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

**Minutes of the Meeting Held on Monday, 28 June 2021**

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

**Apologies:** Nil

**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** | Melanie opened the meeting with a whakatauki.There were no declarations of interest within this Agenda.No changes.The minutes of the meeting held on 17 May 2021 were accepted as a true and correct record. |  |  |  |
| **2. Decisions****2.1 Policy Review:****“Reporting to Parents on Student Progress and Achievement”****“Visitors”****2.2 Risk Register** | Karl thought the wording in these policies possibly needed adjusting. Parents receive two reports per subject each year. These are received in a timely fashion, with a comment on each area, and a general comment, in the first half, and then the second half of the year through HERO.Discussion. It was agreed to change the wording a little as visitors no longer sign in on a register, but rather the electronic “VisTab” screen, so this needs to be more explicit. Visitors are asked to scan in using the QR Code.Matt had looked at the framework of the Risk Register as he thought it was looking too “green”. He now thinks it should be kept as is, but the risks should be re-scored, eg, earthquake should have a fairly high risk factor. It was agreed that there should be a ‘wellbeing risk’ under “Harms”, and that this should be All Harm, not just Physical Harm. Add in mitigation measures also. | Look at the wording in both policies and update to be more current.The Leadership team will have a look at re-scoring the risks and adding in mitigation measures. | MelanieMelanie, Jo and Amanda | ASAPASAP |

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **2. Decisions (Cont’d)****2.3 Strategic Review****2.4 Stakeholders Overview** | Melanie shared the Strategic Review Plan. Part of this plan was sharing the survey that will go to the community. The Board decided to reword the survey.Julia had drafted up a Stakeholder Plan, using a template she got from NZSTA. Discussion about structure, key contacts, and what is needed from each stakeholder. | Melanie will complete and then resend to the Board for feedback before sending out to the community.Add a column for the strategic area stakeholders wish to be linked to.Populate the level of interest/ability to impact, with a low/medium/high ranking. | MelanieJuliaEveryone | By end of Term 2Next meetingNext meeting |
| **3. Discussions****3.1 Deeper Signals****3.2 Wellbeing****3.3 Community Survey**  **Analysis****3. Discussions (Cont’d)****3.4 Kāhui Ako Stewardship** | Vito shared results of the Deeper Signals survey that members of the Board had completed in February. This survey showed individuals as part of a team, and individuals can access their own results.It is the end of term and teachers are taking a breath after managing to get all of the timely reporting out. We are currently in Level 2, but all is well. Some children have isolated and ‘Zoomed’ in to class, or teachers have sent work home.Julia asked what would happen if we went back to Level 3 or 4. Melanie said there are plans in place, but we would be guided by the Ministries of Education and Health.Responses were received from 26% of the school community. After going through the responses, the Leadership team had decided to:\* Cancel SchoolApps from the start of Term 3\* Use SeeSaw only in Huetepara\* Upgrade to HERO Premier to become a “one-stop shop”The website has been updated and the school calendar will be uploaded in the near future. Newsletters will only go out on HERO, but hard copies will be available from the office. The Radio Station will remain as a “tool” for the children to plan and run.The Board is pleased that parents were consulted and will consolidate and implement changes after taking on feedback. This will be reviewed in 24 months or so.Lloyd said he is happy to join in with the Stewardship group after going along to a meeting. There are 13 schools in our Kāhui Ako and the lead Principal is Adelle Broadmore from Roseneath School. Lloyd will attend the meetings once a term. | Cancel SchoolApps subscriptionAttend meetings and feedback to the Board. | MelanieLloyd | Term 3Once a term |
| **4. Monitoring****4.1 Principal’s Report** | As read. Melanie explained the target percentages on the first page of the report.The roll is increasing slightly. Staff funding has already been slightly affected.The Weather Tightness project has been approved. | Write a summary of this meeting for the school newsletter. | Julia | Tuesday |

The meeting closed at 9.05pm. Next Meeting: 7.00pm, Monday, 9 August.

These minutes are accepted as a true and correct record.

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

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| **Matt** | Provide delicious lemon cake for consumption and critique. | 9 August |
| **Melanie** | Look at policy wording and update it to be more current. | ASAP |
| **Melanie/SLT** | Re-score and add mitigation measures to the Risk Register | ASAP |
| **Melanie** | Strategic Review Plan: Complete rewording the survey and resend to the Board for feedback before sending out to the community. | By end of Term 2 |
| **Julia/****Everyone** | Add a column for the strategic area stakeholders wish to be linked to.Populate the level of interest/ability to impact, with a low/medium/high ranking. | 9 August |
| **Melanie** | Cancel SchoolApps subscription | By start of Term 3 |
| **Lloyd** | Attend Kāhui Ako Stewardship meetings and feedback information to the Board | Once per term |
| **Julia** | Write a summary of this meeting for the school newsletter. | Tuesday |