

**Minutes of Meeting**  
Tuesday, 1 September 2020  
63 St Georges Rd, Avondale  
at 6.45pm



**BOARD OF TRUSTEES 2020**

- Attending:** Sandra Bosman, James Bull, Michael Causley, Vicki Morris, Amrita Sadanand, Dianne Thompson.  
Allan Bates via zoom
- Apologies:** Warren Peat
- Devotion:** Dianne opened the meeting with a devotion based on Matthew 14 with the theme 'Staying the course.' In the midst of our storms it's easy to focus on the height of the waves and the strength of the wind, but we need to be focussed on the word God has given us and the direction He's told us to take. Stay the course despite what is going on around us. This is relevant not only to the global crisis but to us in our own lives with whatever we are facing and to us as a Board for Jireh Christian School. Stay the course through the storm to the calm on the other side, knowing that God is with us all the time. She then opened the meeting with prayer.

**1. Confirmation of Minutes**

The minutes of 4 August 2020 were accepted as a true and accurate record.

**Moved Sandra / James Seconded. AGREED**

**2. Matters Arising from Minutes & Action List**

- The Traffic Dept has been invited to come and assess the situation but due to lockdown we will have to follow this up with them.
- Transport options for next year as opposed to buses – Sandra has followed up with more parents on this. There are still a few more to respond but at this stage over half of the bus people have been sorted.
- Quotes for blinds – They are coming on Thursday to give us quotes.

**3. Conflicts of Interest**

Michael is no longer working for the company supplying electricity to the school. Helen to remove this conflict from the register.

**4. Policies**

- a. Stand Downs and Suspensions Policy
- b. Protected Disclosure Policy
- c. Privacy Act Policy
- d. Physical Restraint Policy
- e. Delegations of Authority Policy
- f. Conflict of Interest Policy
- g. Board of Trustees' Meeting Process and Procedures
- h. Attendance Policy

The above Policies were reviewed by the Policy sub-committee. The only changes were to wording/grammar which didn't change the meaning of the text. With regard to the Physical Restraint Policy they researched the latest documents relating to this and we comply with the legislation in our Policy.

It was moved that the above Policies be approved in the format sent out to Board Members with no further changes.

**Moved Sandra / Seconded Amrita. AGREED**

## 5. Reports

### a. Principal's Report - taken as read. Points to note -

- Teacher Aides have been through a pay equity process. They have all had the opportunity to talk with a Union Rep. regarding the latest changes. Job Descriptions and pay scales are still being worked through as there is a discrepancy between what the Ministry will fund and what the Unions have reported.
- Lockdown – this went much more smoothly than last time for everyone. We used the parent, teacher and student feedback from last time to fine tune our practices. All feedback from parents has been very positive. Packs received from the Ministry were distributed as well as packs that the teachers made up. Attendance at school is low in a lot of schools in Auckland this week. At Jireh Christian School, when we returned last time, we had 6 – 8 students who weren't here on Day 1. Yesterday we had 43 out of 224 that weren't here and today 35. Sandra will send another notice out tomorrow encouraging them to bring their children back and she will keep reiterating that message. Sandra feels that she needs to be responsive to the times in which we live and, as part of her appraisal, look at children who are falling behind due to lockdown. She will change her Appraisal to focus on this issue, looking at equity amongst students. In light of this, she has applied to the Ministry Emergency Response Fund for Covid asking for 34 devices and for funding to cover two teachers to do our afternoon homework club to help those children. Sandra is also aware of specific children who are in need and will be tracking their progress and making sure they have the support they need. Michael asked that she advise the Board once the outcome of the funding is received so that the Board can look at doing something if it doesn't get approved. This time, in lockdown, our Teacher Aides and ESOL staff were more involved which was a benefit to those students involved.
- A question was asked about the Special Character Professional Development and Sandra shared that Jacqui's Biblical knowledge is a real strength and the staff are benefitting greatly from this. Her meeting with Sandra and Vicki has also been beneficial with regard to planning for the future. The next step will be to build up a bank of resources on the topics they have discussed so that our current and future teachers are well equipped. Jackie has been very responsive to directives for Jireh Christian School.
- We are still limited as to what we can have on-site so no large gatherings are going ahead at the moment, eg. Grandparents Day. We plan to go ahead with the Open Evening for Yr 7&8 three weeks after we hear that group numbers are no longer limited.
- The Board were encouraged by the roll numbers and Sandra mentioned that two new students are starting next week which brings us up to 226 with another eight starting next term.

It was moved that the Principal's Report be accepted.

**Moved Sandra / Seconded James AGREED**

### b. Finance & Property sub-cmte report -

The Financial Reports were taken as read.

The sub-committee met via zoom. They looked at the budget adjustment for 2020 and agreed that it was okay to be approved.

They had budgeted on making a loss this year due to last year's income costs coming into this year but that loss has not happened due to an increase in student numbers. There is surplus and Sandra has recommended that doing up the staffroom with new fixtures and fittings would be appreciated by the teachers. Dianne offered to help out with this.

The makerspace has the potential to be a large cost over time. A meeting with Warren and the builders will take place on 15 September and then plans can be drawn up in more detail.

It was moved that the revised budget be accepted by the Board. **Moved Allan / Seconded Amrita AGREED**

It was moved that we accept the Financial Report as tabled. **Moved Allan / Seconded Amrita AGREED**

## 6. Professional Learning Report – taken as read.

There has been a lot planned but some has had to be cancelled due to Covid-19. Admin and teacher aides have also been included in the Professional Development which has been a help, especially to the teacher aides.

**7. Principal's Appraisal**

Sandra has made some changes as shared above.

ESOL was the second goal and PLD is still being done but it has slowed down. This will continue into next year with the possibility of a TOD next term. This is all to do with Kahui Ako.

Regarding being bi-culturally responsive. The Korero group got together and have made some suggestions that will be implemented, eg. going to the Unitec Marae in Term 4 to learn more about the history of our area. Out of this will also come the development of a Mihi and a Haka for Jireh Christian School. We implemented a Mihi Whakatau to welcome new families into the community this term and we hope to have that every term.

Something is also planned for the Awards Ceremony. Charmaine and Sandra are collecting a bank of resources for every classroom. The Senior Management Team are working on how we can make Te Reo available to all students.

The appraisal will go to Michael when it's completed who will then interview staff, parents and students.

The whole procedure of performance appraisals for teachers will change from the start of next year. They will need to work through a professional growth cycle instead.

**8. Inwards Correspondence**

NZSTA magazine for July/August still to be sent.

**9. Future Business –**

None

Michael thanked everyone for coming out under the current circumstances and also for the work that is done behind the scenes by the sub-committees and Committee members to prepare for the Board meetings.

**10. Next meeting – 13 October, Allan on devotions**

Michael closed in prayer at 7.35pm

Signed as a true and accurate record:

Approved:

Chairman:

Date: