

1.0 ADMINISTRATION

CONSTITUTION OF MEETING: Mr Johnston constituted the meeting with prayer.

PRESENT: Norman Johnston (in the Chair), Sifa Pole (5.20pm), Joeli Bogitini, Gillian Laird, Patisepa Tala'imanu, Jeff Johansson, David McGeorge (5.05pm) and Brian Evans

APOLOGIES: Nashua Morrison, Nasili Vaka'uta and Viliami Ngaluafe

IN-ATTENDANCE: Barbara Ngataki, Board Secretary

WELCOME:

Mr Johnston welcomed the Board to the first meeting of its kind for the Board of Trustees.

CHAIRPERSONS COMMENT:

The Chairperson advised considering the 90-minute meeting timeframe, to expedite matters all agenda items from the postponed March meeting that require adoption will be approved on block. This will enable sufficient time to discuss the school's response to Covid 19 and student progress with distance learning.

ACKNOWLEDGMENTS:

School Staff: Mrs Ngataki advised that school staff should be acknowledged for their work and commitment in response to the lock down. Staff acted quickly to prepare the school for lockdown, provide students and families with information, distance learning is setup, school resources have been delivered and staff are supporting their students.

Mrs Tala'imanu requested that an email acknowledgement be sent to all staff in recognition of their work and commitment.

It was **AGREED** that an acknowledgement be sent.

**JOHNSTON/TALA'MANU
AGREED**

2.0 STRATEGIC DECISIONS/DISCUSSIONS

2.1 2019 - 2021 Charter / Transitional Strategic Plan: No items

2.2 2020 Annual Plan and Charter

The Chairperson enquired if any changes were required to the Annual Plan and Charter considering the current situation.

The Principal advised there were no changes required at this stage.

It was **AGREED** to approve the 2020 Annual Plan and Charter

**JOHNSTON/TALA'IMANU
AGREED**

2.3 Education Review Office (ERO) 2020 Timeline

The Principal advised that there has been no contact from ERO.

2.4 Board PLD Thursday, 30 April, NZ History of the Methodist Church:

It was **AGREED** to defer Board PLD to a later date.

3.0 MONITORING

3.1 NAG 1: Student learning, engagement, process and achievement

- **HoDs Presentation:**

It was **AGREED** to defer the HoDs presentation to a later date

- **Receive the Principal's Report**

The Chairperson requested the Principal update the Board following the move to Alert Level 3.

The Principal advised that 98% of Year 9 and 10 families were contacted to see who would be returning. There was a group up to approximately 10 who were considering returning however as devices were delivered to their homes some parents opted to continue distance learning, leaving a very small group. When the remaining parents considered the restrictions that would be in place ie day students not being able to mix with boarders, boarders having to remain on site for the full duration, no going home, no visitors and the very small number of students returning they then decided to make alternative arrangements. All families were asked if they had access to distance learning the response was yes.

We were set up to greet students and were hoping we would have enough students to enable at least two bubbles of 10 students each however, this did not happen. SLT was going to run the programme to keep teachers at home safe in their bubbles and to enable them to continue unimpeded distance learning with their classes.

The Chairperson enquired how the hard copy and device roll out was progressing.

The Principal advised the roll out has not gone quite as expected with the Ministry of Education (MOE) requesting schools to use all their available devices for distribution in the first instance. Mr Bean and Ms Page packaged school devices while awaiting courier bags from MOE, which did not arrive so, they organised between Rev Salesa, Ms Natu Aiona and themselves to personally go out and deliver 64 school devices to our students.

The Principal advised MOE has now delivered twenty-five devices, leaving approximately 10 to 15 students without a device; Ms Page has been at school copying work for teachers, which has also been delivered to students.

Student digital work distributed on a Monday for the week.

Students monitored by spreadsheet by their mentors and Mr Wood.

Student and parental contact are happening daily with some classes meeting via zoom.

There are lots of positives, new learnings, innovations and strengthening of relationships with students.

The Principal advised that the teaching staff have been doing an excellent job with distance learning which is going extremely well.

Should students need to physically return to school in the coming week where parents are required to return to work, we are prepared to reopen. SLT will run the programme if required.

Mr McGeorge enquired if the MOE devices were going to be left at the school.

The Principal advised that he would be contacting MOE to discuss options.

There will also be a survey sent to families to ask how they/we are going with distance learning.

There has been some positive feedback from families already.

Mr McGeorge advised it would be appropriate that management approve a financial contribution to staff who have been providing their own home resources ie internet, phone calls, power etc.

Mr Bogitini also acknowledged the Principal and staff for the huge amount of work in providing distance learning to students.

Mr Johansson enquired how staff are coping at home.

The Principal advised that generally staff are doing very well and were appreciative of SLT taking up the school programme should students return. We have some staff who have very young children and family with underlying conditions so to be able to continue distance learning with students within the safety of their own bubbles was important.

Mr Johnston enquired how sports and physical education would be managed on return.

The Principal advised he is receiving information daily regarding sports.
There will still be restrictions at Alert Level 2 so it is better to await guidance on how that will be managed.

Mr Johansson enquired about the day and boarding costs as families face financial difficulties during the lockdown.

The Principal advised that this is a matter he is going to raise with the Trust Board.

The Chairperson also advised that he has already been discussing the issue with the General Secretary.

It was **AGREED** that a letter be sent to the Trust Board requesting consideration of remission of the day and boarding costs for families during the lockdown period.

**JOHANSSON/BOGITINI BN
AGREED**

It was **AGREED** to receive the Principal's report as contained in the Board Information Pack and the verbal report on Alert Level 3.

- **Receive the MOE, 1 March Roll Return and Roll Summary**

It was **AGREED** to receive the 1 March Return and the Roll Return Summary. **JOHNSTON/TALA'IMANU
AGREED**

3.2 NAG 2: Self-Review – As per the Principal's report contained in the Board Information pack

3.3 NAG 3: Personnel - As per the Principal's report contained in the Board Information pack

3.4 NAG 4: Property and Infrastructure

Hostel Council Minutes: No report for this meeting of the Board.

Finance Report – P&F Sub-Committee

Mr McGeorge advised that the school is financially better off due to the lockdown period. There has not been a lot paid out on curriculum with the Ministry of Education picking up those costs.

The school is tracking well and is ahead of budget at this stage.

The only risk we may have on the horizon are student numbers for 2021.

Mrs Ngataki advised that there are 28 applications already received and she is still receiving contact from prospective applicants by email. The only question are we going to leave all the spaces for Year 9 enrolment as there will only be 38 spaces left for 2021.

It was **AGREED** to receive the report of Mr McGeorge.

Charity Applications: There were no applications.

3.5 NAG 5: Health and Safety: As per the Principal's report contained in the Board Information pack

3.6 NAG 6: Administration and Compliance

Combined Community / Māori and Pasifika Consultation Plan: deferred to a later date

SP/NM

Compliance Sub-Committee

- **Policies and Procedures:**

Mrs Tala'imanu advised the only amendment was to the Pandemic plan, which has been updated.

It was **AGREED** to approve and receive on block the following Policies and Procedures.

**TALA'IMANU/JOHANSSON
AGREED**

Policies: Self Review School Uniform
Achievement Assessment Reporting Achievement
School Fees Protection for International Students
Refund Policy for International Student Tuition Fee
Safe School Child Protection

Procedures: Pandemic Plan and Traumatic Incident

4.0 ADMINISTRATION

4.1 Approve Minutes, 27 February 2020

It was **AGREED** to confirm the minutes of the meeting held 27 February 2020, as a correct record.

**JOHNSTON/BOGITINI
AGREED**

4.2 Correspondence

DATE	OUTWARD	REGARDING
28.02	Mr Colin Telford, Hostel Council Chairperson	Board of Trustees Representatives to Hostel Council
28.02	Mr Rob Watson	Acknowledgement of resignation/service
28.02	Mrs Robyn Chavez	Acknowledgement of resignation
28.02	Mr Brandon Roberts	Acknowledgement of resignation/service

DATE	INWARD	REGARDING	SUGGESTED ACTION
Jan/Feb 2020	STAnews	Issue 299	Information
26.02	Aqualab	Drinking water results	Information

It was **AGREED** to approve the outward correspondence and to receive the inward correspondence.

**EVANS/JONSTON
AGREED**

IN-COMMITTEE

It was **AGREED** at 5.50pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

**JOHANSSON/BOGITINI
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 6pm after discussing student discipline and staff matters.

**JOHANSSON/TALA'IMANU
AGREED**

GENERAL BUSINESS

May Board Meeting: Scheduled for 28 May at 5pm, likely to be another Zoom meeting.

HoDs: Mr Johnston requested that the HoDs be invited to attend the May meeting of the Board via Zoom.

Mrs Ngataki will organise an invitation.

BN

Board PLD – Special Character: Mrs Ngataki advised that she could set up a separate Zoom meeting with Rev Salesa if the Board wished to continue its PLD.

The Principal advised that Rev Salesa also video posts on the College website.

The meeting closed at 6.05pm with members sharing the Grace with each other.

Signed as a correct record this 4 June 2020

Norman Johnston
CHAIRPERSON