



**Minutes of the Balclutha Primary School Board of Trustees March monthly meeting held by zoom on Tuesday 15 March at 7pm.**

Present: Rachael Watt (Chair), Karla McPhee, Stacey Stewart, Kim Strawbridge (Parent Representatives), Heather Willocks (Staff Trustee), Vicki Neave (Principal).

In Attendance : Margaret Shields (Minutes Secretary)

1. Apologies none
2. Declaration of interest for this meeting – yes, Rachael Relief Caretaker to be discussed – Rachael will exclude herself for this part of the meeting due to the proposed Relief Caretaker being her father.
3. Monitoring
  - a) **Principals Report** - Vicki – went through her report as circulated. Roll is growing well when looking at our 1 March 2022 roll return.

Moving towards our Annual Targets –

A number of referrals to RT Lit and RTLB have already been made, and IEPs held.

A couple of IEPs have had to be postponed, due to illness etc. Working on catching up on these.

Structured Literacy – very positive so far. Heather may talk to this later in meeting.

Skip, Sports Activator, this has been very positive going forward. Tania Arthur is doing well in her new role as Sports Co-ordinator.

Katie and Vicki have been working together with several multi agency meetings.

ALiM programme, we have now been accepted into this programme for 2022. Vicki and Heather will be working with Viv Thomson and will work together to find what works with our students. On hold at the moment although some data is due at the end of this week, which Heather is working on. We will be getting into this more next term.

Kahui Ako – Vicki, Katie, Heather and other staff are keen to access some online learning, best practice for teaching learning etc.

Future Focused Learning project is looking at maybe doing a student day via zoom nearer end of the term as student days have not been able to be held due to COVID.

**b) Financial Report – presented by Rachael**

Rachael queried the cleaning costs – this was about the contractors that we were using while our cleaner was on leave. They did our big annual clean, along with the carpet clean. They are no longer needed as our Cleaner is back.

Otago Masonic Charitable Trust – may be looking at this grant for capital items. Asked for suggestions – there is a short time frame, as grants need to be in in the next couple of weeks, and we would need to obtain two quotes for whatever was decided.

Maybe a cover for the sandpit – may need to be custom made and this may take some time to get two quotes as necessary.

Trimming of trees on boundary – we don't think this work would be eligible for the grant.

Concrete slabs to be uplifted – we won't be able to get quotes in time.

Resources for our structured literacy

Sandpit

Maybe decodables (not printed resource books)

Sandpit cover seems most likely item that we would could go for, for now – suggested that it would be similar to a pool cover. Board requested that we make sure we ask a local firm for one of the quotes.

Vicki to look into getting quotes for this as will Karla.

Rachael moved that we accept the financial report as presented. 2<sup>nd</sup> Kim. All Agreed.

### ***c) Self Review Report***

Stacey, Kim and Vicki have gone through policies that are up for review. Two main things that can be implemented now were -

Having two “emergency kits”, one for juniors and one for seniors – to have on hand in event of a “lockdown”. Vicki will follow this up with Secretary.

Have more than one earthquake drill per year.

Stacey Moved that we accept the Self Review Report. 2<sup>nd</sup> Karla. All Agreed.

### ***d) Curriculum Report – presented by Heather as circulated***

Rachael noted it's been very good to see a lot of the pictures of what has been going on, on see saw and facebook. Heather said staff are trying to make sure that they are getting the volume of photos right, i.e. enough, not too much and not too little.

Literacy – parent introduction evening, it was queried if it was possible to do something by zoom as we are unable to have a “face to face” get together for parents at the moment due to covid.

Vicki explained that we are waiting for accreditation process for the external providers – and then that will in turn release funding from MoE – this is just being held up a bit due to Covid situation at the moment.

There will be some parent information hopefully in term 2.

Heather moved her report. 2<sup>nd</sup> Kim. All Agreed.

### ***e) Health and Safety – Kim presented.***

Vicki went through some of the incidents that had happened in the last month.

Student incidents are quite settled at the moment.

It was asked if OSCAR need to report any of their incidents that happen on school grounds to BoT?

Vicki will check on this.

What support do the staff need at the moment. May need staff to have a discussion around this and maybe come back to the next meeting.

Can the BOT buy more RATS for staff to have on-hand. We will get some.

Staff had a get together on Friday – which was short but a good chance for everyone to have quiet get together. Most staff appear to be o.k.

Staff know how to access RATs.

Those staff who have felt the need to have a RAT's test, have taken a test as they need to.

Vicki would ensure that if any teacher felt the need to take a RAT test and they didn't have one, the school would provide one for them.

Kim moved that the report be accepted. 2<sup>nd</sup> Heather. All Agreed.

***f) Property Report – presented by Karla***

Windows, all going well, builders are planning to be onsite in holidays.

Playground area near the skip is also being maintained as best we can at the moment. Bark chips that were dug up to get ready for the new playground surface have been relocated to play area near the skip (and the areas near the prefabs).

Karla spent a few hours "brushing" the turf area in the weekend. The special brush has been well worth the money invested.

A lot of work has been done over the last few weekends in the playground. Arron Sutherland has been excellent help in getting the woodchips out.

Andrew Haulage was going to be contracted to remove the bark chip, but this has now been done by the parents which has been a huge monetary saving. Andrew Haulage were also going to prepare the ground ready for the new surface. Arron Sutherland has offered to do this for us as well. Karla asked the boards thoughts on his Arron's offer.

It was discussed by members that we go ahead with Andrew Haulage for several reasons including the need to future proof in case of any issues that may crop up further down the track. We also have to be mindful of the grant that we applied for and that we have to ensure we spend the monies as we had applied for. Also need to ensure that we may not get a warranty on the surface if the ground hasn't prepared by an accredited person/company.  
Karla to follow up with Arron.

We have managed to save a great deal of the money through the huge amount of work the parents have done over the last few weekends.

Karla and Vicki to meet to discuss the next stages of the work to be done.

Karla moved the Property report. 2<sup>nd</sup> Rachael. All Agreed.

Kim moved and Heather 2<sup>nd</sup> that the Minutes of previous meeting held 15 February 2022 be approved. All Agreed.

**4. Correspondence**

**NZSTA – Triennial Board Elections 2022** (These are to be held between - 5<sup>th</sup> and 23 September 2022)

Elect the Returning Officer

18 month elections

In the past Margaret, School Secretary has been the Returning Officer.

Margaret was approved to be appointed as the Returning Officer.

Agreed that we move to the 18 month term for two parent representative positions.

Every board member will need to decide if they want to re-stand.

Parent Representatives could decide to run for either 18 month position (x2) or three year term (x3).

Vicki said we are unsure at this stage how an 18 month election would look due to the delay of this year's elections already due to Covid situation.

Board members thoughts were it was a good idea to go with mid term elections.  
Also need to decide if we go with electronic elections.

We all need to look at getting parents to stand for the board. Maybe putting something in the newsletter once we have our plans sorted for the upcoming elections. Reminder can go on the newsletter of who our board members are and also remind them of board meetings dates.

**Room 1 Class Numbers** – we have lots of new entrants turning up that we didn't know about which is great, but it makes it hard to predict class sizes and best way to address rising numbers.

Options of how to manage this were put forward by Vicki.

Asked board for their thoughts on the three options.

Stacey asked if knew what the availability of appointing an eighth teacher was like. Vicki said she was unsure at this stage if there were teachers available, and it could be that covid situation may limit our options, but she could find out.

What does the budget look like if we look at funding the teacher? Vicki said the budget would need to be re-done, and it is hard as we don't know exactly how much the playground is going to cost us. Vicki would feel better re-doing the budget after knowing exactly how much the playground work was going to cost us.

Would prefer to have a teacher for the whole day, not half a day as last year, which was quite "mucky" for the children.

It was queried how the numbers were made up in the year levels.

19 x year 1's (Room 1 and Room 2)

26 x year 2's (Room 2 and 3)

12x Year 3's (Rooms 3 and 5)

Our senior classrooms are quite big at the moment also, so it is hard to move pupils upwards through the classrooms.

The third option of paying for a teacher aide to go into the new entrant class would give us some "breathing space" to see how the numbers are going to go. Vicki and Heather endorsed this option.

Vicki will work on putting in some teacher aide time from start of term 2 and Vicki will monitor the situation in the meantime.

**5) Next meeting Agenda items –**

Continuing monitoring and reporting on Room 1 numbers

Playground upgrade

Covid situation

BoT Elections

Property report include the trees (Karla to lead this with Mike Curtis???)

**6) Task Sheet – Vicki has been updating this.**

**Appointment of a Relief Caretaker** – Rachael left the zoom meeting for the following discussion –

Ray, Caretaker, needs a “back-up” Caretaker to do the boiler etc. Mr Wright has been approached and is agreeable to take this on. (Rachael’s Father.)

Board agreed for Vicki to follow up with Mr Wright to be the Relief Caretaker and action the appropriate police vet checks etc for Mr Wright to work as needed.

Rachael re-joined the meeting.

Upload approved BoT minutes in pdf format to the School website once approved. BoT Minutes secretary will action this.

App section for notices – check under newsletters section.

Working Bee in playground – Karla said we could look at having one next term, maybe before winter would be good if possible.

Need to wait on our budget check though before spending too much money, unless it is something that is a need.

Add to the task list –

Asking for priorities for Whanau and School

Whanau and School AGAM has been set for 31 March 2022.

Effectiveness Review of board meetings – Rachael could look into this next meeting if board would like her to. It was agreed that it was a good idea. Add it to the task sheet – Rachael agreed to do this for next meeting.

**Next meeting – Tuesday 12 April 2022, zoom (or google hang outs) 7pm.**

Rachael said that she had received a letter from Karen Sinclair, BoT Minutes Secretary, advising that she does not want to continue in the role of bot minutes secretary.

**Public Excluded**

BOT moved into ‘Public Excluded’ at 8:42 to discuss the appointment of a new BOT minute secretary.

BOT moved out of “public Excluded” at 8:47 having voted to offer the role of BOT minute secretary to Margaret Shields.

Meeting closed at 8.47pm.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_