



Board of Trustees Meeting Minutes

Thursday 09 April 2020

Meeting Started: 6pm | Meeting Closed: 7.25pm

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| Present: | Anita Lucas, Fraser Pease, Joe Hassell, Lisa Thomson, Tara Wrigley, Liam Coulden-Lavers (Staff Trustee), Amiria Drysdale (Student Trustee), Louisa Barham (Principal) |
| Apologies: | Tui Kaa (Iwi Representative) - not notified |
| Chair: | Lisa Thomson |
| Minute Secretary: | H Rossi |
| Opening Karakia: | All |
| Conflicts of Interest: | NIL |

| Item: | Time: |
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| 1. Opening karakia | |
| 2. Administration 2.4 Approval of previous minutes 27 February 2020 Moved LT/AL 2.5 Matters arising from previous minutes - School Uniform Committee - Please move to GENERAL BUSINESS In-committee 27 February 2020 Moved: LB/JH 2.6 Correspondence - Inward/Outward - Item to be discussed and passed. 1. Confirmed ERO report 2020 Moved: LT/LB | 5-10 mins |
| 3. Monitoring 3.1. Finance Report - Executive Officer LB clarified the Financial status of the school during COVID19 Lockdown and we are awaiting government guidance. In the meantime our Operational Grant 2 on 2 April has been deposited into the school bank. Payroll - brief update re Support Staff Timesheet Staff and | Up to 1 hour |

CHAIRPERSON
Raglan Area School
Board of Trustees

Date: 23 Apr 20
Lisa Thomson
BOT Chairperson
09 April 2020
Minutes



Relievers and Permanent Teacher staff was given.

Office Staff were in today to package learning resources for our students and arranging delivery via post or Civil Defence.

3.2. Property Report - Principal Update

Property Staff are also Security staff and doing emergency maintenance where possible. Information has been loaded into the Property file in the BOT DRIVE.

3.3. [Principal's Report](#) - COVID-19 [Pandemic Plan](#)ning and Progress
[RAS COVID19 School Attendance Update](#)

1. ERO report
2. Pandemic planning - LB reported on the processes and plans implemented when COVID19 Lockdown was first advised. Louisa commended the staff on all the positive actions undertaken in the last 3 days before lockdown.
3. Government Information around hardpacks - YES that would be useful however Raglan Area School had prepped these resources before lockdown and are ready to be sent via post or Civil defence. Teachers are becoming very familiar with online platforms ZOOM and Google Meet Hangouts. Louisa is working to support internet functionality and connectivity for some teaching staff who have contacted her. Louisa shared a document entitled RAS Procedure - Online Learning Expectations APRIL 2020 and discussed this with the board.
School Website ONLINE LEARNING links should be functional by Wednesday 15 April 2020 for our school community.
JH - Recommends Louisa promote and celebrate the enormous amount of work that has been happening behind the scenes by the staff. The newsletter would be a perfect forum.
TW - Promote the video app on the Website
LB - Considering a Chatroom approach for the parents.
AL - As a parent her observations are that information/communications coming to her for her



children is a bit too plentiful and may cause anxiety for some parents.

LB - Louisa with Tara's help would like to be frontline for the teaching staff and try to assist them with any parents that may be finding it difficult to deliver the provision of the teaching resources supplied to their children.

LCL - How do we engage those families who choose not to engage with the online teaching being provided.

LB - Keep a record of the students who are engaging and we can monitor those who don't from this information. Once roll-call is established - those who are not present can be part of a targeted group by an allocated staff member.

The document re learning expectations is very comprehensive.

FP Teacher/Parent meetings on a regular basis would be beneficial. LB to ensure communications are frequent.

- 3.4. Chairpersons Report - verbal update/LED signage/Civil Defence - Community Response Team plan

LT - On behalf of the board commended the work of the Principal, Staff Rep and BOT Secretary for all the hard work performed behind the scenes.

LT - explained the CRT plan to the board. A newsletter will be issued from this team explaining the roles and activities they are undertaking. Issue date 10 April 2020.

Civil Defence 0800 800 401

JH - The work undertaken in this team will be valuable for any future community planning / civil defence events.

- 3.5. Sub-committee Reports - nil

- 3.6. [Student Rep's Report](#) - AD discussed her report with the Board.

The Student Leadership Team is meeting online to discuss how they can help the student body going into the future especially in these challenging times. Missing the assembly process recently introduced in the school. JH/LB to discuss a



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| <p>school-wide presentation to implement these processes again. The board commended Amiria on her report. Thank you.</p> <p>3.7. Board To Do List Review - Criteria for School Housing Tenancy and Board blurbs on website to be checked.</p> | |
| <p>4. In Committee Discussions - nil</p> <p>4.1.</p> | 15 mins |
| <p>5. General Business /Strategic Discussions-Decisions</p> <p>5.1. Governance PLD / Annual NZSTA Conference (Moved to OCT 23-25 2020)</p> <p>5.2. Sunsmart Policy - Policy Committee to review and present March 26, 2020. 9 April 2020 Ratified: MOVED LCL/JH Consensus</p> <p>The next 3 policies due for this year will be sent to the Board by LCL. TW will put these onto the website while they are in the review process. JH will also share them to the FB school whanau group. The policy committee will prioritise the policies that the Board will need to ratify each meeting.</p> <p>5.3. School Uniform Committee - TW LT AD LCL JH Meeting planned for: Wed 22 APRIL 2020 Time: 4pm Chair: JH JH to invite all. AD to send survey to the committee. AD to advise the committee as soon as it is known if she cannot attend due to work commitments.</p> | 5 mins |
| <p>6. Board Self Review</p> <p>6.1. Comments on meeting procedures and outcomes Great meeting. Early finish.</p> <p>6.2. Individual Board Members monthly reflections and contributions</p> <p>6.3. Preparation for next meeting. Identify agenda items.</p> <p>6.4. BOT Attendance</p> <p>6.5. Closing Karakia</p> | 5 mins |
| <p>Approved: L Thomson Chairperson</p> | 23 April 2020 |