimming pool sheds smoking.

Darryn will put a photo of the car (with license plate number) on our facebook page and the police notified. Duncan to put a chain and padlock on all gates.

2. Bus report - not completed due to Covid closure
 - Handles etc on the bus were cleaned in the lead up to Lockdown.

Planning and Self Review

- Recognition of Cultural Diversity
- Staff Leave
- Separated Parents, Day-to-day care & Guardianship

5. Items for the next meeting

- School Investment Package
- Principal's Appraisal 2020

Next meeting **TBC**

Closed 4.15pm