**LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)**

**Minutes of the Meeting Held on Monday, 17 May 2021**

**Present:** Melanie Dean (Principal), Amanda Luxford (Staff Rep), Lloyd Percival (Chair), Karl Emson, Julia Blackburn, Matt Hunt, Vito Lo Iacono, Caitlin Sowden, WSLs Brogan Coburn,

Christine Cowan, Kate Millner, and Esteban Drovetta (Springboard Trust)

**Apologies:** Amy Christie

**Meeting:** Opened at 7.00pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration**  **Welcome**  **Declaration of Interest**  **Approve Change of Agenda**  **Confirmation of Minutes** | Amanda opened the meeting with a whakatauki.  There were no declarations of interest within this Agenda.  There was a small change to the Agenda – moving 3.1 (Cultural Responsiveness) and 3.2 (Strategic Journey) to the start of the meeting.  The minutes of the meeting held on 29 March 2021 were accepted as a true and correct record. |  |  |  |
| **3. Discussions**  **3.1 Cultural  Responsiveness –   Within School Leads**  **3.2 Strategic Journey** | The Within School Leads, Christine, Kate and Brogan, attended the meeting to talk about Cultural Responsiveness – what it looks and feels like. NZ History will be added to the Curriculum in 2022, so they wanted to “drop seeds” for the Board to think about going forward and leading the cultural narrative.  They talked about the importance of culture and stressed that a supportive backbone was required for continuing on. There was a discussion about the Board putting out a newsletter to the community regarding what will be happening in schools from next year. When asked about a timeline they said it would be an ongoing journey and teachers need to feel safe to deliver the new curriculum.  Melanie said the school is due for a hui and that could be a safe place for a discussion. It was agreed that this wouldn’t happen until the end of Term 3 or beginning of Term 4.  Springboard Trust has been working with the Management team for the past three years. Esteban Drovetta said he will work to support the Principal when it is time to review the Strategic Plan and that the Board needs to consider cultural capabilities and understand how to communicate with other people and why. The Board needs to ensure the school has an open environment to make strategy happen and think about what their role is in the Strategic Plan. Strategy helps you to focus, so what we want to achieve needs to be decided.  Vito said the Board needs to set the foundations and be accountable for them.  Legislation states goals need to be set for 3 years, but possibly a longer term as well. It is good to review what is already there and decide if current goals are still relevant  Melanie said there is a meeting on 22 June with Springboard Trust to talk about the thinking around the Strategic Plan. | Caitlin said she was happy to administrate the hui / collaborate with the WSLs to put something in place for the community to come together to discuss further.  Senior Leadership team to discuss the best way to design the planning for the new Strategic Plan.  Bring to Board. | Caitlin  Senior Leadership Team | Term 3  21 June |
| **2. Decisions**  **2.1 Policy Review**  **2.2 Risk Register** | Karl had reviewed the Protected Disclosure Policy and said it was very standard and still relevant.  **Motion: “I move that the Protected Disclosure Policy be**  **approved.” Melanie/Karl. Carried.**  Matt apologised and asked for this to be deferred to the next meeting as he hadn’t had a chance to look at it. | Add to Agenda for next meeting. | Lloyd | 21 June |
| **3. Discussions**  **3.3 Stakeholder Engagement**  **3.4 Wellbeing**  **3.5 Annual Report (to note)** | **Motion: “I move that Jo Graham be granted permission to**  **speak to allow her to participate in the discussion”.**  **Melanie/Amanda. Carried.**  Julia co-ordinated a brainstorming session to gauge who the school’s stakeholders are.  ***Internal:*** Teachers/Staff, Children, Friends of LBS.  ***External:*** Parents/Caregivers, BoT, Religious/Cultural Groups, Dad’s Club, Iwi, NZSTA, Kahui Akō (neighbouring schools), Springboard Trust, Government Departments (eg, OT, Police), BDO (Auditors), WCC, NZEI, Te Papa (operational/education arms), ERO, Children’s Commission.  Everyone is well. Staff are currently adding their names to the staffroom whiteboard to receive free flu vaccines.  Matt said he’d learned some breathing exercises via his Physio and he was happy to share them.  The Wellbeing Unit holders have organised lunch activities for the children, eg, Breathing/Mindfulness, Singing, Reading in the library, along with the rolling starts that appear to be making the start of the day less stressful.  **Motion: “I move that the Board approve the Annual Report.”**  **Lloyd/Amanda. Carried.** | Type up a list/template and send to Melanie to include in the next meeting information pack.  Send the breathing exercises out to all.  Put the Annual Report on the school’s website. | Julia  Matt  Melanie | ASAP  ASAP  ASAP |
| **4. Monitoring**  **4.1 Principal’s Report** | As read.  Melanie said that teachers have been following up with any families that didn’t attend the recent learning conferences.  Karl mentioned the Premium version of Linc-Ed HERO. Melanie said a communication survey will be sent out to families via HERO, so she thought it best to wait for the survey results to see where to go next from the feedback, before looking at the Premium version.  Matt was congratulated for his well written letter to Kevin Curran. The Ministry had responded that they will be working through items with David Monastra, our Property Manager. There needs to be a procurement process by the end of the year to receive the funding allocated.  Melanie proposed the term dates for 2022, starting school on Wednesday, 3 February. Teacher Only Days will be held on the Tuesdays after Queen’s Birthday and Labour Day. All agreed to the dates proposed.  Melanie had added the April Management Report, which had been received after the meeting information had gone out. | Send survey out to families. | Melanie | ASAP |
| **General Business** | Vito will bring a Deeper Signals Chart to the next meeting. | Add “Deeper Signals Chart” to the Agenda for the next meeting. | Lloyd | 21 June |

The meeting closed at 9.00pm. Next Meeting: 7.00pm, Monday, 21 June.

These minutes are accepted as a true and correct record.

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| **Caitlin** | Collaborate with WSLs to administrate the upcoming hui in Term 3 or 4 | Term 3 |
| **Senior Leadership** | Discuss the best way to design the planning for the new Strategic Plan. Bring to Board. | 21 June |
| **Lloyd** | Add Risk Register to the next meeting’s Agenda. | 21 June |
| **Julia** | Type up a list/template and send to Melanie to include in the next meeting information pack. | ASAP |
| **Matt** | Send breathing exercises out to all. | ASAP |
| **Melanie** | Put the Annual Report on the school’s website. | ASAP |
| **Melanie** | Send the communication survey out to families. | ASAP |
| **Lloyd** | Add ‘Deeper Signals Chart’ to the Agenda for the next meeting. | 21 June |

**Addendum (Wednesday, 19 May):**

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **Sabbatical Cover:** | The Board resolved, via email, that they approved Amanda Luxford and Jo Graham to take up the role of Acting Principal for five weeks each while Melanie is on sabbatical in term 3. |  |  |  |