



## NORTHLAND COLLEGE BOARD OF TRUSTEES

Minutes of a ZOOM Meeting of the Northland College Board of Trustees held on  
Wednesday, 22<sup>nd</sup> April 2020, commencing at 5.44pm

1.	<b>ADMINISTRATION –</b>	
1.1	<b>PRESENT:</b> Kelly Yakas (Chair), John Kendal (Principal), Justin Blaikie, Elodie Vujcich, Keith Wihongi, Kohi Woodman (5.58pm), Kristina Te Whata (HOL Te Puna Māori), Evan Rakena (Finance Manager), Beryl Dalton (Board Secretary)	
1.2	<b>APOLOGIES:</b> Clare Giesbers	
1.3	<b>CONFLICTS OF INTEREST:</b> Nil	
2.	<b>ADMINISTRATION –</b>	<b>ACTION:</b>
2.1	<b>FINANCE REPORT – 20<sup>th</sup> April 2020:</b>  Matua Evan - <ul style="list-style-type: none"> <li>• Net surplus \$132K YTD less budgeted net deficit of \$16K – hoping that if we continue spending as we are, we will be well above the deficit mark by the end of this year</li> <li>• Income – 1/3 of the way through the year and just over the 1/3 mark for income – tracking OK</li> <li>• Should have spent 33% of our expenditure but to date only spent 23% due to staff being away from school over the last 20 days – expecting a big influx of spending when we start back</li> <li>• Some costs look a little bit high for this time of the year because these accounts have been paid in full for the year</li> <li>• Financial Accounts to Auditor were sent on 29<sup>th</sup> March</li> <li>• huge acknowledgment to Evan for getting this done for the Board and for the School – thank you very much</li> <li>• net deficit for those accounts - \$152K net deficit for the College for the year – we did budget for a \$38K loss for 2019 but you will be aware that there are a few extra items –               <ul style="list-style-type: none"> <li>• annual leave and settlement for Property staff that left</li> <li>• depreciation was more than budgeted for</li> </ul> </li> </ul>	



2.2	<ul style="list-style-type: none"> <li>• decrease in Farm stock valuation and a drop in the Fonterra shares</li> <li>• our operational deficit was \$101K but you will see other comprehensive revenue expenses due to the drop in Fonterra shares</li> <li>• Farm had a cash surplus of \$40K but doesn't take into account increases/decreases of stock numbers</li> <li>• Page 21 of the Holiday Act entitlements – notes in Annual Report are standard for all schools</li> <li>• Some figures are missing in Capital Projects – refers to “other classrooms” as per the template – he hasn't got a reconciliation from Justin Lapper (Avail Pacific – Project Manager) as yet – the Ministry give us money for 5YA projects which doesn't match their spreadsheet so he is awaiting their reconciliation</li> </ul> <p><i>5.58pm - Evan departed</i></p> <p><b>CURRICULUM REPORT –</b>  <b>TE PUNA MĀORI</b> – Whaea Kristina Te Whata</p> <p>Whaea Kelly -</p> <ul style="list-style-type: none"> <li>• Great to see that there is positive stuff around internal staff PD that you are facilitating – thank you for helping to lead that Kristina</li> <li>• Interested to see in the TP Māori tracking sheet for Y11 that you have excellent results – in the comment section only 2 out of 15 have got excellent attendance – but the others are still achieving well</li> </ul> <p>Whaea Kristina -</p> <ul style="list-style-type: none"> <li>• Students came through to this year with a high level of Te Reo – it was better organised this year for L1 Te Reo students – she kept pushing them and when we went into Lockdown they did their mahi and are keen to get their NCEA credits and worked well at home completing tasks</li> <li>• She needs to link in all their work and have their evidence electronically available for moderation – she is happy with the Te Reo L1 Māori students thus far</li> <li>• Some students haven't communicated since Lockdown</li> <li>• We don't have a Y12/13 class</li> <li>• With the Pandemic we won't be doing any haerenga and may not happen until Term 4 – just “playing it by ear” – less money will be spent – didn't go to Ngā</li> </ul>	<b>ACTION:</b>
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2.3	<p>Manu Korero or the Te Tai Tokerau Festival so may be able to buy classroom equipment instead</p> <ul style="list-style-type: none"> <li>• One of our school wide goals is to strengthen the connection for our students to Ngāpuhitanga – hopes to facilitate guest speakers or find online ways to hiko around the whenua</li> <li>• We had set up a time to do a PD with staff but with the Pandemic she suggested staff should focus on Canvas preparation and hopes to run the session later with staff – she has shared it with staff and hoping to embed audio so staff can hear it – Matua Brent is up to speed with how to do video courses in Loom</li> </ul> <p>Matua John -</p> <ul style="list-style-type: none"> <li>• Whaea Kristina has come into this role for the fixed term position and has done lots of learning but our students have their MPA credits to be assessed – thanks to Whaea Kristina</li> </ul> <p>Whaea Kristina -</p> <ul style="list-style-type: none"> <li>• Thanks to Whaea Te Mana and Whaea Paulene who are reporting results – formative assessments need to be put into a space with evidence</li> <li>• Thanks to the help from Whaea Maria for sharing moderation and tracking templates</li> <li>• Kaitiaki@Kupu.Māori.NZ is a good Te Reo site</li> <li>• Not every student has a Chromebook so maybe some of our connectivity issues relate to this – some 9 Te Toi Rangi students are hot spotting off their parents' phones and have limited data time – she hasn't got to contact all of 10TTR but contacted most of her seniors through Zoom and Canvas, and will also ring them.</li> </ul> <p>(1) RESOLVED THAT the Te Puna Māori Curriculum Report be received.</p> <p style="text-align: right;">Kelly - Carried</p> <p><i>6.12pm – Whaea Kristina departed</i></p> <p><b>PRINCIPAL'S REPORT:</b> Matua John –</p> <ul style="list-style-type: none"> <li>• Acknowledged his ELT Team for their hard work</li> <li>• He met with Principals from Okaihau College, BOI College and Kaitaia College for a catch up</li> <li>• Invites Whaea Kelly to attend our Staff Briefing on Friday to acknowledge and awhi staff</li> </ul>	<p><b>ACTION:</b></p>
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	<ul style="list-style-type: none"> <li>• 55% of staff can attend onsite and 45% cannot come onsite</li> <li>• Invites Whaea Kelly to see what students can access online</li> <li>• Devices have not been received yet – hopefully they will be delivered by the end of this week</li> <li>• Trying to create a sense of calm and direction during Pandemic and collecting student data – the above schools have less than 4 students wanting to come back onsite for Y9/10s</li> <li>• regarding our students' wellbeing in their home environments - we have identified whānau who we believe will need support – we know their living arrangements and some have 10+ people in the whare – Whaea Ipi is doing an amazing job – we have the thumb on the pulse with our whānau who we know the next couple of weeks are going to be very challenging for them</li> <li>• Our social workers are still maintaining contact with their students</li> <li>• Matua Justin gives his full support around connectivity as we have money in our budget if there is any way we can help e.g. money from bees or to fast forward money from the Farm – pulling financial strings to bridge the connectivity gap</li> <li>• Skinny have come back with what they can offer for modems – it is day by day – Matua John is communicating with Whaea Hira's 2IC and tomorrow he should have a better idea around connectivity timelines</li> <li>• We are able to see which learning platforms students are going onto - some students are busy surfing YouTube all day</li> <li>• Waiting until Monday for .6 Te Reo Māori employment contract to be signed</li> <li>• Signed up EAP Services (Employee Assistance Programme) last year for incidences for two staff</li> <li>• NRC did a staff survey and stress was a really big factor and they have set up a staff wellbeing committee</li> <li>• Learning for students onsite next week will all be online – school day will be from 9.00am-2.00pm – students can't play handball, games – need to be really clear on protocols for students next week</li> <li>• Attendance - everybody is marked present</li> <li>• Matua Richard can see what students are doing online</li> </ul>	<p><b>ACTION:</b></p>
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2.4	<ul style="list-style-type: none"> <li>• hard copies will be made available in the Music Room for students to collect – if they can't collect work we will ask support staff to deliver</li> <li>• IT online learning is something we may need to look at for the future – school can be a distraction for some of our students – we can see online tracking data</li> </ul> <p>Matua Richard –</p> <ul style="list-style-type: none"> <li>• Showed a spreadsheet for collection of student data and the Canvas and Education Perfect programmes which track students' engagement and achievement</li> <li>• A lot of staff have put in a lot of work and updated in online learning very quickly</li> <li>• We have also been capturing the reasons why we are not getting engagement and encouraging whānau as this may go onto until the end of the Term</li> <li>• Zoom classes – learning slots at 9.00am and 1.00pm – Juniors have Zoom classes on Wednesdays – Friday morning is for Tutor Zooms and the afternoon slot is for marking and feedback</li> <li>• online learning generates a lot more marking for teachers</li> <li>• Friday afternoon is for teachers to collect work in and set an individualised pathways for blended online learning</li> <li>• Teachers are starting to collaborate on courses which eventually becomes less work for them</li> <li>• Wants to congratulate staff for touching base with students to get the best data we can to state the position we are in</li> <li>• He will be attending a seminar on Friday on how to pipe connectivity out to our community</li> </ul> <p>(1) RESOLVED          THAT the Principal's Report be accepted.          John / Justin – Carried</p> <p><b>HIWA I TE RANGI TEEN PARENT UNIT REPORT:</b>          Matua John -</p> <ul style="list-style-type: none"> <li>• TPU students are offsite until Alert Level 2</li> <li>• there are issues of staff not being onsite due to their personal circumstances</li> <li>• he will be seeing next week what their online learning looks like</li> <li>• they have been included to receive devices and internet</li> </ul>	<p><b>ACTION:</b></p>
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2.5	<ul style="list-style-type: none"> <li>Eleanor is using Messenger to stay in touch with students.</li> </ul> <p>(2) RESOLVED THAT the Hiwa-i-te-Rangi Report be received.</p> <p style="text-align: right;">Kelly – Carried</p> <p><b>FARM REPORT:</b></p> <ul style="list-style-type: none"> <li>Need clarification of what the demerits are for and how much it costs us.</li> </ul> <p>(3) RESOLVED THAT the Farm Report be received.</p> <p style="text-align: right;">Kelly – Carried</p>	<p><b>ACTION:</b></p> <p>Kelly – lockin BOT/Farm Committee meeting date for around August</p>
3.	<p><b>ADMINISTRATION -</b></p> <p>3.1 <b>TERM 1 POLICIES REVIEW:</b></p> <ul style="list-style-type: none"> <li>Trustees to login to review policies</li> <li>Health &amp; Safety Committee meet on a monthly basis – prior to Lockdown they had met twice – they are scheduled with staff and senior management to do a walk around the school and to pass onto any repairs and maintenance to EdPro – this ticks the box for Assurance</li> </ul> <p>3.2 <b>CONFIRMATION OF MINUTES – 18<sup>th</sup> March 2020:</b></p> <p>(4) RESOLVED THAT the Minutes dated 18<sup>th</sup> March 2020 be confirmed as a true and correct record.</p> <p style="text-align: right;">John / Elodie – Carried</p> <p>3.3 <b>ACTION SHEET:</b> Justin –</p> <ul style="list-style-type: none"> <li>Can search a Title or LIM Report re Forestry carbon credit information</li> <li>Propagation Tunnelhouse – Matua Wayne and Carpentry students may be able to help with building but need longer posts</li> </ul> <p>3.4 <b>CORRESPONDENCE:</b> Nil</p>	<p>Kelly – to forward School Docs link to Justin</p> <p>John – to send Strat Plan to Trustees</p> <p>Justin – to price up longer posts for tunnelhouse and purchase</p>



3.5	<b>NEXT MEETING DATE:</b> Wednesday, 20 <sup>th</sup> May 2020  <i>7.09pm – Beryl departed</i>	<b>ACTION:</b>
3.6	<b>IN-COMMITTEE:</b> 7.09pm	
3.7	<b>OUT OF IN-COMMITTEE:</b> 7.17pm	
MEETING CLOSED AT: 7.20pm with karakia		

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*Confirmed by Chairperson*

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*Date*