

MINUTES: **GARSTON SCHOOL BOARD OF TRUSTEES**
Meeting: Wednesday, 2nd March 2022 at 7p.m.

Whakatauki

The strongest storms make the best sailors

The strongest games make the best players.

The toughest challenges make the best leaders. Martin Luther King.

1. Present: B McNabb, K O'Loughlin, S Glover, M Evans, J Edmonds, Guests: Shona Moore, Jo Evans, Mathew Tayler

1a. Apologies: Nil.

1b. Declaration of any conflict of interests for the remaining agenda items.

Resolved: Yes / No N/A

1c. **Garston Home and School**

Our group will be having a meeting on Monday, 7th March to discuss fundraising projects.

2. **Special Topics - COVID-19**

The Government's [COVID-19 Protection Framework for schools and kura](#) requires schools to plan and prepare for staff shortages when COVID-19 infections rise in the community. To this end we have designed a COVID-19 Safety Plan to details efforts being made to keep staff, students and workers safe at work. If you would like a copy we can email it to you. Important scenarios to consider include the principal becoming unwell and having to isolate or take leave, and inadequate on-site staffing due to self-isolation or illness.

We will take advice from the Ministry of Health Managing COVID-19: A public health toolkit for schools and kura. This outlines what to do if there is a confirmed case in our school.

Our goal is to provide adequate and appropriate support so teachers can teach effectively as possible and expectations for quality learning are maintained (include health & Safety support)

- keeping schools open.
- protecting students and staff.

Principal stated that the latest advice from the MOE had been followed.

3. **Strategic Report**

* After discussion the Draft 2022 Garston School Charter was ratified. B McNabb/M Evans.

4. **National Administration Guidelines - NAG's**

4b. Documentation and Self Review (NAG 2)

The focus for 2022 will be Health & Safety Management. This means that we have to ensure that the school's emergency planning is current including:

- evacuation procedures and drills which continue to be practised and reviewed regularly
- an emergency kit that will be regularly up-dated
- current emergency contacts for children (PARENTS HAVE BEEN ASKED TO INFORM SCHOOL OF ANY CHANGES TO CELL PHONE NUMBERS SINCE 2021)
- all staff knowing the emergency procedures, and also the location of their printed copies and the emergency kit.
- identifying likely risks and emergency scenarios, such as natural disasters, fire, accidents, traumatic incidents, and anything that would require reverse evacuation (where students and staff need to be kept inside rather than be moved outside e.g. storms), both at school and as part of emergency planning for EOTC events.
- all staff and students with additional or high health needs are catered for.

(cont.)

- clarifying and assigning key roles for emergency situations, and ensuring that all staff are aware of their responsibilities.
 - considering how we will communicate with parents, students, and staff in an emergency.
- The principal outlined the school's **Health & Safety Management planning**.

The following 4 school and Board management policies have come up for review and can be looked at and adapted at the next Board meeting if required.

- * **Safety Management System, Risk Management, Health & Safety Induction, Visitors.**
- * **The Maori Education Success policy presented in Term 4, 2021, was ratified. M Evans/S Glover.**

Board Assurance policies:

Risk Management

The principal assured the board that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. Principal is in the process of updating the Emergency Kit. The board was satisfied with compliance including procedures taken to follow COVID requirements. New equipment has been bought to add to the emergency kit to include: batteries, torches and chargers.

Term 1

* School Planning and Reporting:

- The ratified 2022 Charter and Analysis of Variance will be sent to the Ministry of Education.
- The preparation of the annual report has started and will be forwarded to auditor by 31 March. The board is responsible for submitting the report (not auditors or financial service providers). -The Ministry requires your report to be "available to the public on an internet site maintained by or on behalf of the board". When completed the audit will be posted on our website.

* Equal Employment Opportunities (EEO):

A statement will be included in the annual report noting there have been no EEO issues from 2021.

* Reporting and Recording Accidents, Medicines, Managing Minor/Moderate Injury, Illness:

- The principal assured the board that staff have completed an internal audit and are implementing the procedures correctly.

* Police Vetting for Non-Teachers:

- The principal assured the board that all non-teaching staff have current police vets on file.

2021 Parent Survey:

- Review of a report compiled by Pam Fleck, independent consultant from Evaluation Associates, made recommendations for improvement which will be followed.

4c. Employment/Personnel (NAG 3)

* Mrs. Soper is contracted to the Better Start Literacy Approach run by the University of Canterbury and funded by the Ministry of Education. The purpose of this is to advance fundamental skills for early literacy success. This programme is supported by a facilitator based at Te Anau School. Our school has been funded 2.5 teacher release days so Mrs. Soper can meet obligations for giving feedback on result on students' progress to the MOE.

The expected outcomes are that students will:

- build the foundation skills of word decoding and language comprehension.
- learn phonological skills linked to letter knowledge.

That the teacher will:

- build students' oral vocabulary and listening comprehension.
- use the Ready to Read Phonics Plus resource.

(cont.)

*Ms. 'O' is a member of the Southland Maths Lead Teacher Cluster led by Averil Lee, a senior maths advisor. This involves participating throughout 2022/2023 in Zoom meetings, professional reading and updates on successful practice and supports the principal to take leadership within school for maths.

The learning will cover: student engagement and dispositions of students towards maths; mixed ability teaching/flexible grouping; Learning Progression Frameworks and NZ Curriculum; refreshing knowledge of maths curriculum.

Principal outlined the Professional Learning and Development being undertaken by all teaching staff which includes the learning areas of maths, reading and health. These programmes support the strategic goals as explained in 2022 Charter.

4d. Finance (NAG 4)

- The accounts for payment and the Finance Report were presented and accepted. M Evans/ J Edmonds.

4e. Property/Asset Protection (NAG 4)

- Property Report was presented and accepted. B McNabb/M Evans.

- New Classroom Block. The piles have been concreted into the ground and we are waiting for the modular sections to arrive. The 3 phase power has been connected to the new switchboards in power shed and will then be connected to the school.

4f. Health & Safety (NAG 5)

- Injury/Incident Report: For the period 1 December 2021 -

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only				0
Number of injuries/incidents resulting in GP or other medical visits				0
Number of serious harm injuries (reported to OSH)				0
Comments on serious harm injuries:				
Signed: _____				
Dated: _____				

4g. Legal Compliance (NAG 6)

- The school roll at the date of the meeting was 25 and made up of 11 (Year 0-3) and 14 (Year 4-8) students.

- The March 1st Roll Returns have been sent to the MOE.

5. School Bus

- A new monthly reporting system is being developed between GoBus and School Bus Adviser, Greig Neilson. At present we are receiving enough information from GoBus to ensure that we meet the requirements of being a PCBU (Person Conducting a Business or Undertaking).

6. Events/Special Topics

St. Patrick's Day Celebration to be held at Kingston on 16th March. The whole school and 4 staff members will participate in a community project to remove litter from the Kingston lake shore. There will be various fun indoor and outdoor activities. The Kingston Flyer Café has invited our group to use it as a base for regrouping and lunch. A full Risk Analysis Management form has been completed.

- * Presiding Officer signed the RAM for the trip,
- * Principal informed that there is an opportunity for an application for funding towards a playground project through Community Trust South which the Home and School group might like to explore.

7. Administration Matters.

7a. General Education/Board Updates.

* Board Membership

Processes to follow to ensure that our Board complies with its legal obligations for the correct number of parent representatives following the resignation of 3 parent reps at the end of 2021.

1. Legally, within 28 days of receiving these resignations, the Board should have passed a resolution stating that it would not fill the vacancy until the next election which is now set for 7th September, 2022.

On advice from NZSTA we must pass this resolution at our meeting on 2nd March 2022. The Board should also discuss how many parent reps they would like. The minimum number is 3 and maximum of 7.

After discussion the Board agreed to fill the 3 vacant Parent Rep positions by co-option until the 7th September elections. B McNabb/Mark Evans.

2. Further advice from NZSTA is that we invite the school community to our next Board meeting where the Board will explain to the parents the number of parent reps it considers necessary to run a fully functioning Board. The Board will then need to pass a Motion to Change the Constitution of the Board to allow for five parent reps. This motion is then sent to the Ministry of Education to record the changes in the Education Act 1989.

The board agreed that prospective BOT members will be asked to attend Board meetings up to the election date.

* Triennial board elections

The 2022 triennial board elections have been deferred and are now to be held between **5 September and 23 September 2022**. This will allow time for the Ministry of Education to make changes to the election regulations and make way for the proposed electronic voting. The Ministry is planning to begin consultation on the proposed changes shortly, which will likely include webinars to enable boards, schools and other members of the public to hear more about the changes and to provide feedback. Stay tuned on the [Ministry's website](#).

Online voting will be a big step forward for board elections, helping to boost participation and make voting quicker, easier and more convenient.

*** It was confirmed that the date of the next election will be 7th September 2022 and Canterbury Education Services (CES) will be our Returning Officer.**

7b. Confirmation of minutes from the next meeting will be held on Wednesday 30th March 2022.

7c. Matters arising:

Nil.

7d. Correspondence

MoE:

- COVID19 update.
- School Bus Contact Managers - advising change of managers.
- Operations Grant and Bus Resource funding payment schedules.

NZSTA:

- STA News Issue - 4th February 2022

7. **Meeting Closure**

7a. **Next meeting will be on Wednesday, 30th March 2022.**

7b. **Group evaluation of meeting**

Signed:

Presiding Officer

Garston School Board of Trustees.

Date: