

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 17 November 2021, 7.00pm**

This meeting was held virtually via Zoom due to Covid Lockdown restrictions.

Present: Phil Toomer, Alisha Chapman, Jessica Wight, Duncan Elley, Charles Stokes, Johannah Dods, Wendy Templer, Vicki Eriksen

Minute Secretary: Julia Beecroft

Guests: Nil

Apologies: Nil

Adoption of Agenda

The Agenda was adopted by Duncan Elley. Seconded by Alisha Chapman.

Declaration of Interest

Each member of the Board of Trustees confirmed that their interests are recorded in the Interests Register which is saved in the Dropbox folder. Ahead of the monthly meetings *each member is to review the Register and make any amendments required.*

Minutes of Previous Meeting

Moved by Charles Stokes that the minutes of the meeting of the Board of Trustees on Wednesday 15 September 2021 be accepted as a true and correct record. Seconded by Johannah Dods. Passed.

Minutes from the 27 October 2021 Strategy Meeting were also accepted by the Board.

Matters arising from previous Meetings

The matters arising from previous meetings were discussed and are noted in the attached Board Action Register as completed or carried forward by the Board. Matters carried forward will be discussed at the next Board meeting.

FOMS update

No report this month.

Community / Student / Staff Survey Feedback

The report provided to the Board by Phil, summarising the survey feedback provided by the community and students and themes from the staff strategy workshop, was taken as read.

Phil noted that there was a lower response to the survey (225 responses representing 297 students) than other years which was not unexpected given the survey was issued during a prolonged lockdown and a competing return to school survey was issued at a similar time.

The Board discussed that the feedback in this survey is crucial data which is used to inform the 2022 Charter. With this in mind, the Board noted and discussed the following themes that came through in the feedback:

- 1) Extension of children – at all levels of achievement (under, middle and high). Phil noted that specific actions to enhance extension programmes for high achievers, as well as actions to identify neurodiverse learners, are in the 2021 Charter but

unfortunately work did not get underway due to lockdown. Agreed this should be carried through into the 2022 Charter.

- 2) Cultural theme – feedback around a broader recognition of culture. Other feedback suggested that this could be expanded to consider all diversity including neuro diverse learners.
- 3) Bullying – the Board noted there were a couple of comments alluding to bullying behaviour, but the majority stated that the school was a safe environment and that Meadowbank dealt with inappropriate behaviour appropriately. The Board asked Phil for SLT's thoughts on these comments. Phil noted that the survey is confidential, so it is not possible to say if the bullying has been raised/identified and resolved. However, he noted that the student wellbeing survey scores very well on questions regarding feeling emotional and physically safe so the SLT do not feel there is a large unidentified bullying issue occurring. The Board asked if it was possible to build in a comments field in next year's survey for these questions so greater information can be provided. This will be added into the parking lot.
- 4) Languages on offer – comments in particular on the continuity of languages for those students who go on to RI and Selwyn College. Phil acknowledged that Mandarin was not offered at RI although both Peter Ayson and the Confucius Institute had tried to get them on board. The Board suggested that the conversation went wider than Mandarin and consideration needs to be given on how Meadowbank School is supporting future learning at Intermediate? Phil noted that while languages are generally greatly supported by the community, it's likely in early 2022 focus will be on the core subjects to make up for lost learning.
- 5) SENCO resourcing - Board queried whether parents understand what support is in place as we do have extensive SENCO resources supporting Carlene. There was acknowledgement that support may need to be amplified in 2022 following the prolonged period of home learning. The Board agreed to communicate information about SENCO in detail in their early 2022 newsletter.
- 6) Mindfulness / wellbeing - feedback suggests that this Covid lockdown has had a deeper impact this time around and the need for mindfulness and wellbeing should be given a higher level of priority in the 2022 Charter. Phil noted the feedback from teachers is very aligned in this regard. They would like the basics and wellbeing to be the focus. The SLT are considering utilising the specialist teachers to assist with assessments early on to benchmark and aid catch up.
- 7) Reporting - being informed about a child's progress at school was called out as a theme again. Phil said this was disappointing given that reporting was changed this year to address this. Phil noted that some differences can be attributed to differing approaches by teachers which was more of a quality assurance issue which he would pick up at an operational level.

The Board then had a general discussion around 2022 and in particular around the challenges with assessments and setting of year-level targets. The Board discussed that it will be important for the school to provide feedback to parents on the impacts on student's progress, if any as a result of this year's lockdown. The Board suggested that communications need to go out providing assurances about getting back into learning this year to catch up as much as possible.

Covid Update

Phil provided a verbal update from the first day back in Level 3.2. 87% of day one children returned to school, noting that children were coming on a day on and day off basis to reduce bubble numbers. The only contact they have is with their own class and teacher. Phil felt that this structure provided comfort to parents which is reflected in the high number of returning students. He also expected that the numbers may go up on Monday as parents saw the week out and how the return was for others.

Phil noted that within the change to the traffic light system it may be possible to return to school full-time, pending MOE guidance. The Board agreed that it would be useful for Phil to carry out a survey of the school community to understand preferences and requirements so that the school can plan accordingly.

School Docs Reviews

The status of School Doc reviews is as follows:

Active reviews

- Harassment – agreed to consult with Board and staff
- Maori Educational Success – agreed to consult with Board, staff and community
- Religious Instruction – not applicable to Meadowbank

Internal reviews to approve

- Behaviour Management – waiting on consultation and school docs
- Concerns and complaints – waiting on consultation and school docs
- Protected disclosure – waiting on school docs
- Recognition of Cultural Diversity - Alisha noted that the Cultural Diversity framework had been in draft format for considerable time and it needed to be finalised. Vicki had circulated a final draft but some further comments had been provided - there was a brief discussion around these comments and it was agreed that as this will be a framework document, a sentence should be added to the top of the document acknowledging its differing direction and purpose (compared to standard School Docs policies). The Board agreed that no further substantive changes need to be made and that Vicki and Alisha will make the final, minor tidy up changes and then the final version will be circulated for approval at the December meeting. The Board noted that the Board should regularly review this Framework and consider whether it is fit for purpose once it has been embedded.

Principals Report

The Principals Report was taken as read.

Finance Report

Duncan provided a written report for September and October. This was taken as read.

Duncan said there was nothing material to note in these reports. He expected that the year would end with a surplus of approximately \$34k, similar to last year. Club Meadowbank was very unlikely to get any further income this year. It was also noted that parents would be offered a refund for the school excursions they have been invoiced for that have not been taken, however like last year this can be reverted to a donation if they choose.

Last year's accounts have now been finally signed off by auditors and will be put up on the school's website.

Health and Safety Report

Phil provided the Board with the Covid Risk Assessment. The Board asked whether, if students were invited back full time, the assessment would need to be reviewed. Phil noted that if class sizes remain under 30 it was fine and that there was capacity to increase bubble sizes under the current assessment. Pick up and drop offs would be the only challenge but the contact would be outdoors and fleeting so very minimal in terms of risk.

Property Report

Charles provided a written report which was taken as read. The following points were noted and discussed:

Admin Building – fire upgrade work is being undertaken by the MOE. The current fire systems are not as cohesive as they could be due to the many different buildings. This will be tidied up along with the box out the front of the Admin Building.

John Boyens – is progressing well. Charles has been advised there may be some issues in the procurement of the stairs but reminded the Board that any cost implications due to Covid will be handed to MOE. He is waiting on the revised programme.

Relocatable classrooms – the relocatable classrooms have now removed and no asbestos was found which meant the price was lower than expected.

Gully – the extra-large tree has been removed and works are being undertaken on the pathways.

Pedestrian bridge – a measure up is being done. Wider community comms will need to go out to advise that there is no access over the bridge or under it during the repair process over summer. This will be on the Facebook page and signage at the entries on Waatarua and Kelvin Roads.

Room 12 ceiling – a localised roof repair was required to deal with a rot issue. Air tests were undertaken and an air scrubber put in place as some fungus levels were elevated. Phil noted that a new roof may be required but if this was the case it would be deemed to be emergency works which would be covered by MOE. This could be completed over the summer holidays.

Club Meadowbank

The October report was taken as read.

Phil advised the Board that MOE had paid for casual staff during the lockdown period so losses had been minimised.

Correspondence

The Board noted the correspondence it had received from a parent asking about maths achievement at Meadowbank and drawing the Board's attention to the recent Royal Inquiry into the maths curriculum. Alisha, on behalf of the Board, had responded to the parent providing information and noting that the Board supports the review of the maths curriculum by the New Zealand Government. The parent had responded to confirm they were happy with the information provided.

In-Committee Items

One item

Meeting closed at 8.59pm.

Next meeting: Wednesday 8 December at 7.00pm

Signed: AP Dated: 10/12/2021