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## Minutes Yaldhurst Model School Board Meeting 14 June, Yaldhurst School Staffroom

1. Administration			
1.1	<b>Attendees:</b> Jessica Middleton (Presiding Member), Emma Martini (Deputy Presiding Member), Allan Robertson (Principal), Rebecca Webster, Jonathan Gaunson, Daren Alderson, Alisha Chinnery (Staff Representative) and Lynda Ingram (Secretary)		
1.2	<b>Apologies:</b>		
1.3	<b>Visitor:</b>		
1.4	School Karakia to begin meeting	<a href="#">Link</a>	
1.5	<b>Declaration of conflicts:</b>		
1.6	Approval of minutes from previous meeting <b>Moved by:</b> Emma Martini <b>Seconded by:</b> Daren Alderson		
1.7	<b>In Committee:</b> 'No In Committee business'		
1.8	<b>Correspondence:</b>		
2. Action points from previous minutes			
	<ul style="list-style-type: none"> <li>● Year 7 &amp; 8 Intermediate School               <ul style="list-style-type: none"> <li>- Parent information evening held in Rimu Class hosted by Allan and Katy with senior students and families.</li> <li>- Year 7 &amp; 8 Intermediate School Enterprise Programme Progress</li> </ul> </li> <li>● FF&amp;E Drawdown budget spreadsheet shared with board to track expenses</li> <li>● Blessing Ceremony and Celebration held for the opening of the rebuild, block 1. Code of compliance issued. Junior school has now transferred into learning spaces.</li> <li>● Whānau were informed of Rūnanga gifted YMS rebuild name - Tōtora Tūkaha. Feedback was requested.</li> <li>● BDO Final Financial Audit Report 2022 completed - link <a href="#">BDO Final Audit Report 2022</a></li> <li>● Quote for roller blinds received, rebuild block 1.</li> </ul>		
3. Agenda			
	<ul style="list-style-type: none"> <li>● <i>Year 7 and 8 Intermediate School Enterprise Programme</i></li> <li>● <i>Update from PTA</i></li> <li>● <i>Review our Education Outside the Classroom Policy</i></li> <li>● <i>Communication strategy</i></li> <li>● <i>The rename feedback and planning</i></li> <li>● <i>Connecting with the community meeting plan</i></li> <li>● <i>Curriculum and Board Expectations</i></li> <li>● <i>School logo - graphic design update</i></li> <li>● <i>Rebuild update</i></li> <li>● <i>Reimagining the YMS School Values</i></li> <li>● <i>Staff renaming of new rebuild block 1 and classes - update</i></li> <li>● <i>Teacher aide funding term 3 to discuss</i></li> </ul>		

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	<p><b>Strategic focus:</b></p> <ul style="list-style-type: none"> <li>● YMS 2023 Strategic Plan</li> <li>● Board Schedule and Work Plan 2023</li> <li>● Principal's Report - see link</li> <li>● CES Financial Reports - see link</li> </ul>	<p><a href="#">Charter, Strategic and Annual Plan 2023</a></p> <p><a href="#">BOT Sched &amp; Wrk Plan 2023</a></p> <p><a href="#">Principal's Board Report June 2023</a></p> <p><a href="#">CES May Financial Reports 2023</a></p>	
3.1	<p><b><u>Emergency Planning - Emma Martini</u></b></p>		
3.2	<p><b><u>Health and Safety -</u></b>  <b>23 May - Male new entrant student.</b></p> <ul style="list-style-type: none"> <li>- Before school hours. Playing hockey, hit by hockey stick breaking nose- accidental incident.</li> </ul>	<p><a href="#">Risk Register</a></p>	
3.3	<p><b><u>Policies - update</u></b></p>		
3.4	<p><b><u>Curriculum and Board Expectations</u></b> - see link</p>	<p><a href="#">Curriculum IS and Board Expectations</a></p>	
3.5	<p><b><u>Rebuild Update - Daren Alderson</u></b> - Rebuild Sub-Committee Report #19          For Board Meeting 14/06/2023          Prepared by Daren Alderson</p> <p><b>Actions since the last meeting:</b></p> <ul style="list-style-type: none"> <li>o 11/05/23 DA emailed queries from Allan to Jake Hanno Alarm operation – discussed and resolved.</li> <li>o Furniture trial – was accommodated on agreed date</li> <li>o Shrubbery – Jake arranged to have removed</li> <li>o Sandpit – Jake to arrange to reinstate where affected by build, will be reduced size.</li> <li>o Planter boxes – already moved</li> <li>o Asbestos removal – will occur out of school hours – weekend – will be notified when this will occur in due course.</li> <li>o School access for the next stage – school access and contractor access remain the same.</li> <li>o Sports store container – location agreed.</li> </ul> <p><b>19/05/23 Site meeting attended by DA &amp; AR</b></p> <ul style="list-style-type: none"> <li>o Area fenced off for hydro-seed</li> <li>o Asphalt laying discussed – fence will be moved out so children remain safely away.</li> </ul> <p>26/05/23 DA carried out an inspection focussed mostly on the interiors, with Paul Carrol.</p> <p>Passed on items to Shannon to adopt into formal inspection. Various minor items on exterior still to resolve at time of inspection, but largely in hand.</p>		

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Collection of the furniture gifted by Cashmere Primary was arranged and was carried out by Jonathan – many thanks. Furniture to be stored in the sports store container until classrooms are handed over.

01/06/23 AR asked that DA dealt with locksmith on master keying issues.

o Current school system is archaic and end of life. Can still be rolled onto new classrooms, but eventually all require upgrade.

o If we upgrade now, the rebuild meets part of the cost.

o Cost to change current master keying system is \$1877 incl GST, and is discounted from \$2400.

o The subcommittee supported this expenditure, as did the Presiding Member. Value is below the threshold for the Principal to approve. Actioned.

## **02/06/23 Rebuild Site Meeting was attended by DA & AR**

o CPU (certificate of public occupancy) expected 2/6/23. To be laminated and displayed in the school office.

o Blessing planned for 1pm

o Fire extinguishers discussed – note required under Building Consent – up to school if these are wanted (school cost). Board to discuss.

o Minor defects being worked through during the morning.

o De-fit and demolition discussed. Allan to liaise with Paul to salvage any items.

o Heat pumps to be removed. School to determine if to be kept. Board to discuss.

Other correspondence

- No other correspondence this period.

## **Discussed removal of Cherry Blossom Tree for Health and Safety Reasons and trimming of Macrocarpa Hedge on roadside of school**

### **Actions:-**

- Allan will request pricing to have the cherry tree removed.
- Secretary to find out when Orion are next trimming hedge power lines and request quotation to trim front of hedge.

### **FF&E Budget discussed.**

### **Actions:-**

- Allan to request a quotation for the credenza units teachers have requested for each learning spaces from Hann Construction.
- Principal to follow up on health and safety requirements around blinds from the Ministry. If not policy/legal requirement review at a later date.
- Board in agreement that a cell phone at each end of the learning blocks.
- Purchase 2 prepaid cell phones for health and safety reasons and mount at each end on the learning block

### **Current Rimu Class returning to library**

- Rebecca and Darren will contact Rick from MOE to discuss inserting a toilet area/wet room area and the remodeling/extending the exterior creating more space.

### **Fire Extinguishers - discuss installing/wall mounting for new building**

- Purchase a fire blanket for the kitchen area and a fire extinguisher for the new block.

**Action:** Purchase fire blanket

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	<p><b>Heat pumps 2x from demolition - discussion whether to relocate</b>  <b>Action:</b> Request quotation to mount 1x unit in the principal's office and forward pricing to board.</p> <p><b>Cashmere Primary School - appreciation for donation of chairs</b>  <b>Action:-</b></p> <ul style="list-style-type: none"> <li>- The Principal will send a letter of gratitude to the Cashmere Primary School Principal and board for their generous donation to YMS.</li> </ul>		
3.6	<p><b><u>Year 7 &amp; 8 Enterprise Programme</u></b>  Year 7 and 8 Intermediate School Enterprise Programme - (see link below from whānau information evening which has now been shared via Hail with Rimu Class whānau - May 2023)</p> <ul style="list-style-type: none"> <li>- Feedback received from family expressing concerns around class numbers/expected 2024 as would like to remain at YMS. A date was requested to announce the expected class roll to allow families to make an informed decision for 2023.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Principal to share survey with senior whānau regarding intentions for remaining at YMS 2024.</li> <li>- Board agreed to schedule a date for families to view the technology department at HHS where YMS students attend weekly technology.</li> <li>- <a href="#">YMS Year 7&amp;8 Intermediate Programme</a></li> </ul>	<p><a href="#">Year 7 &amp; 8 Prospective for YMS Website</a></p> <p><a href="#">Reimagining Years 7 &amp; 8</a></p>	
3.7	<p><b><u>Update from PTA</u></b>  Deferred to next meeting</p>		
3.8	<p><b><u>Review our Education Outside the Classroom Policy</u></b>  New information gathered from MOE.  <b>Action:-</b> Allan and Emma will meet to compare current school docs policy and procedures document.</p>		
3.9	<p><b><u>Communication Strategy</u></b></p> <ul style="list-style-type: none"> <li>- Resignation from Rebuild Sub-Committee member.</li> <li>- Board, school and class communication process discussed and timeframe considerations discussed.</li> </ul> <p><b>Action:-</b> Share the larger picture linking events from beginning to end and why? Better communication and content involving the community. Independent Principal's article in the newsletter.</p>		

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3.10	<p><b><u>The rename feedback and planning</u></b></p> <ul style="list-style-type: none"> <li>- Discussed signage, renaming and school name returning to Yaldhurst School withdrawing from being a Model School.</li> <li>- Six forms of communication/feedback received from the community regarding the Rūnanga gifted name Tōtora Tūkaha.</li> </ul> <p><b>Actions:-</b> Allan will seek information /guidance from MOE regarding the option to withdraw from being called Model School.</p> <p><b>Motion:-</b> Presiding Member Resume the renaming process of YMS beginning 2024.</p> <p><b>Moved:-</b> Board unanimous</p> <p><b>Carried</b></p>		
3.11	<p><b><u>Connecting with the community meeting plan</u></b></p> <p>Discussed and agreed to arrange a whānau community evening in Term 3. A date that teachers are available.</p> <p><b>Action:</b> Principal to discuss date with staff</p>		
3.12	<p><b><u>School logo - graphic design - update</u></b></p> <p><b>Actions:-</b></p> <ul style="list-style-type: none"> <li>- Rebecca will follow-up with Liz from Rūnanga for recommended graphic design contact.</li> <li>- Request pricing information for logo designing and opaque glass transfers (long floor to ceiling glass paneled windows) in new block using native plants to Yaldhurst.</li> </ul>		
3.13	<p><b><u>Reimagining the YMS School Values</u></b></p> <p>Discussed changes being made to the HERO logo/design from YMS strategic planning.</p> <p><b>Motion:-</b> Presiding Member HERO to remain as is. Redress the presentation/design including te reo.</p> <p><b>Moved:-</b> Board unanimous</p> <p><b>Carried</b></p>		
3.14	<p><b><u>Staff renaming of new rebuild block 1 and classes - update</u></b></p> <p><b>Action:-</b> Teachers to discuss and select block names as below and class names.</p> <p><a href="#">Canterbury Plains Native Plants link</a></p> <p>Ideas:- Block 1 - Hīnau ABCD &amp; Block 2 - Matai AB</p>		
3.15	<p><b><u>Board Funded Teacher Aide Term 3</u></b></p> <p><b>Motion:-</b> Principal</p> <ul style="list-style-type: none"> <li>- Proposal cost to the board \$5000.00 for term 3, 4 hrs day - Learning Support Programme and progress report for board prepared by Catherine Corcoran.</li> </ul> <p><b>Moved:</b> Board unanimous</p> <p><b>Carried</b></p>		
<p><b>4. Deferred till next meeting</b></p>			
<p>PTA Update</p>			

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<b>5. Next meeting dates</b>	
Upcoming Meetings dates starting at 6:30pm:- Wednesday 16 August, Wednesday 13 September, Wednesday 18 October, Wednesday 8 November, Wednesday 6 December.	
<b>6. <a href="#">Karakia to close</a></b> <b>7. Meeting started:- 6:30 pm</b> <b>8. Meeting closed:- 8:35 pm</b>	