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

**Minutes of the Meeting Held on Monday, 15 June 2020**

**Present:** Melanie Dean, Lloyd Percival, Amanda Luxford, Karl Emson, Richard Galloway, Amy Christie, Jo Graham

**Apologies:** Vito Lo Iacono, Will Minty

**Meeting:** Opened at 7.00pm

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| **Item** | | **Discussion/Decision** | | **Action** | **Responsibility** | **Timeframe** |
| **Administration:**  **Declaration of Interests/Approve Change of Agenda**  **Minutes** | | There were no declarations of interest and everyone was happy with the change of format to the Agenda going forward.  Minutes of the meeting held on 11 May 2020 - signed as a true and correct record. | |  |  |  |
| **Discussions:**  **Literacy Report**  **EOTC Report**  **Special Needs Report** | | Jo, Melanie and Amanda shared the Literacy presentation, explaining the old way of teaching, at the front of the class, compared to the more modern collaborative way, growing the skills of the learner. There were questions as to how children who are less assertive, or need more help, are identified and how progress is captured. Teachers notice, guide and monitor what the children are doing, to ensure they are engaged, while also having workshops/explicit teaching with other children in the class. Data is shared with the Board twice a year, after reporting (February and August 2020). The Literacy presentation is available online.  This presentation was prepared pre-Covid to share with parents. Camp had been sidelined in favour of more meaningful local experiences for the children. The EMR Experience was a great success. A visit to Pipitea Marae has been postponed until Term 4. A visit to Red Rocks and Mt Victoria in Term 3 will explore local myths and legends and maunga.  Since returning to school after Covid, the children have enjoyed local EOTC visits to the Zoo, Truby King House and the beach.  Our school is very inclusive and we have individualised programmes for our SWANs. There is a lot of paperwork to attain funding for children who come to us unfunded. Amanda is our SENCO and Suzanne Woods is our specialist teacher, funded by ORS.  Amanda said IEPs will be held next week and these are great opportunities to celebrate the children’s successes. | |  |  |  |
| **Discussions (Cont’d):**  **Donation Scheme**  **Health Consultation** | | It was agreed to continue with the Ministry’s Donation Scheme. In 2019 we received $23,000 - the budget for donations was $30,000. The donation scheme paid $59,000.  Every two years the Board produces a statement about how health education will be implemented. Usually a survey goes out to families, and the Board collects results to help decide the best way to apply the unit. Life Education taught Pubertal Changes to the senior children in 2018. A parent developed an online survey last time and it was decided to ask her to do this again. | | Fill in the paperwork and return to the Ministry.  Add link to the newsletter regarding Pubertal Change for parents to look at.  Contact parent to request her setting up a survey for 2020. | Melanie  Melanie  Melanie | ASAP  ASAP  ASAP |
| **Decisions:**  **Policy Review**  **- Documentation and Self-**  **Review Policy**  **- Employer Responsibility**  **Policy** | Karl said he’d read through the policies and he had no comments or changes to suggest making to either of them. | |  | |  |  |
| **Monitoring:**  **Principal’s Report** | *Property* – the hall project is completed. The next project is weather tightness, replacing cladding and some roofing in the NE block. This is Ministry funded. Our new Property Manager is David Monastra. Melanie and Amanda met with him and Gary and Ruth from ReDesign to talk about wishlists, etc, so a report will go to the Ministry to discover next steps. The fencing is very nearly completed.  *Wellbeing* – The staff appreciated the wifi funds from the Board and are enjoying being able to leave early during Term 2. Teachers have been given a half day release for appraisals and reporting during a shorter timeframe.  Melanie thanked the Covid Response Team – the team will stay in place until the borders open.  Melanie also thanked the Board for the glorious flowers. Staff had also chipped in to buy flowers, etc, as a token of appreciation for all the extra work undertaken by the management team.  *Finance Report* – There was a brief discussion regarding the (paper) deficit in the financial report. | |  | |  |  |

The meeting closed at 8.40pm. Next Meeting: 7.00pm, Monday, 3 August.

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