



Our Purpose: People, Potential, Planet - Growing a community of successful lifelong learners

MINUTES OF MARAETAI BEACH SCHOOL BOARD MEETING

Held at Maraetai Beach School, Maraetai
 On **TUESDAY 21 April 2020, 7.00pm via Zoom.**

Present: Mark Keenan (MK) (Principal)
 Wayne Gillard (WG - Staff Rep)
 Craig Rooks (CR) - (Chair)
 Maria Lamberto Calvo (MLC)
 Tristan Gilchrist (TG - Minutes Secretary)
 Damian Powley (DP)
 Vonja Young (VY)
 Simon MacKechnie (SM)

Apologies:

Visitors: Kate Deane (KD)

1	Open and Welcome	Follow up
	<ul style="list-style-type: none"> a) CR opened and welcomed everyone to the meeting at 7.02pm. b) DP led a karakia c) CR requested any conflict of interest declaration based on agenda. 	
2 and 3	Strategic discussions and decisions	Follow up
	<p><u>PLD and Peer Coaching</u> Wayne Gillard</p> <p><u>Presentation</u></p> <p>Term 2 structure will happen as we are able when we get back to school. Roween Higgin has given some links to look at what other schools are doing, Beachlands School has seen what we are doing and visited us with regards to this; and this is an area where we may be able to work together with the students between the two local schools in the future. Kahui Ako - great PLD funded through Kahui Ako so this is very worthwhile to be able to participate in.</p> <p>We are looking at getting the entire staff on board as well as a number of students. It will be great for the students especially when we get back to school to assist in resettling them.</p>	



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	<p><u>Monitor Maintenance and Capital Works for the New build</u> Mark Keenan and Maria Lamberto Calvo</p> <p>The project is currently on hold as the tracker report hasn't come through as yet and so we can't progress for the moment. As soon as we have communication MK will forward this through so we are up to date with progress. DP has drafted an email for the local iwi. Action: MK and CR to send email out to the local iwi.</p> <p><u>Revised Budget</u> Simon MacKechnie and Mark Keenan Have spent time looking at reevaluating the budget with reduced income due to International students, donations likely not to come in due to the economy and also extra costs with cleaning going back to school after lockdown. Revised budget, we have made changes of \$81000 The Ministry has advised they will fund any additional costs due to Covid-19, so this will cover staff and cleaning costs. We need to look at how we are tracking the forecasting to ensure we are on budget. MK to contact MOE to discuss the issue of parent donations. We are currently expecting to receive the \$11k still owing from the international students once international travel is open again for the provider to travel to Korea.</p> <p>Continue to look at areas where we can save on expenditure. MK to meet with RN and TG to ensure the TA budget keeps on point with extra expenditure and income with regards to support staff.</p> <p>Action: to look at reforecast end of June (end of Q2)</p> <p>Motion: to approve the revised budget as presented. Raised CR, seconded MK, unanimous</p> <p><u>Home Learning during Covid-19 Pandemic</u> Kate Deane and Wayne Gillard</p> <p>Teachers have been well organised, led well by team leaders. Feedback from parents has been great. Families feeling supported and having great experiences with their children, the teachers have really embraced this learning and run with it. The family challenges have been really well received as fun activities. Concerns re infrastructure: we identified the needs of students prior to lockdown. We had 8 who required extra assistance due to not having devices and/or internet. MK to contact parents</p>	<p>MK / CR</p> <p>MK</p>
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	<p>needing devices to borrow school owned devices rather than waiting for the MoE rollout. We have one student who wasn't up to date with the holiday change, however this has been solved and monitored by the team leader. All team leaders have been advised, and are adhering to, to ensure there is constant contact with children so the childrens health and wellbeing is monitored. Learning support programmes have also been in place and contacts have been made with identified students to ensure they are feeling supported. Has been a great programme pulled together in a short space of time on behalf of our staff and also our parents.</p> <p>Communication to staff from the board - to come this week from CR Communication from the board to parents - to come out after lockdown.</p> <p>Change to Level 3 /2: What does this mean? The key thing is being prepared for those children who need to be back at school in Level 3. We have had a good response from survey to parents with regards to return to school. We currently have 21 students returning to school in Level 3. MK meeting with PD with regards to health and safety, vermin, etc. to ensure the school is ready for staff to return on Tuesday and students on Wednesday. We will have a system in place for contact tracing. Protocol will be determined with students arriving on site, also keeping in with social distancing, using toilet facilities. There are some staff members with regards to requirements who are unable to return as yet. Learning at home will continue being led by KD. We will alternate with office staff however if any staff don't need to be on site, they won't be. We are doing all we can to ensure we don't have students turning up unexpectedly so we can keep the learning bubbles tight. Teachers will run the same distance programme whether the students are at home or school.</p> <p>Our students who require teacher aides have indicated they are not coming back at this point. TAs have been running PLD modules while they have been at home.</p> <p>Health protocols: look at what to do at the end of the day to ensure home bubbles are not compromised. Leave school stuff away from the rest of the house, shower as soon as you come home, have no contact with home and family without practicing health and safety before returning home. Lock down site and have one entry and exit point through the office. Action: CR to send some guidelines through to MK to send home information with regards to health and cleanliness procedures to follow for both staff and students.</p> <p>Practice: keeping doors open to reduce touching of surfaces. Sanitiser before entering areas: this means door handles etc. will be sanitised as they are used. Disinfectant to be available in classrooms as per prior to lockdown for extra protection and peace of mind. Playgrounds: do we allow children on playgrounds? Risk of injury is too great. All community playgrounds are still closed, we need to follow this protocol. It is important that our staff and students feel safe. MK / WG to take this into account with programme planning</p>	<p>CR</p> <p>CR</p> <p>MK / WG</p>
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4	Monitoring Reports	Follow up
	<p>a) Principals Report Queries on report: Why is CR completing MK appraisal? The appraiser has been in hospital, so it is beneficial for CR to carry out the appraisal for 2020. Staffing: we are pulling in some extra staffing at the moment, we are banking this which allows us to pay for relievers through our staffing. To accept Principals report as tabled Raised CR, seconded DP, unanimous</p> <p>b) Board Chair's Report CR to carry out MKs appraisal in 2020 Thank you to MK for leadership during this time Motion to approve Board Chairs report Raised CR, seconded VY, unanimous</p> <p>c) Finance Nothing further to report</p> <p>d) Property Nothing to report If anything further comes up with the school property on Thursday's walkthrough, MK will notify the BOT</p> <p>e) Policies and Legislation: Documentation and self review policy Review ***** School Docs has set up a distance learning policy: please circulate for approval before sending out to staff</p> <p>f) Health & Safety Review once school is back after a week that our health and safety is protected.</p> <p>Motion: To accept all Reports as tabled Raised CR, Seconded MLC, unanimous</p>	<p></p> <p></p> <p></p> <p></p> <p>MK</p> <p></p> <p>MK</p> <p>MK</p>



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5	General Business	Follow up
	<p>Other business:</p> <p>Monitoring board time: MLC 1 MK 6 DP 1 WG 4 CR 2 VY 1 SM 4</p>	
6	Administration	Follow Up
	<p>a) Minutes:To alter minutes from March meeting to reflect VY to be absent b) Motion: to approve the minutes of the meeting held March 2020 as a true and accurate record: Raised CR, seconded MK, unanimous.</p> <p>Action Points from previous minutes:</p> <p>Action: SM/MLC to put together community communication and LV to distribute - to complete beginning of T2 due to pandemic communications.- wait until we are back in face to face schooling .</p> <p>Action: speak to architects and make a plan to involve local iwi blessing of the land etc. DP to send email to MK to forward to architects - completed Pandemic policy - MK completed</p> <p>CR to send through report from Tracy Martin - to do MLC to have gutter cleared, arrange minor repairs with PD for external contractor. - to do Action: MK to get PD to clear gutters while in Level 3</p> <p>c) Correspondence tabled.</p> <p>d) Identify agenda items for next meeting Maori Pacifica progress and achievement -moved to June meeting Report eAstle reading writing and maths data - overview from WG Reports for monitoring attendance.</p> <p>Meeting closed at: 8.29pm</p>	<p>TG</p> <p>MK</p>
	<p>Next Meeting: 19 May 2020 at 6.00pm in the staff room if available, or zoom if not.</p>	