

Minutes of Meeting
Tuesday, 13 October 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. Jo Duxfield.
- Apologies:** Warren Peat
- Devotion:** Allan opened the meeting with a devotion based on Romans 12. He reflected on certain points that apply to us and what we do as Board Members and staff at Jireh. We are to be a living sacrifice, holy and pleasing to God. We form one body and each belongs to the other using their gifts. God has placed us here to use our skills/talents for His Glory. We seek the Lord in whatever we are doing and know that this is a spiritual sacrifice. He then prayed.

1. Manu Learning Area Report

Jo was welcomed to the meeting and her report was taken as read. She gave a summary of the report with the following points -

- There have been lots of changes in this area – teachers, weddings, babies, a new NE class. There are 92 students in this learning area. Lockdown brought challenges, eg. learning Dojo and teaching from home. The Dojo platform has been of benefit to our ESOL families. Dojo is now our main form of communication rather than notices and e-mails. Johannah (new NE class) and Miriam (covering Piwakawaka) are the new teachers. There have also been lots of celebrations with learning.
- Jo feels it would be an advantage to have a meeting with new parents before their children start. This would give us an opportunity to explain school expectations, uniform, stationery requirements, the importance of reading school correspondence, etc. This could perhaps be organised at the end of the term before they are due to start.

In response to questions -

- Lockdown did impact learning and because of that staff are having to be more realistic in their goal setting for children. Those not on Dojo were disadvantaged but were followed up quickly and i-pads were given to those children. Hard packs were also handed out with each lockdown. A highlight for Jo was to see parents working together with their children.
- Possible resources that would be worth purchasing would be -
 - The books that go with the new phonics programme.
 - The opportunity to look into play based learning more would also be beneficial.Michael encouraged her to put her suggestions for resources in an e-mail to Sandra, with costings, so that this can be brought before the Board, if necessary.

Amrita led us in prayer for this area of the school and Jo then left the meeting.

2. Confirmation of Minutes

The minutes of 9 September 2020 were accepted as a true and accurate record.

Moved Sandra / James Seconded. AGREED

3. Matters Arising from Minutes & Action List

- The Traffic Department have been contacted but haven't gotten back to us.
- Sandra has contacted more parents regarding transport for next year and there are just a few left who haven't responded.
- Quote for blinds has been accepted, as it fits within the budget, and they will hopefully be installed in the next few weeks.

- The Funding Application to the Ministry was successful and we have received the funding we applied for.
- Mele Mesui has also applied for different funding for the Pasifica group and has received money to buy ipads for the Pasifica children. This money goes into a Charitable Trust and is then given to the school so the purchases can be made.
- Our current roll is 233.

Michael has asked Sandra to prepare a report to go to the Kingsway Trust regarding future growth and planning for Jireh Christian School. We have approval from the Ministry of Education for 300 children. Next year one new class will be added at the start of the year and that class will go in the current PMP room. An additional class will be needed halfway through the year that will go in the current Tui room. We will then be at capacity. Sandra will need to look at projections for future years. As we grow, one solution creates another issue, eg. if we combine the Quiet Room and ESOL room to make another classroom, where will ESOL go? Sandra will work on this and present a possible proposal to the Board.

4. Conflicts of Interest

None

5. Policies

Reviewed by Vicki and Sandra. Dianne was unavailable. Copies of the Policies with the changes highlighted were sent to Board members prior to the meeting.

- Concerns and Complaints Policy – *slight wording change.*
- Disciplinary Process in Relation to the Principal Policy – *no change*
- Equal Employment Opportunities Policy – *took out bullet points 2 and 3.*
- Personnel Management Policy – *Under GENERAL – last two lines. We don't have a Code of Conduct but we would like to develop one in line with the Teachers Council Code of Responsibility. Sandra will work on this and show a draft to the Board.*
- Principal Performance Management Policy – *small grammatical change.*
- Principal Reporting to the Board Policy – *no change.*
- Privacy Policy – *no change.*
- Responsibilities of the Principal Policy – *no change.*
- Staff Use of Laptops Policy – *Sharon has handed the Policy out to all staff who must sign it and return it as per the last paragraph of the Policy. The signed copy will be kept in their Personnel file.*

It was moved that the above Policies be approved in the format presented at the meeting with no further changes.

Moved James/ Amrita Seconded. AGREED

Sandra presented a document from Warren Peat (NZCPT) regarding Non-Preference Enrolment Priorities. It was felt that we should have something in writing regarding this and it should be on our website and part of our enrolment pack. Sandra to give Warren some feedback and follow through with this document.

6. Reports

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

- New part-time caretaker has been employed to replace Kelvin and Avery Tyler. He has 25 years of school caretaking experience and started today.
- The Teacher Aide pay equity request that we made for additional funding for two teachers who go up a level is still to come through.
- There are 7 new students this term – 5 NE and 2 in other classes.
- An Open Day and Open Evening are scheduled for 28 October. Flyers for the Open Evening have gone to local primary schools who don't go to Year 7&8.
- A marketing video is in process and will be a permanent fixture on our website.
- We have been given our MoE staffing entitlement and ops grant for 2021. Staffing is going up as they are funding us for 240. This equates to just over 1 teacher. There is also extra money for specialist teaching for

Yr 7&8 as they will receive that on campus next year rather than going to Elim. Two current teachers are keen to job share and one is keen to develop the makerspace room and timetable.

- The 'well-being at school' survey - School Rules, which weren't well known last time, have improved this time even though we have had lockdown interruptions. We will work on Pro-Social Student Culture and Strategies – giving them tools to help each other in tricky situations. The teacher gets these reports broken down for their class and they can tackle it at their level.

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

Moved Sandra / Allan Seconded AGREED

a. Finance & Property sub-cmte report –

Discussion took place around the 2021 draft budget. Based on the sub-committee's recommendations extra money has been included for -

- an additional teacher for NE
- Professional Development
- Curriculum expenses
- Marketing costs due to the marketing video and new promotional material.
- The Principal's discretionary allowance has been increased to \$15,000.

It was moved that the Draft 2021 Budget be accepted as the Final Budget for 2021.

Moved Allan / James Seconded AGREED

As discussed previously we have had quotes for refurbishing the staffroom and they come in at around \$9,000 - \$10,000. Staff will finalise what they would like and it will then come back to the Board via e-mail.

It was moved that the Capex Budget be increased by \$6,000 to pay for the blinds.

Moved Allan / James Seconded AGREED

The September financial results were taken as read and approved.

Moved Allan / Amrita Seconded AGREED

It was moved that Rolene Combrinck be appointed as the Executive Officer for the purposes of MyIR.

Moved James / Dianne Seconded AGREED

7. Inwards Correspondence

None apart from what has been sent by Sandra via e-mail.

8. Future Business –

9. Next meeting – 1 December, James on devotions.

Michael closed in prayer at 8.22pm

Signed as a true and accurate record:

Approved:

Chairman:

Date: