

Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 15 September 2021, 7.00pm

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

Minute Secretary: Julia Beecroft

Guests: Matt Aukett, Stephanie Priest, Teal Gray

Apologies: Nil

Adoption of Agenda

The Agenda was adopted by Alisha Chapman. Seconded by Jessica Wight.

It was noted that this meeting is merged with the August 2021 meeting which was postponed after Auckland went into a snap Level 4 lockdown. This meeting was held virtually via Google Meet.

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 23 June 2021 be accepted as a true and correct record. Seconded Vicki Erikson. Passed.

Matters arising from previous Meetings

The matters arising from previous meetings were not discussed at this virtual meeting in the interest of time savings. Any actions requiring attention will be managed by Alisha via email and followed up or carried forward by the Board to the next meeting.

FOMS update

Karla's report was taken as read.

Student Wellbeing Report

Stephanie, Teal and Wendy presented the Student Wellbeing Report, based on the survey designed by NZCER.

To note:

- 1) The report is different to the last report in that no national comparative data was available. Comparative data is deemed valuable in that it assists in validating any hunches in the data. Stephanie is hopeful that this data will be available soon.
- 2) The report deals with a different cohort of students so it is not comparative as other data would be. 90% of students in Years 4-6 took part in the survey.
- 3) The conclusion of the report is that the school remains a happy and safe place for students to learn.

- 4) The SLT drilled into the data relating to the question on teachers taking an interest in "my culture or family background". 61% of students that agreed or strongly agreed were NZ European. Over 80% of Maori or Pasifika students agreed or strongly agreed. The SLT therefore felt comfortable with the lower overall score for this question.

The Board had several questions:

- 1) Do we think the students understand the questions? For example, where the survey asks do your "parents and teachers work together" this could be interpreted literally by students? Teal advised that students work through the questions in their own time, but it was possible that they would interpret a question such as this literally. The Wellbeing Team had discussed seeking feedback from the students to enable them to better understand and get some insights into the results. The Student Council for example may be a good forum for this. Teachers did define 'bullying' for the purpose of the survey so that the response could be standardised.
- 2) It was noted that the Year 5 boys called out that they were not finding learning interesting. The team noted the Year 5 cohort had recently completed modules of learning that they believed was very interesting so this will be taken back to the Year 5 team to see if they can drill into this result further.
- 3) The Board discussed bullying and queried whether the context comment in the report, that there are low reports of bullying, could be seen as minimising the survey result. The SLT noted that they were considering Student Representation through the Year Groups to make sure there was greater communication so that students had the opportunity to go to someone if they did feel unsafe and enable bullying, if present, to be identified. The results will also be shared with staff but it was felt that, based on the feedback from duty staff and teachers, there is very little occurrence of bullying at Meadowbank.

Phil advised the Board that any further questions on the report could be sent to him via email and he would respond to the entire board.

Health Consultation Update Report

Phil noted that the school is required to consult the community every two years on the content of the Health Curriculum. Forty-five responses were received on the consultation survey sent out. Phil provided a report which noted the survey feedback themes and the school's response to this.

The Board discussed the feedback and asked if forty-five responses was a large enough sample to provide valuable feedback. Phil noted that this response is average, based on other consultation the school has carried out and that this consultation was not the only way information was gathered, it was also gathered via teachers. The level of engagement is a good cross check against what the SLT is thinking.

Phil recommended that he review and revise the report to ensure that feedback is presented in a form that preserves the privacy of the submitters, and then issue an abridged version back to the community to close the loop on the consultation. This will include the revised Health Curriculum based on the feedback. The Board APPROVED this approach.

Teal left the meeting at 7.36pm.

Mid-Year Charter Review

Phil provided a copy of the Mid-Year Charter Review which was taken as read.

The report provides a RAG status (green, amber and red visual aids) on progress against targets. Phil noted that this report was written prior to the current lockdown and provided a flavour of how the school was tracking at that point in time. Given the current lockdown (at the time of this meeting Auckland was into day 29 of a Level 4 lockdown) they will now aim to progress as best as they can.

The Board asked Phil if he felt that anything stood out. Phil noted that every year they start to see the Year 5/6 maths show a spread and whilst that was happening it was not as dramatic as other years. Otherwise, he was comfortable that everything was largely on track.

Matt and Steph left the meeting at 7.43pm.

Tax Gift / Donation

It was noted that the Board needed to agree on the donation amount for next year. Alisha has reviewed the minutes in 2019 and 2020 with regards to the previous discussions on the school donation. Alisha advised that the Board had maintained the donation at \$500 per student for the last two years noting the conversation in 2019 and 2020 that it would likely need to be increased in 2022 to allow for inflation. No increase was approved last year due to Covid19 financial pressures on families. Alisha asked the Board for their comments and recommendation for 2022 donations.

The Board noted that:

- 1) Inflation and costs are soaring.
- 2) The school was in a strong financial position however there were three Board funded projects (John Boyens refurbishment, the bridge repair and Theo Lynds refurbishment) that were going to significantly impact on the capital budget.
- 3) Donations assist the operational budget in funding additional staffing above the MOE minimum. In 2022 less staff funding was expected than 2021 as the Year 0 cohort was not as large as the 2021 cohort. Donation funding would be required to assist if staffing was to remain at the same level.
- 4) The Board does not want to be in a position where a significant hike is required in the fees in future years to cover rising costs and inflation.
- 5) Discounts could be considered for families with 3 or more children at the school however the discount would likely negate any fee rise.
- 6) School fees had not increased for the last two years.
- 7) Whilst Covid was again a factor this year the school donation was not compulsory, and the school had payment options in place to allow families to budget the donation payment.

The Board APPROVED the donation cost for 2022 at \$525 per student which equates to a 5% increase.

Phil provided further information on the Tax Gift which was raised at a previous Board meeting. The school would need to provide a link in any communications to the Tax Gift

website and it was straightforward for parents to sign up from there. Phil did not foresee any operational problems with implementation of this initiative.

The Board APPROVED signing the school up to Tax Gift and communicating this to the school community.

School Docs Reviews

The status of School Doc reviews is as follows:

Active reviews

- Behaviour Management – decide review approach
- Concerns and complaints – decide review approach
- Protected disclosure – waiting on school docs

Internal reviews to approve

- Term 2 internal reviews – look to close out
- Reporting to Parents on Student Progress and Achievement – to approve
- Visitors – to approve
- Recognition of Cultural Diversity - see action register
- Education and Training Act – see action register

The Board agreed that, in the interest of time, they would agree the approach and progress any reviews and/or approvals via email and minute these in the next Board meeting. Alisha to follow up.

Principals Report

The Principals Report was taken as read. Phil provided a verbal Covid update for the Board.

Teachers have seen 90%-100% engagement (based on attendance at classroom meets and participation in some online learning). The school has loaned out devices where they can and have only a couple of hard packs issued. Given the lengthy Level 4 lockdown, fatigue is setting in but this is not unique to Meadowbank School. The children by and large are doing ok, but Phil noted that some teachers are finding online teaching very hard. Phil has some online games and virtual morning teas planned for staff next week to boost morale and assist with wellbeing. Looking ahead to Level 3, the school currently has an indication that 8 students will be onsite. The guidance from MOE is that protocols in Level 3 will remain the same as the last time but with a cap of 10 students per class. Phil is expecting that the school will reopen for all at Level 2 on the first day of term 4.

The Board asked what information is publicly available about staff vaccinations. Phil advised that this question can be asked but that staff do not legally have to provide this information. Phil has provided clear guidance to all staff that there are no barriers to staff going to get vaccinated.

Phil advised that he will receive the MOE staffing entitlement information later this week which will enable him to commence preparation of the draft budget for 2022, including teacher resourcing requirements. He will provide this at the next meeting.

Finance Report

Duncan provided a written report for June, July and August. This was taken as read.

Health and Safety Report

See above Covid update in Principals Report.

Property Report

Charles provided a written report which was taken as read. Further detail and approvals were requested as below.

John Boyens

The Property Report budgets these works at \$1.350m, however the Project Manager has advised it is more likely to be \$1.380m.

The Board contribution was initially budgeted at \$320k, however as noted in the Appendix to the Property Report that contribution was reduced by the SIP money we received. However, because the John Boyens works are now going to be significantly more expensive than originally planned, and the bridge works is also costly, it is proposed that the Board contribution be increased to \$520k (based on a total sum of \$1.380m). It was noted that this \$520k represents the total contribution Board is making to the current 5YA budget, which covers Theo Lynds, John Boyens and the Bridge).

It is to be noted that there is risk around the \$520k in that the Board contracts the builders to undertake the works. If there are any Covid related variations such as delays or cost increases due to the supply chain issues, then the school must go through a process with MOE to seek reimbursement for these additional costs. There is a panel in Wellington who assess these claims. The Board asked if the risk was deemed significant. Phil noted that it was a tested policy and the risk was considered low.

The Board asked when the next 5YA money becomes available and when the Vector works were expected to be paid. Phil advised mid-2023 for the funds to next be available and that Vector works would be paid from that round of funding.

Duncan confirmed that the Board had the funds available and that, based on discussions with Phil and Charles, the preferred approach was not to pair back the scope of works as in order to make material savings, it would require a significant re-design and reduction to the proposed scope.

Charles asked for Board approval to proceed with Board funded capital of \$520k contribution to the 5YA (for the John Boyens, Theo Lynds and bridge refurbishment works). The Board APPROVED this expenditure.

Working Capital

Phil provided an updated excel spreadsheet on the working capital budget and the pipeline of works.

It was noted that the heat pump project, lower courts and pool shed would likely start at the end of 2022, but the majority of works would take place in 2023. Charles noted that the heat pumps would be installed at the end of next year before the heat of the summer. Planning can take place next year.

Relocatable Classrooms

Charles advised that MOE wouldn't look to fund the removal of the relocatable classrooms until their next cycle which is mid 2022. If the school was to undertake this work prior to the John Boyens build, which would make the build go more smoothly, then the school must incur the cost with a refund of those monies in the future.

The Board asked what degree there would be of disruption due to John Boyens and the need to use the relocatable classrooms. Phil noted that they were not our first choice of alternative classes due to the noise of the build and how hot the classrooms are in summer. The relocatables would therefore not be needed.

It was also discussed that the fields will be compromised through access tracks for the builders and if the relocatables were not there then the builders can use the land as a laydown area rather than taking over more of the field.

The Board APPROVED the school moving the classrooms at their expense and seeking reimbursement from the Ministry next year.

Phil / Charles to ask the Contractors if they would discount the price of build due to better access.

Pedestrian Bridge

It was noted that the Board has APPROVED the revised \$200k budget for the works on the bridge and awarding of the physical works contract via email prior to this meeting.

Lower Court – Senior Side

Board approval was sought to spend \$20k on survey work to capture features, drainage lines and understand levels on the lower courts. The works are to get underway soon as the planning has a long lead time. The Board APPROVED the \$20k budget.

School Field

Charles advised that, following discussion on the condition of the school field, further consideration has been given to a serious and expensive upgrade. It has been decided that a maintenance approach should be considered in the first instance given that no maintenance works have taken place in recent years. Phil and Duncan will allow \$10k in the next budget for the maintenance of the field. This was an operational cost rather than a capital cost.

Club Meadowbank

The August report was taken as read.

Correspondence

The Board noted the correspondence from the neighbour regarding their opposition to the additional crossing proposed on Waiatarua Road and that the school had responded to this correspondence.

In-Committee Items

Two items

Meeting closed at 8.59pm.

Next meeting: Wednesday 20 October or Wednesday 27 October 2021 at 7pm. Phil to circulate dates and request consensus on next meeting date.

Signed: AP _____ Dated: 10/12/2021