

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF BANKS AVENUE SCHOOL  
HELD AT THE SCHOOL ON THURSDAY 28 MAY 2020 AT 6:15PM**



**1. PRESENT:**

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Paul O'Donovan, Adam Hastilow, Michael Stewart, Phillipa Black and Colleen Lucas (minute secretary)

**2. APOLOGIES:**

**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. CORRESPONDENCE:**

As per the schedule

Additional Correspondence:

1. MOE SBHS buildings under negotiation
2. MOE Dashboard Report for New School Build

**Motion**

**K McKay**

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

**Carried**

**5. REPORTS:**

**5.1. Principal's Report – Toni Burnside**

**5.1.1. Active Learners at the HEART**

**5.1.1.1. PAT Test** - Toni talked the board through the samples using new tools for PAT reporting for the child, for the teacher, for school report, schoolwide report, stanine, distribution report and student progress report.

**5.1.1.2.** Targets for 2020 - from February meeting. Toni talked the board through this report covering *what is a student target? overview of our process for student achievement, what the Board expect to see, based on 2019 target review - what changes have been made.*

**5.1.1.3.** Staffing - Monique Berwick and Catherine King have both been appointed in fixed term teaching positions in the junior school until the end of the year. Both have now started in their respective positions.

**5.1.2. Living HEART**

**5.1.2.1. Community Engagement -**

5.1.2.1.1. **School Uniform survey** - this is to go back out to the community for feedback. Report back to the next BoT meeting - **Toni**

5.1.2.2. **Pandemic Response** - Pandemic Plan was in place early. We were prepared. Regular updates went out to our school community via email, website, facebook and tiqbiz during the lockdown. Different IT platforms were used across the school for distance learning: Seesaw was in place for junior school. Team Kahikatea were using zoom, ably led by Emma D and Team Miro were using google classrooms. We are now looking at online platform for parents to make access much easier in to learning teams. This could be taken a further step across the Kahui Ako community. There will be more discussion and feedback sought from families, staff and children on the pros and cons around the on-line distance learning.

The learning for teachers has been huge. There will be a staff meeting later this term to discuss what we keep and what can we incorporate into daily learning going forward. To look at storage for student portfolios. We want data to be transportable as children move from school to school.

The board acknowledges, thanks and congratulates our teachers for the work they carried with little time to prepare and the learning they had to do to keep their classes going during lockdown.

#### Action

Letter from BoT to each staff member with bonus in staff budget for EOY lunch - **Kirk**

5.1.3. **Connecting HEART of the Community**

5.1.4. **NAGs**

5.1.4.1. **Teacher Only Days 29 May and 2 June** - these two were scheduled around Queen's birthday weekend. These two days will now be used for Learning Conversations at the end of this term, Thursday 2 and Friday 3 July. There will be no mid year written reports this year.

5.1.5. **NZAUST Principals Conference postponed until 2021** - There will be some refunds and some transfer of costs to the 2021 conference. There will be some costs to school as a result of the cancellations.

5.1.6. **School Investment Package of \$260,000** - We want to ensure we are able to use this for our new school. It has been earmarked for a new playground. With the delays to our new school build and the timeline to spend these funds tight, we may have to look at using this money for something else.

5.1.7. **Strategic Direction 2016-2020 Review** - Toni talked the board through our Strategic Direction from inception in 2016 to progress, development and achievements in 2020. There was a lot of enthusiasm around the table listening to Toni talk passionately about all our goals and achievements. It was suggested Toni do a video release to our community. We are to seek input now from our staff and community for the next five years.

#### Action

1. Get survey out to parents for feedback - **Toni**
2. Get feedback from children both currently at BAS and from ex pupils - **Toni**
3. Get facilitator in to work with BoT to review feedback and engage in the new plan - **Kirk**

5.1.8. **School Name** - the survey is now complete. The BoT is to make a decision and release to the community with iwi involvement for the launch.

Option 1 Banks Ave Pareawa - transitioning

Option 2 Pareawa - when we move

Option 3 Pareawa Banks Ave

The name Pareawa was gifted to us for when we move to our new school.

Refer to next meeting with thoughts on decision making process and what and how the new school name is to be released.

**Motion** **McKay**

1. *That the board ratify the appointments of the following two people each to a fixed term position:*
  - 1.1. *Monique Berwick fixed term teacher until the end of 2020*
  - 1.2. *Catherine King fixed term teacher until the end of 2020*
2. *That BAS opt in to the Government Donation Scheme for 2021*

**Carried**

## **5.2. Finance Report -**

### **5.2.1. Monthly Reports for March and April 2020**

### **5.2.2. Annual Report 31 December 2019**

**Motion** **K McKay**

1. *That the monthly reports for March and April 2020 be taken as read and be ratified.*
2. *That the Final Audited Annual Report including Analysis of Variance, for 31 December 2019 be taken as read and be ratified.*

**Carried**

**6. BOARD OVERVIEW 2020:** In digital folder for viewing and timetable of actions.

## **7. GENERAL BUSINESS:**

### **7.1. New School Preparation**

**7.1.1.** MOE New School Dashboard Report - Kirk talked through this report. Building and Design plans are now complete. Building consent is to be submitted this week to the Christchurch City Council. Main contractor procurement process is underway and will be completed by handover from the demolition team. The build will take 12 months with one contractor to build the two new schools. This will give the contractor more buying power back into the project. Construction should begin late 2020 but this is dependent on the completion of demolition.

## **8. PREVIOUS MINUTES:**

**Motion** **K McKay**

*That the minutes of the meeting held on 28 February 2020, be taken as read and are accepted.*

**Carried**

## **9. MATTERS ARISING:**

**9.1.** Nil

## **10. Next meeting:**

**10.1.** Thursday 26 June

**10.2.** Thursday 24 July or 31 July - TBC

The meeting closed at 8:30pm

Signed .....K McKay, Chairperson