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

**Minutes of the Meeting Held on Monday, 11 May 2020**

**Present:** Melanie Dean, Amanda Luxford, Richard Galloway, Karl Emson, Amy Christie, Lloyd Percival, Vito Lo Iacono

**Apologies:** Will Minty (joined at 6.30pm)

**Meeting:**  Opened at 6.05pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration:****2. Decisions:****Policy Review – Documentation and Self-Review Policy****3. Discussions:****Update on Plan for Level 2** | No declarations of interest and no additional items to Agenda.Melanie had a look at the policy, but it was based around the old way reporting was done, so she changed some of the wording to reflect reporting through HERO. Lloyd thought it was pretty straightforward, so it was suggested everyone read it and add any comments into the “review” part in SchoolDocs and it’ll get sent to Melanie to make any necessary changes.All agreed the document was well put together. Discussion around drop-offs, class registers, desk configuration and break times.Melanie wants a QR code made so parents can scan it on entry to classrooms. Only school visitors will come to the office and parents will be actively encouraged to drop children off at the gate.School will be made as safe, but as normal, as possible. The first two weeks will be focussing on Wellbeing, rather than normal schoolwork.Melanie has a link to some resources in the parent information, so parents can talk to their children about returning to school.Staff have been asked to arrive after 8am and leave at 3.30pm, will have different breaks and the hall may possibly be used, rather than the staffroom, to maintain social distancing at break times. There will be access to face masks for staff and there will be hand sanitiser in every classroom.Sick children will be sent home and asked not to return for at least 48 hours. There will be 7 weeks of face-to-face teaching this term. Reporting to parents will look different to usual, but this hasn’t been finalised yet.All steps put in place can be reviewed as time goes on – what works and what doesn’t, and these can be altered, if necessary, to keep everyone safe.Melanie thanked the Response Team for all of their efforts and hard work. | Send out the parent information and make “Managing Attendance” stand out in bold.Lloyd to follow up and send a link he has. | MelanieLloyd | Tomorrow (12 May)ASAP |
| **4. Monitoring:****Principal’s Report** | As read. Lloyd commented that the change in the EOTC programme had been fortuitous, given that the impact of COVID-19 may have cancelled the senior camp. Melanie said the Year 5 & 6 Marae visit had to be cancelled in April, but another visit may be able to be arranged at a later date.Property – additional funding and the Weather Tightness Report has come through.  |  |  |  |

The meeting closed at 6.40pm. Next Meeting: 7.00pm, Monday, 15 June.

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