

HOUGHTON VALLEY SCHOOL MINUTES OF THE BOARD OF TRUSTEES

Date: Monday 28th April 2020 7pm

Meeting: Whole Board

Venue: On line meeting (Zoom)

Open: 7:00pm

Welcome and Apologies

Present: Susan Hall, Teneti Ririnui, Bret McKenzie, Luana Carroll, Steph Bosch (staff rep), Richard Carroll (Acting Chair), Angela Williams

No conflict of Interest.

Minutes of the last Board of Trustee's meeting approved.

Note - Business Continuity Plan to be done at a later date.

School Stewardship

Previous minutes -

The minutes from the March meeting were reviewed and approved with one note being the action to create a Business Continuity Plan will be done at a later date.

COVID 19 Response

Luana has been in touch with sixty families and feels well connected to the school community. There is only one family she hasn't connected with but this is not of concern.

There are no children who don't have access to a digital device.

Engagement and Connecting have been the key ideas the staff have focussed on. The whole school hui online was a great success in this regard.

Luana has received a lot of positive feedback for the way the school has handled the crisis. The board agreed the leadership team and staff have done a great job handling the COVID response.

Action - Board to send a message to the community acknowledging the outstanding work the leadership team and staff have done.

Under Level 3 there will only be one class 'bubble' of four children, with two teachers. Luana, Fiona, and Morgan will be the teachers on site. Cleaners will work after everyone has left to avoid contact. The playground and field remain closed.

Ministry of Education information has been coming last minute, so Leadership team trying to anticipate what school in level two might look like.

Staff Well-Being and Engagement

Luana reports that staff feel safe and supported. Motion to adjust the Level 2 & 3 Governance View so the key message is staff health and well being.

Stephanie noted the teachers are missing the kids, but have enjoyed seeing the creative challenges students have done in their homes.

Suzanne queried what happens when we return to in school learning if a member of staff is vulnerable or has someone vulnerable in their whanau bubble. Luana confirmed there is one member of staff with this issue and this will be addressed as the situation develops.

Library - Luana has found a potential new librarian. She will interview as soon as possible under COVID restrictions.

Principal's Report

The principal's report was accepted as read.

Luana noted the mid year reports will need to be adjusted because the children haven't been at school, and she doesn't want to add the stress of reporting to the staff while they're settling the students back to school. The focus will be on student well being for the transition back into the class room.

Budget - Luana anticipates additional health and safety costs, as well as budget adjustment due to role changes due to COVID. Luana also keeping an eye on relieve teacher costs.

In her report Luana also reported the Flying Fox lock had been cut. She contacted the police and the lock is being replaced. Also the new flying fox sign is being printed and Danny installing this week.

Governance Manual

Ange and Teneti to continue looking at this and report to board next meeting.

Whanau Engagement and Feedback

Update from Home and School

Discussed the need to potentially be creative with fundraising due to COVID. If the fair is not possible we will need to look at other ways to raise funds and also engage with the community.

Meeting Closed: 9:30pm

Next meeting: 25 May 2020



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RICHARD CARROLL