



**TARGET ROAD SCHOOL
BOARD OF TRUSTEES
MINUTES OF BOARD MEETING**
Tuesday 23rd February 2021, 5.30pm
School Staff Room

Item	Action
1.0 ADMINISTRATION MATTERS 1.1 Present <u>Daisy, Brent, Rebecca, Katie, Sarah, Mariko, Kristie.</u> Guest: Elle McGibbon 1.2 Invitees Elle McGibbon 1.3 Apologies Nil 1.3 Confirmation of Minutes Copy of November BOT Minutes 1.4 Matters Arising - Feedback received from the parent survey that very little information is filtering back into the community from the board. It was suggested by a former principal from another school to promulgate a BoT newsletter from the board once per term giving updates on what is happening in and around the school. Board of Trustees Newsletter - feedback from parent survey - Sent out in Week 6, once per term via MailChimp - Each member writes an update based on sub-committee info - Sarah to share more info. - Can we return hui to Monday's? - Wednesday suggested as an alternative due to other board member commitments. - Enrolment scheme hui - Tuesday 16th March - New zoning questions have been sent to the ministry from the school, clarification on how the enrolments are managed, including out of zone. - Updating policies to the website 1.5 Declarations of Interest - A teacher on staff is currently staying with the principal. 2.0 REVIEW SCHOOL POLICIES Uniform Policy (Casual Friday) - Due to the inability to provide school hats for purchase, any bucket hat is currently able to be worn during school hours. 3.0 COMMITTEE REPORTS 3.1 Finance - See December Governance Report - We need to set a hui date to finalise our 2021 budget with Finance subcommittee - Next hui dates to be sent to the finance subcommittee.	Sarah/Katie Katie can't make Mondays at 5.30pm, could make it at 6pm or else free on wednesday 5.30pm instead? Kristie/Brent Daisy to action

3.2 Property

- MLE is on track to be completed by 5th March at the latest! - next hui Wed 3rd March
 - Temperatures in the hall have been getting uncomfortable, usage of spare classrooms to give respite to those classes is working well.
- New block is in planning stages - Next meeting TBC
- Temporary satellite classes are still trying to go ahead - next hui Thursday 25th February
 - Car parking is still an ongoing point of concern. Building subcommittee to ensure school growth needs are met.
- Boiler has been switched off - we're hoping to sell it to another school
 - Estimated worth to be clarified. Advertisement to be decided.
- Hall damage - weekend vandalism \$750 to fix - large wooden cable drum has been removed from the playground.
 - The drum was full of sand and very heavy resulting in the cladding being smashed.
- Other vandalism - CANAM builders fixed steps, concrete table removed.
- Security cameras have been added and moved - see map (hard copy to be forwarded).
- Broken glass on courts - we have security footage. Caretaker has put a chain in place so that cars cannot drive onto courts for lights/music. He is also reporting to police and we will share on the community FB page.
 - A group have become regulars in the school grounds and are causing damage/leaving broken glass and bottles around.
 - Chains have been put up across the vehicle access point to deter this group from bringing their vehicle into the grounds.
 - Additional signage to be displayed informing visitors they are being monitored.

Footpath repair quotes are still being sought. No reply from companies contacted to date.

Notice board at the front of school still not being updated. Options to be decided by the management team.

3.3 Health and Safety

- COVID-19 - Level 3 processes put in place from Monday 15th-17th Feb
 - Distance learning: survey for parents and students going out on Friday for Monday Staff Hui: Collaborative team planning to revise our Distance learning program for 2021
 - "Bubble school" had 11 students on Monday, 14 on Tuesday and 15 on Wednesday. 1X teacher and 1X TA 9-12pm and 1X non classroom teacher and 1X TA 12-3pm. Both DP's on site and 1X admin staff member (first aid)
- COVID-19 Level 2 processes put in place from Thursday 18th Feb
 - Whānau Meet n Greet postponed until Level 1 - now being held 25/2
 - Parents/caregivers drop off and pick up at gate
 - Physical distancing for staff
- COVID-19 Level 1 processes put in place from Tuesday 23rd Feb (today - YAY)
- Junior playground shade is up
- Quotes to be gathered for a repair of the Tawavale path - as above, still waiting on quotes

3.4 Planning and Review

- Target Road School Charter 2021 DRAFT
 - Leadership team met at the end of last year to review 2020 charter
 - Meeting date to be decided to go through the charter again
 - We need to set a collaborative Planning and Review sub-committee date

3.5 Personnel

- Injured staff/ACC - Steve Lydford and Amy Williamson
- Outreach teacher will be employed this term to trial support for two ORS students

Follow this up with Graeme

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Action: Daisy

• Ray Chen will take on ESOL support as 0.6 - experienced, passionate and speaks Mandarin, will increase days as he can • Madeleine Jones will take on Supplementary support groups as 0.6 - also very experienced, passionate and currently looking at Y2, Y3 and Y4 Reading support based on 2020 data. • Krysta McDonald due to open NE class in T3/4, in the meantime supporting CRT, PCT release and Te Reo Māori growth • Daisy's maternity leave to start in Term 2	
4.0 CORRESPONDENCE FOTS - Fundraising efforts to go towards...clarity from the school on what projects/needs/wants the FOTS can fundraise for. Sports equipment is the first fundraiser. NZSTA Conference (April school holidays) - Who can make it, let's book it in....Insurance query around cancellation policy. To be discussed with the school's insurance provider.	Action: Daisy
5.0 ELECTION OF BOARD CHAIR With no other nominations for the position of Board Chair, Sarah Burkitt has been reconfirmed as the Board Chair for 2021.	Kristie/Katie
6.0 PRINCIPAL DELEGATIONS <u>Delegated Authority for the Principal</u> That the Target Road School Board of Trustees delegates to Acting principal, Daisy Macgregor the power; 1. To initiate competency processes under clause 3.3.2 of the Primary Teachers' Collective Agreement (PTCA) and any other employment agreements. 2. Pursuant to clause 3.4.1 of the PTCA or any other employment agreement/s to (a) determine whether disciplinary processes should be initiated; and (b) make initial inquiries to establish whether disciplinary processes should be initiated. 3. That the Board Chairperson is notified of any initiation of competency or disciplinary process.	Katie/Kristie
<u>Delegated Authority for the Acting Principal</u> The Board directs that, except where the Board, at its discretion otherwise determines, in 2021 Deputy Principal, Elle McGibbon; or in the absence of the Deputy Principal at the time then the other Deputy Principal; and in the absence of both DPs, the Senior Teacher, shall, in the absence of the Principal from duty and for the full periods of such absence, perform all the duties and powers of the Principal.	Rebecca/Brent
<u>Delegated Authority for Finance</u> The Board requires two signatures for the signing of all cheques. The signatories will be; the Acting Principal, either of the DPs or the Accounts Administrator.	Mariko/Katie
<u>Delegated Appointment of a Privacy Officer:</u> The Board approves the appointment of _____ as the Privacy Officer.	Action: Daisy
5.0 IN-COMMITTEE Documented separately	
6.0 NEXT MEETING 5.30pm 24th March	

7.0 MEETING CLOSED

7pm

Chairperson: _____ Date : _____