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

**Minutes of the Meeting Held on Monday, 21 March 2022**

**Present:** Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson (Zoom), Matt Hunt (Zoom), Vito Lo Iacono (Zoom)

**Apologies:** Caitlin Sowden, Amanda Luxford

**Meeting:** Opened at 7.00pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration****Welcome****1.1 Declaration of Interest****1.2 Approve Change of**  **Agenda if Necessary****1.3 Confirmation of**  **Minutes** | Matt opened the meeting with a whakatauki.There were no declarations of interest within the Agenda.No changes to the Agenda.The minutes of the meeting held on 15 February 2022 were accepted as a true and correct record. |  |  |  |
| **2. Decisions****2.1 Policy Reviews:** **“Risk Management”****“Visitors”****“School Closure”****“Disaster Management”****“Earthquakes”****“Crisis Management”****2.2 BoT Election Dates** | As read. Julia commented that the School Closure Policy has not been updated for Covid/Pandemics. Melanie said SchoolDocs will probably rectify that themselves, but the school can’t be closed in a pandemic if essential workers need their children to be present.The Hazard Register is kept in the staffroom to be filled in by staff when they notice a hazard in the school grounds/buildings. If it’s something that John can fix it’s usually done within the day. However, a contractor would be employed to fix larger hazards. Jo Graham is the school’s Health & Safety Officer.Karl asked about the communication with families regarding collecting children in the event of a disaster as he felt that the Policy didn’t match the procedure. Discussion. The Crisis Management Policy was straightforward and raised no concerns.Vito suggested adding reminders into the school newsletter every so often.The Board Elections are set to take place on 7 September 2022. The 6th of July is 63 days beforehand, when the Election Planning Tool requires a Returning Officer to be selected. All current Board members are considering standing again.Dennis Thompson was the Returning Officer for our last Election. | Talk to Jo about any upcoming Health & Safety audits.Contact SchoolDocs to change the wording in the Disaster Management Policy.Add Health and Safety information/reminders into the newsletter after Board meetings.Ask Dennis if he would be happy to act as the Returning Officer again in 2022. | MelanieMelanieMelanieKathy | ASAPASAPOngoingASAP |
| **3. Discussions:****3.1 Risk Register****3.2 Local Curriculum: Pūmanawa-ā-Ākonga****3.3 Wellbeing****3.4 Strategic Plan Update****3.5 Health & Safety Planning re proposed changes to vaccine mandates** | Brief discussion. Numbers have been raised under Pandemic. Matt made a comment about only having either a Reduction or Acceptance under Mitigation(s) Employed, not both.This is our ‘graduate profile’ which links in with our vision. Kaiako worked together in 2018 to develop the document and it was discussed and refined at staff/team meetings. A whānau evening was held in 2020 to get some community input.Staff were grateful to receive a big container of gifts to choose items from that would be useful in their class or area of work. Teachers are using their CRT days as a wellbeing day to rest and/or recover at present. Snacks were delivered to teachers during the Hub tours to keep them going. Hybrid learning and linking the class learning together is very tiring. Julia said the “just in case” packs that went home were good and parents seemed quite happy with them.When looking at the wording of the Mission Statement, Melanie changed it to have the whole statement in Te Reo, so it is aligned with the Vision. She then took it to staff and Kelly Wallace’s husband reworded the plan. However, when Will Minty looked it over, he felt some of it didn’t read quite right, so has taken it to his tutor to look it over and he hasn’t come back to Melanie yet.In the event that vaccination mandates are lifted, school Boards will be required to make decisions re their own health and safety settings. Melanie updated the plan as 25% of our children have now tested positive for Covid. The Lyall Bay rates are very good, with 95% of people aged 12+ being vaccinated. Discussion.Melanie thought the Covid Response Team would get a more pinpointed focus on the plan and can keep the rest of the Board informed. Lloyd was happy to have the sub-committee look at the plan, but employment discussions would need to come back to the Board as they’re accountable for the policy/framework. | Change the Reduction or Acceptance wording in the Risk Register.Ask the sub-committee to advise recommendations once information is received from the Ministry after Wednesday’s announcement, then report back to the whole Board. | MelanieLloyd | ASAPMonday, 28 March |

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| **4. Monitoring****Principal’s Report (incl. Health & Safety / Finance)** | As read. Discussion regarding the New Entrant block redevelopment. It is estimated that the school will need to pay around $25,000, but Matt thinks it possibly won’t be needed. The proposed date for the job to start is June/July. The New Entrant classes will be in the hall during the redevelopment.Brief discussion about the development of the Community Register. The sub-committee formed included Julia, Caitlin, Matt and Vito. | Let Melanie know where you’re at in the development of the register. | Sub-committee | ASAP |
| **5. Formal Meeting Closure** | Julia closed the meeting with a whakatauki. |  |  |  |

The meeting closed at 8.10pm. Next Meeting: 7.00pm, Monday, 16 May.

These minutes are accepted as a true and correct record.

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

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| **Melanie** | Talk to Jo about any upcoming Health & Safety audits. | ASAP |
| **Melanie** | Contact SchoolDocs to change the wording in the Disaster Management Policy. | ASAP |
| **Melanie** | Add Health and Safety information/Reminders into the newsletter after Board meetings. | Ongoing |
| **Kathy** | As Dennis if he would be happy to act as the Returning Officer again in 2022. | ASAP |
| **Melanie** | Change the Reduction or Acceptance wording in the Risk Register. | ASAP |
| **Lloyd** | Ask the sub-committee to advise recommendations once information is received from the Ministry after Wednesday’s announcement, then report back to the whole Board. | Monday, 28 March |
| **Community Register Sub-Committee** | Let Melanie know where you’re at in the development of the register. | ASAP |