



# Minutes for Tahatai Coast School Board of Trustees Meeting

28th April 2020 – 5.30pm

**In Attendance:** Matt Skilton, Daniel Elliot, Eliot Hall, Donna Te Wheoro, Tim Acker, Tony Burnette, Kirsten Bell, Charlotte James and Ali Teo

**Apologies:**

Minutes from Meeting 25th February (Charlotte moved and Dan seconded)

**ACTIONS - from the previous meeting (February 2020):**

**Budget**

1. Action: Tony to help with looking at Van leasing and whether that is worth pursuing further. Could balance against the cost of what transport has been, and new donation. *Discussion around whether this is viable. Tony would look at a lease over 5 years and then a balloon payment at the end. Would need to work out what the balloon payment would need to be.*

**Finance**

2. EAP Services: Action: Tim to follow up and sign up with EAP Services. *Actioned and info sent to staff*
3. Action: Kirsten to ask Tracey to find costs of monthly travel costs for the school. *Tracey is looking into it. Wasn't an easy answer and will take further investigation. Tracking it moving forward might be the easier option.*
4. Action: Digital Sign - More pricing to be obtained. Tony will help with further costing.
5. Action: Kirsten to follow up on SchoolDocs link is on the school website *Actioned*
6. Action: Tim to follow up about smell of fireproofing *Tim to follow up*
7. Action: Kirsten and Charlotte to follow up with Whanau Leaders around wording of donations for camp *Actioned*
8. Action: Rowan to receive training in school on XERO - Donna to look into this - Tim to ask Matt about Whare Shirts and if crossfit is still sponsoring. *Made contact through Tracey. Rowan has access to invoice through Xero. Donna will follow up with Tracey. Donna will be able to help Rowan and Tracey.*
9. Action: Accounting expenses were high - Donna to investigate *Due to training of three staff members and auditing.*
10. Action: Koru room quote tabled - moved by Kirsten seconded by Donna. Charlotte to sign the quote and send it back *Actioned and furniture has turned up and is in the Koru room.*

## **Priorities:**

- *Acknowledgements - Acting Principal's and Sabbatical (Tim and Matt)*

Big thank you to Kirsten and Lottie for the great job they did in term 1. Showed great leadership and dealing with some big things going on. Matt really appreciated that he could go on sabbatical knowing that they would be doing an awesome job.

- *Covid 19 - Where are we at? Learning programme/community etc (Matt)*

**Learning** - Distance learning has been established. Teachers trying to manage distance learning which has some criteria for each year level. About a 50% buy in from students. Most students are doing some things each week.

Information overload has been a little bit of an issue. Collected info on devices/internet at home. 156 school iPads in the community which have been set up for distance learning. Parents' response has been overwhelmingly positive.

**School at Alert Level 3** - making sure that everyone knows what is going on. Comprehensive document sent to staff. Will look like this: Parents drop kids off where 2 gates are used and greeted by SLT, parents are not allowed into school, 30 students will be attending, 3 school bubbles, 4 staff working with bubble, 2 on each day, no break time, distance learning will continue and caring for kids, siblings are together, and teachers will be able to releases each other to work on distance learning. 2 m and 1 m rule is mandatory. Crossing bubbles will need to fill out contact tracing, cleaning regimes are set up and toilets have been assigned to each bubble.

**TOD** - SLT met with respective teams to go through documents. 3 bubbles set up.

- *Property Update - admin block, roll growth classroom, remedial works. (Tim and Matt)*

Report has been read by the board.

**Modular Classrooms** - 400 points given and 624 points spent. Extra \$61k approved by board to spend for the modular classrooms. 1st quad modular building built. Have managed to negotiate extra toilets. The Ministry is going to upgrade the hall toilets and renovate them. Basketball courts will be replaced like for like but can be upgraded.

**Admin Build** - Greg Ward from Frequency has been very involved. 6 companies that tendered. Property team read through documents. 1 crew that stood out - C3 have been awarded the project. Shawn Williamson Building was supposed to remove items from admin however lockdown happened. C3 will now take this on. SP1 will happen when it can. Changes in time frame with everyone waiting for news about what they can do. Donny James will be a consultant (environmental consultant).

**Lower Tower Block** - stairwell needing to be completed. Vertiface is going to be used. This work was going to be happening in the last school holidays but lockdown. Boss builders were receptive to contact about this. Attempting to contact Greg Boller - but was hard to track down.

**Annual Moss Treatment** - going ahead

**Cupboards update** - waiting for an update. The hinges still need to be tested.

Thanks to Greg Reiger for the ongoing hard work after Alert Level 4. Matt to sort something for him and thanks to Lottie for designing/organising the garden.

**Principal's Report:**

Taken as read. Kirsten and Lottie really want to thank the staff for being responsive about Covid-19. Tsunami drill went really well. Kirsten and Lottie really enjoyed their time as Acting Principals.

**Secondary:**

- *Policy update - SchoolDocs (Shona)*

Will get an update

- *Finance (Donna)*

Uniform expenditure is high due to the order at the end of the year for the start of Feb.

- GST for this year to be continued by the accountants -

2019 financials are going to be late due to Covid-19.

- *What is going to be the new normal for us as a board? Discussion re: moving forward under Covid-19 (Tim and Matt)*

Zoom has worked really well. Uncertainty around what it will look like down the track with Alert Level 2. Pre planning around how things could be different. People's well being is at the center of the thinking behind it.

BOT Walk through/morning tea revise a date - onhold till Alerts have been finalised.


Matt wanted to thank the Board for the approval for the sabbatical.

**ACTIONS from 28th April 2020:**

- Ask around about vans and see what other schools are doing (Mat and Tony)
- Follow up about smell of fireproofing (Tim)
- Rowan to receive training in school on XERO - (Donna/Matt)
- Talk with CrossFit about sponsorship for Whare Shirts (Matt)
- Contact about Tower Block vertiface (Tim)
- Organise something for Greg Reiger as a thank you (Matt)
- Re look at the budget (Matt/Donna)
- Ring about what it costs for accountant to continue GST till the end of the year and then email board for approval (Matt)

Meeting closed at 7:10 pm.

**NEXT MEETING:** Tuesday 26 May @ 5.30pm. Venue or online to be decided closer to the time.

 Tim Acker BOT chair  
4/5/20