



School Board

Minutes of Special Board Meeting BM8 23rd September 2020

ATTENDEES: Jason Shapcott (Principal), Pearl Norman (Deputy Principal), Amanda Buisman (Chair), Jenny Bawden (via Zoom), David Cousins, Natasha Deery, Anne Semple, Janine Wain, Karen Wheatland (via Zoom) and Sam Gleed (Executive Officer)

1.0	Welcome and apologies	ACTIONS
1.1	<p><i>Opening and welcome</i> The meeting was opened by Amanda at 8.33am.</p>	
1.2	<p><i>Apologies</i> None</p>	
2.0 School Development Days 2020 Amendment		
2.1	<p>Jason started the meeting by informing members that the purpose of the meeting was due to the fact that a parent who works in schools had found issue with the changing of the School Development Days (SDD) for term 4 2020. She had correctly noted that the last day of school for students cannot be changed. Jason apologised to Board members for this oversight.</p> <p>Jason had been in contact with Jim Bell, Executive Director Strategy and Policy who had advised that unfortunately the school could not move forward with previous SDD amendment and must find another way.</p> <p>Jason had investigated when training for Talk for Writing would be available during the term and had found that the only suitable option would be Monday 2nd and Tuesday 3rd of November being week 4 of term 4.</p> <p>A letter to parents had been drafted by Jason and sent out to Board members prior to the meeting. It outlined that the earlier plan could not occur and gave the amended dates.</p> <p>David queried if the PD days could be held on the Wednesday and Friday, meaning the last day of school (Thursday) would remain. The idea was floated that perhaps only a small amount of students would then attend school on the Thursday, leaving a possibility of holding the PD on Wednesday and Thursday with relief staff looking after those who did attend school on the Thursday. Pearl estimated this would cost anywhere between \$3,500 to \$6,000 for relief staff and also noted that most discipline issues occur with relief staff.</p> <p>Board members agreed that the week 4 proposal would give Caralee families an opportunity to book holidays when places may be more available.</p> <p>It was further agreed that the sentence in Jason's letter regarding contacting the school if they had compelling reasons for their child to attend school on those days should be removed and a re-direction to YMCA should replace this.</p>	

	<p>A suggestion was made for Jason to place his letter in full as the Connect notice, rather than as an attachment. It was felt that many parents would not click the attachment to read further and by adding the full notice they would not have to worry about logging in etc.; therefore, hopefully capturing more of an audience.</p> <p>Jason had already put this proposal to staff with no feedback given as yet. Janine felt this would be more beneficial to teachers when they had more energy, before report writing etc. Jason would ensure that it was made clear to teaching staff that they were under no obligation to start teaching Talk for Writing from week 5 but would be welcome to start experimenting with it should they choose. The intention was to start the program officially in 2021.</p>	
3.0	2021 Estimated Charges & Voluntary Contributions	
3.1	<p><i>2021 Estimated Charges & Voluntary Contributions had been emailed to Members prior to the meeting</i></p> <p>The fees and charges were considered and passed by the Board.</p>	
4.0	Zoom Technology	
4.1	<p>Board members agreed that using Zoom for the meeting had worked well and Jason mentioned that Janine had been trialing this as a 'learning from home' option, should the need arise. Rhiannon is going to present a mini lesson with students to help them with login access from within Connect.</p> <p>The Department of Education has made it clear that there should only be one mode of instruction – either online or working from home packages. The idea is that the online format would only be used for the first 30 minutes of the at-home school day, with students then moving on to work packages as per last time. It has been shown that face-to-face connection is really important for student wellbeing and this could therefore fall under the 'Pastoral Care' umbrella.</p>	
5.0	Time and date for next meeting	
5.1	<p>Amanda thanked everyone for attending and closed the meeting at 8.57am.</p> <p>The next meeting is on Wednesday 2nd December 2020 at 8.00am in the Conference Room.</p>	

Signed (Chair): _____ Date: _____