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

**Minutes of the Meeting Held on Monday, 13 September 2021**

**Present:** Jo Graham (Acting Principal), Amanda Luxford (Staff Rep), Lloyd Percival (Presiding Member), Caitlin Sowden, Julia Blackburn (Vice Presiding Member), Karl Emson,

Matt Hunt

**Apologies:** Vito Lo Iacono

**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** | Jo opened the meeting with a whakatauki.There were no declarations of interest within this Agenda.Matt asked where “Wellbeing” had gone, so that was added under ‘Update’. He also wondered if a monthly update re Strategic Planning should be a general item and asked for expansion of acronyms in the Minutes going forward.Discussion about having an optional casual Strategic Planning evening and putting a date in the diary.Karl thanked Jo for the huge effort put into the Board Report, given the difficulties of Covid lockdown and getting children back to school.The minutes of the meeting held on 9 August 2021 were accepted as a true and correct record. | Propose dates for the meeting evening via Doodle. | Jo | ASAP |
| **2. Decisions****2.1 Policy Review:**  **“Behaviour**  **Management”****2.2 Stakeholder**  **Engagement** | Lloyd asked if there would be a chance in the future to add a staff section to the Behaviour Management Policy, or at least add some links to behaviour management expectations, as currently it revolves only around students and their families. Everyone agreed this was a good idea.Discussion regarding the Stakeholder Engagement template and the purpose of it. It was agreed that it’s a good tool to have, from a communications point of view, so everyone knows who we can proactively engage with, if needed. Formal communications would still be sent out by Lloyd as Presiding Member. The template will be provided to the SLT for reference purposes. | Discuss at a Senior Leadership meeting and bring back to the Board.Look at the Policy and make any necessary comments on the SchoolDocs site.Add communications information into the induction packs for new Board members.Send Lloyd the staff communication and social media information from the staff induction booklet. | Jo/AmandaKarlLloydJo | 1 NovemberASAPASAPASAP |
| **3. Discussions****3.1 Special Education**  **Needs****3.2 Covid-19 Response**  **Team & Update****3.3 Property****3.4 Whānau Hui****3.5 General Business** | As read. Amanda ran through the well written powerpoint and explained some of the difficulties schools face in getting funding for students who need extra assistance and how there is more demand than ever, making funding applications even more challenging.Discussion regarding classroom volunteers.Julia joined the team this year. Lloyd said the team had taken their directive from the Ministries of Education and Health.Jo said a Health & Safety worksafe plan had been used to assist with everyone coming back to school at Level 2. A powerpoint had been shared with staff so everyone knew what was expected of them. There were lovely comments from school families in the powerpoint which were great for keeping morale up. There will be a meeting tomorrow to review current protocols.Children and staff were all positive and anxiety seemed to be low this year. The Board agreed it would be nice to acknowledge the staff in some way. Discussion.Matt was pleased to announce that the $697,000 weathertightness application had been approved. Registrations of interest, unfortunately, have only brought one back. There is $63,000 needed for work outside of the SIP and Weathertightness funding and there is only $6,000 in the 5YA, which is supposed to cover maintenance.Our options are:To wait until the 2022-23 10YPP to review and add this in then; request a donation from the Friends group to assist in the shortfall; use the current Term Deposits when they mature. The procurement process has started and will continue. Discussion.Caitlin said the hui has been rescheduled due to Covid and not being clear on the purpose of the hui, which is around whānau engagement, not an information evening. An action plan is being developed with the WSLs (Within School Leads) to strategically plan for the hui.Nothing to discuss. | Consider how to encourage additional volunteer help in classrooms.Look at the budget regarding Covid allowances to see if there’s a way to finance a small payment to acknowledge extra expenses involved with working from home.Write a notice from the Board for tomorrow’s school newsletter.Ask the Friends if they would like to donate some funds towards the project.Follow up on Karl’s concern that Education won’t allow us to self-fund maintenance activities and confirm how much we can get out of 5YA funding to reduce the shortfall. | AllLloydCaitlinJoMatt | 1 NovemberASAP14 SeptemberASAPASAP |
| **4. Monitoring****4.1 Principal’s Report****4.2 Teacher Aide**  **Procedure Review** | As read. The roll has improved slightly.Jo said teachers have worked really hard, and creatively, during lockdown to support their target children.Both Acting Principals and the Board acknowledged the great work that has been done during Melanie’s sabbatical. As read. Lloyd asked if there was any change to legislation. We still have a 50/50 split of permanent and fixed term teacher aides.**Motion: “I move that the Fixed Term Employees Review**  **Procedure be approved” Lloyd/Karl. Carried.** | Add the review date (13 September 2021) to the Procedure. | Kathy | ASAP |

The meeting closed at 9.00pm. Next Meeting: 7.00pm, Monday, 1 November 2021.

These minutes are accepted as a true and correct record.

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

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| **Jo** | Propose dates for the Strategic Planning meeting evening via Doodle | ASAP |
| **Jo/Amanda** | Discuss Behaviour Management Policy at a senior leadership meeting and bring to Board | 1 November |
| **Karl** | Look at the Policy and make any necessary comments on the SchoolDocs website. | ASAP |
| **Lloyd** | Add communications information into the induction packs for new Board members. | ASAP |
| **Jo** | Send Lloyd the staff communication and social media information from the staff induction booklet | ASAP |
| **All** | Consider how to encourage additional volunteer help in classrooms | 1 November |
| **Lloyd** | Look at the budget for a way to make a Covid allowance to staff | ASAP |
| **Caitlin** | Write a notice from the Board for tomorrow’s school newsletter | 14 September |
| **Jo** | Ask the Friends if they would like to donate some funds towards the Weathertightness project. | ASAP |
| **Matt** | Follow up on Karl’s concern that Education won’t allow us to self-fund maintenance activities and confirm how much we can get out of 5YA funding to reduce the shortfall. | ASAP |
| **Kathy** | Add the review date to the Fixed Term Employees Review Procedure | ASAP |