



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**ALBANY PRIMARY SCHOOL**  
**Thursday 25<sup>th</sup> February 2021**  
**@ 6.10PM**

**Present:** Rick Pierce, Maree Bathurst, Joanne Paviour, Sophia Wang, Alison Chambers, Wei Lu , Brad Harpur

**Attending:** Lisa Elder (Minutes), Simon Shore

The Chairperson opened the meeting at 6.10 pm with a blessing

ITEM	RESPONSIBILITY	TIMEFRAME
<p><b>Blessing to start</b></p> <p style="text-align: center;"><i>Huihui mai tātou I tenei wā</i>  <i>Kia ako tahi</i>  <i>Kia tipu tahi</i>  <i>Tātoa tātoa katoa</i></p> <p><i>We come together at this time to share, learn and grow together</i></p>		
<b>1. Housekeeping</b>		
<p><b>Facilitator:</b> Rick  <b>Governator:</b> Wei  <b>Apologies:</b> Helen Furness, Faron Turner, James Hopkins  <b>Alterations to the agenda:</b>            After election of chairperson please add property update  <b>Declarations of interest:</b> Board members checked and updated their declaration of interest.</p>		
<p><b>Election of Chairperson</b>            The Chairperson suspended normal meeting procedures and asked Lisa Elder (minute secretary) to conduct the election of Chairperson for 2021.</p> <p>Lisa asked for nominations for the position of Chairperson for 2021.</p> <p>Rick was nominated by Brad and seconded by Maree.            Elected unanimously. Lisa handed back facilitation of the meeting and Chairperson role to Rick.</p>		
<p><b>Property update</b></p> <p><b>Junior block / Block 2</b>            Simon updated the board on the junior block closure.            Air testing has come back clear for most of the block.            7, 8, 9 and 10 back office will remain closed.            Air purifiers / dehumidifiers will be in all other rooms.            Moving classrooms back tomorrow afternoon            Area 4 will remain empty for the next new entrant classroom</p>		

	<p>A statement will go out to the community tomorrow and an Environmental/ Health Doctor attending a parent, followed by staff meeting on Monday in the staffroom</p> <p>The board would like to note their appreciation to Simon and leadership team for all their work over this time and to the staff for their perseverance.</p> <p>Work is progressing on the Master Plan. We are awaiting further information from MOE property team regarding replacement relocatables.</p>		
<b>2. Focus</b>			
	<p><b>Charter 2021.</b></p> <p>Target for 2021 was tabled. Maree explained the target for the year, which will be Writing across the school, which is following on from last year's Reading target.</p> <p>Simon explained how the target students were identified and the expected shift they would like for these students this year. Included in this target is an additional data collection to measure teachers' growth in their understanding of the Assessment for Learning pedagogy.</p> <p>Rick noted that the improvement in the links / flow between the strategic plan and the annual goals evident in the Charter this year.</p> <p>Simon left the meeting at 7.06pm</p>		
<b>3. Consent Agenda</b>			
	<p>Resolution / Decision No. 2021/02/01</p> <p><b>MOTION:</b> There being no objections, the consent agenda was moved, seconded, and unanimously approved. The consent agenda included the following items: confirmation of minutes from last board meeting and acceptance of the Chairperson's report.</p> <p style="text-align: right;">Sophia / Alison – Carried</p>		
<b>4. Strategic Decisions</b>			
	<p>Resolution / Decision No 2021/02/02 <b>2021 Charter</b> MOTION: That the Board approves the 2021 Charter Wei / Brad - Carried</p> <p>Resolution / Decision No 2021/02/03 <b>Schedule of Delegations 2021</b> Clarification to be sought from NZSTA for the formal use of the term Co- Principal in relation to delegations.</p>	Maree	8 <sup>th</sup> March 1, 2021

	<p>MOTION: That Board approves the Schedule of Delegations for 2021  Alison / Brad - Carried</p> <p>Resolution / Decision No 2021/02/04  <b>Y4 Camp approval</b>  Approved by electronic vote 29/01/2021 however dates have to be amended slightly for the Y4 camp from 15<sup>th</sup> – 18<sup>th</sup> to 16<sup>th</sup> – 19<sup>th</sup> March  MOTION: That the board approve request for Year 4 camps 16<sup>th</sup> –17<sup>th</sup> and 18<sup>th</sup>- 19<sup>th</sup> March 2021  Sophia / Wei - Carried</p> <p>Resolution / Decision No 2021/02/05  <b>Approval of Y4 Camp RAMS</b>  Paperwork to be amended to delete Year 3.  What is the camps cancellation policy (should COVID Alert Levels change). What is the camps COVID plan? Should this be added to parent information? Maree to follow up with James  <b>MOTION:</b> That the Year 4 Camp RAMS be approved  Wei / Joanne - Carried</p> <p>Resolution / Decision No 2021/02/06  <b>Y5/6 Camp approval</b>  Approved by electronic vote 29/01/2021 however dates have to be amended slightly for the Y5/6 camps from 3<sup>rd</sup> to 7<sup>th</sup> May to 17<sup>th</sup> – 21<sup>st</sup> May  <b>MOTION:</b> That the board approve request for Year 5/6 camps 17<sup>th</sup> to 19<sup>th</sup> and 19<sup>th</sup> to 21<sup>st</sup> May 2021  Wei / Sophia Carried</p>	Maree	8 <sup>th</sup> March
<b>5. Strategic Discussions</b>			
<b>6. Monitoring</b>			
<b>7. In-Committee</b>			
	<p><b>MOTION:</b> That the public be excluded from the following part(s) of the proceedings of this meeting. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual(s). The motion is proposed to comply with Section 48 of the Local Government Official Information and Meeting Act 1987.  Brad / Joanne – Carried</p> <p>Board went into in committee at 7.34pm</p> <p>Chairperson advised that the Board is now in-committee and members of the public must leave the meeting room. The public will be invited back into the room when the in-committee portion of the meeting is finished.</p> <p>Board came out of in committee at 8.44pm</p>		

<b>8. Administration</b>		
<ul style="list-style-type: none"> <li>• Signing of code of conduct forms - completed</li> <li>• Signing of pecuniary interest forms - completed</li> </ul> <p>Confirmation of Board meeting dates for 2021 – start time of 6.00pm (meet informally in staffroom 5.30pm):</p> <ul style="list-style-type: none"> <li>• 25 February</li> <li>• 11 March – Tamsin Healey PD – start time 5.30pm</li> <li>• 25 March</li> <li>• 16 – 18 April NZSTA conference</li> <li>• 27 May</li> <li>• 24 June</li> <li>• 12 August</li> <li>• 9 September</li> <li>• 28 October</li> <li>• 2 December</li> </ul> <p>APS whanau hui – TBC</p> <p>BoardCast for 2021</p> <p><b>Follow up of action list from last meeting</b></p> <ul style="list-style-type: none"> <li>• Completed.</li> </ul>		

Te Korero Whakamutunga – A blessing to finish

***Kua matu a tātoa mahi mo tēnei wā  
Kia tau te Rangimārie  
Kia tatou katoa***

***Our work has finished for this time, let us go in peace***

Meeting closed at 9.05pm

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

**Board Meeting Dates for Term 1:**

Thursday 11<sup>th</sup> March – Board Training with Tamsin Healey

Thursday 25<sup>th</sup> March

Thursday 16<sup>th</sup> – Sunday 19<sup>th</sup> April – NZSTA conference

### ACTION POINT LIST

Date of meeting	Action	Responsibility	Timeframe
19/03/20	Training for BOT re employer role – NZSTA	Rick / Maree / Lisa	Term 2/ 3
19/03/20	Staff appraisal / performance management explanation to BOT Board to be informed of revised teacher registration / Inquiry process	Maree / Helen	Term 2
19/03/20	Update BOT Governance statement	Rick / Maree / BOT	Term 2
21/05/20	organise school visits for new build	Maree / Lisa	2021
10/09/20	Draft new format for Annual Plan to discuss with Rick – lisa follow up – update and summary	Helen	Dec 2020
25/02/2021	Clarification to be sought from NZSTA for the formal use of the term Co- Principal in relation to delegations.	Maree	8 March