LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 20 March 2023

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson, Matt Hunt, Vito Lo Iacono, Amanda Luxford, Claire Pascoe and Nicola Mitchell (WCC), Anna Bray Sharpin
Apologies: Nil
Meeting: Opened at 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Karl opened the meeting with his mihi.			
1.1 Declaration of Interest	There were no declarations of interest within this agenda.			
1.2 Approve Change of Agenda if Necessary	There were no changes to the Agenda.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 13 February 2023 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	The actions from the previous meeting were mostly completed.			
2. <u>Decisions</u>				
2.1 Policy Reviews: **- Privacy** **- OIA Review**	Karl said these were very legal documents, so nothing would be changed. He noted that Melanie had already indicated that there would be changes to come due to physical restraint limitations. Melanie is the Privacy Officer and has filled in OIA (Official Information Act) requests and had the Board Chair check them in the past. Lloyd asked if the teachers are aware of their Privacy obligations. Teachers have access to information, but know they shouldn't share phone numbers or talk about children to people other than their families.			
2.2 2023 Annual Plan To Be Approved	The Annual Plan had been updated and there were no questions. **<u>Motion</u>: "I move that the Annual Plan now be approved".** **Melanie/Karl** **Carried**			

Item	Discussion/Decision	Action	Responsibility	Timeframe
3. <u>Discussions</u>				
3.1 2022 Strategic Plan - Āwhinatia: Build Connections: Connect Learners & Community **- Measure to be Decided** **- Upcoming Community Engagement Events**	Discussion regarding opportunities coming up to engage with the school community. Learning Conversations are on next week and it would be good for a few Board members to be wandering around and in and out of rooms as they are group meetings, not private ones. It was suggested to arrive 10 minutes before their own meetings and be visible to families. Discussion regarding Board t-shirts/hoodies. The W.A.T.P. Hui will be held in Week 3 of every term and there will be other opportunities, such as Cross Country, Swimming Sports, Matariki and Athletic Sports. School photos are booked for 19 and 20 July, so the Board could have a group photo done in the morning, giving an opportunity to talk to parents who bring their whānau in for photos before school.	Attend upcoming opportunities as they present and when Board members can be available. Talk to Duncan about printing t-shirts/ hoodies.	All Amanda	Appropriate times ASAP
3.2 WCC Roading Improvements (moved to first item)	Claire Pascoe and Nicola Mitchell from WCC visited to talk about proposed changes to the layout of Freyberg Street outside the school frontage, to align with street changes in the area as part of the Kilbirnie Connections project. This project is encouraging bike networks and low traffic neighbourhoods to set the city up for the extra people predicted to come and live in the area in future. They asked the Board to put forward a submission to support the trial they intend to put in place for 6-8 weeks and the board suggested a sub-committee is formed to monitor and advise outcomes at the end of the consultation period. Discussion ensued. There was a feeling that blocking off Freyberg Street would just force extra traffic on to Queens Drive and Onepu Road, making those streets more dangerous for children trying to get to school. The Board resolved to give speaking rights to Anna Bray Sharpin, who is a parent at the school and a neighbour with concerns regarding speed on Freyberg Street. **<u>Motion</u>: "I move that the Board shows support for the trial on the condition that traffic slowing procedures are also put in place in Queens Drive." Melanie/Vito** **Carried**	Write an email of support for the Freyberg Street changes outside the school frontage. Form a sub-committee for the trial consisting of Karl, Melanie and Amanda. Ask Anna Bray Sharpin if she would like to be part of it.	Julia Melanie	ASAP ASAP

3.2 WCC Roading Improvements (moved to first item) (Cont'd)	**<u>Motion</u>: "I move that the Board sends an email of support for the Freyberg St changes, and members can put in individual submissions for Kilbirnie Connections changes to the local area." Julia/Melanie Carried**			
3.3 Wellbeing	The majority of staff attended Summer in the Bay. All staff recently took part in the Emotional Culture Deck/WHO wellbeing workshop. Melanie asked if anyone had anything to add to the Health & Safety Survey before it goes out to families.			
3.4 Risk Register	No changes have been made since December. Matt wondered if the risks against property should be increased due to criminal activity.			
3.5 10YPP Update	Funding will come through in July. There is a good list of projects to work through and Matt felt we should ask our current project managers to take care of them all. We have asked for a quote for a new alarm system as the current one has reached the end of its time. If it is over $5,000 the MOE will pay for it.soon.			
3.6 NZEI Teacher & Principal Strike	Julia asked if the Board wished to do a letter of support to the teachers and Principal. There is an online survey that the Board Chair needs to fill out to show the Board supports what they are striking/advocating for. Conditions could be better and it was agreed that it's worth paying the right people more to keep them. **<u>Vote</u>: Do you agree to Lloyd filling in the online support survey for the Principal?** **4 in favour, 0 opposed, 3 abstained (NZEI members)**	Fill out the survey on Lloyd's behalf. Write a letter for the teachers to show that the Board is in support of them on their reasons for striking, ie, better conditions and pay.	Julia Lloyd	ASAP ASAP
4. <u>Monitoring</u> **4.1 Principal's Report**	As read.			
5. <u>Formal Meeting Closure</u> **5.1 Review of Actions**	Outstanding from the last meeting – Board notice for the newsletter. Vito closed the meeting with a whakatauki.	Write up a piece for the newsletter about the past 2 meetings.	Julia	ASAP

The meeting closed at 8.55pm. Next Meeting: 7.00pm, Monday, 8 May 2023.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
All	Attend upcoming opportunities as they present and when Board members can be available.	At appropriate times
Amanda	Talk to Duncan about printing t-shirts/hoodies for Board members.	ASAP
Julia	Write an email of support for the proposed WCC traffic calming changes to Freyberg Street outside the school frontage.	ASAP
Melanie	Form a sub-committee for the traffic calming trial consisting of Karl, Melanie and Amanda. Ask Anna Bray Sharpin if she would like to be part of it.	ASAP
Julia	Fill out the Principal strike survey on Lloyd's behalf.	ASAP
Lloyd	Write a letter for the teachers to show that the Board is in support of them fighting for better conditions.	ASAP
Julia	Write up a piece for the newsletter about the past 2 meetings.	ASAP