

**BANKS AVENUE SCHOOL BOARD MEETING MINUTES
FOR THURSDAY 24 March 2022
HELD VIA ZOOM AT 6:20PM**



1. PRESENT:

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Paul O'Donovan, Adam Hastilow, Michael Stewart and Jenny Macdonald (minute secretary)

2. APOLOGIES: Phillip Black

3. Public Excluded Session

Motion

K McKay

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987, the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion

K McKay

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

4. GUEST SPEAKERS / VISITORS: Jan Thompson - Staff Delegate;

Donna Stott - joined meeting at 6:45pm.

5. CORRESPONDENCE:

As per the schedule

Motion

K McKay

That the inwards correspondence be received and the outwards correspondence be approved.

Carried

6. REPORTS:

6.1. Principal's Report – Toni Burnside

6.1.1. PAT Listening Report

6.1.2. Star year 3-6 SOY Report

6.1.3. Appraisal - Waiting for confirmation from Lois Christmas - Kirk to follow up

6.1.4. Pandemic Update: connecting with community

6.1.4.1. Newsletter - now oral as well as written

6.1.4.2. Principal stories

6.1.4.3. Coffee Morning online with Principal - no guests so far.

6.1.4.4. Active cases change on a daily and sometimes hourly basis

6.1.4.5.

6.1.5.

6.2. Behaviour Report - Tricia Carroll - in committee

6.3. Finance Report

- 6.3.1. **Annual Report Draft** - to be finalised and ratified at the next meeting so can be filed before 31st May 2022.
- 6.3.2. Student numbers are not tracking as expected so we may face a reduction in staffing numbers. Kirk to email MOE addressing this issue.

7. **POLICY:** Fraud Policy up for review - carried to next meeting.

8. BOARD OVERVIEW 2022:

8.1. Meeting dates changed and updated to 5th May; 2nd June and 30th June

9. GENERAL BUSINESS:

9.1. New School Preparation Update

- 9.1.1. Need to ensure that the new school is blessed before we go onsite
- 9.1.2. Cricket Pitches - Glenn asked about this. PCG meeting next week so will bring it up then. Toni to request a copy of the landscape plan - mounds to be removed.
- 9.1.3. Poles for Shade Sails need to go in as soon as possible so the asphalt can go down- to be ordered from Shade Plus.
- 9.1.4. Jan to approach Rotary with funding requests for the Shade Sails and other big ticket items.
- 9.1.5. Outdoor seats ordered using FF&E budget.
- 9.1.6. We received a grant to help cover the costs of scooter and bike racks.
- 9.1.7. Brick Fundraiser- cost is \$35 and sell for \$50. Bricks to be engraved with family / donor name. Will be used to pave the "Reflection Area". Offer to go out to the community as well as families.
- 9.1.8. Time Capsule: Will be heart shaped and reflect part of the school's history. will not be buried - we have 2 onsite and no one knows where they are buried - will be on display instead.
- 9.1.9. The Gymnasium will be officially handed over on 30th March at 1:15pm. We will then start engaging with Eastern Community Sport for the usage. Board members are all welcome to attend.
- 9.1.10. Request for funding from the Board so that all students be supplied with a new polo shirt for the opening of the new school. Embroidery to be Pareawa / Banks Avenue, the logo and to add 2022 underneath that. Cost will be approx \$7820.00 (there may be an additional cost to add 2022).
- 9.1.11. Request for funding from the Board for staff jackets for permanent staff - approx \$69 per jacket with embroidery. This will become a budget item as will be ongoing with changes to staff. Supply of spare jackets for school outings and so forth.

Motion

K McKay

That the Board will fund the purchase of new polo shirts for children and staff jackets out of Reserves.

Carried

9.2. FROM CORRESPONDENCE:

- 9.2.1. Letter of complaint to NZ Uniforms. Toni writing on the Board's behalf. Lots of issues coming to light, e.g. sizing on the website is different to samples we have on display; delivery charges having to be paid both ways when returning and replacing items; no answer to phone calls; e.t.c. It was suggested that we ask our families for their feedback before sending the letter. Toni to share final draft for discussion through WhatsApp

9.3. STAFFING - Paul spoke to this.

Motion

K McKay

That the Board ratify the employment of Leanne Verdellen as the new Office Manager.

Carried

9.4. STEWARDSHIP OF KAHUI AKO

- 9.4.1.** We need to have a member from our Board for this. Glenn spoke about his experience. It was decided that Kirk would fill this position in the interim. Toni to advise of the decision.

Donna left the meeting at 8:40pm. Her feedback was that she found it very interesting - way more than she thought it would be.

10. BOARD SECRETARY POSITION;

- 10.1. see discussion in in-committee minutes.

11. PREVIOUS MINUTES:

Motion

K McKay

That the minutes of the meeting held on 24 February 2022, be taken as read and are accepted.

Carried

12. Next meeting:

- 12.1. Thursday 5 May 2022

The meeting closed at 9:02pm

SignedK McKay, Chairperson