



**Halswell School**  
*Many hearts make a school*

**MINUTES OF MEETING**

**BOARD OF TRUSTEES**

**Monday 20 April 2020**

**PRESENT**

Francesca Brown (Chairperson), Stuart Cameron (Principal), Cathie, Giarne Harrison, Anita Head (Staff Representative), Natasha Buckby, Rob Dixon, Rob Naysmith, Ged Robinson, Shaun Perrin

**Apologies:** None

**Guests:** None

**Meeting Opened:** 7.30pm

**COVID19 and implications of Level 3**

[MoE Guidelines for Schools](#)

[Comms to parents and online survey](#)

The Board approve the parent letter and survey to be sent to the parent community.

Moved Giarne Harrison, Seconded Francesca Brown, all agreed.

The leadership team will look through the survey results and then phone any parents who need to give extra clarity on why their children would be attending school during Level 3 or any families that have not responded within the next few days.

**Key Alert Level 3 considerations:**

**Alert Level 3 Roll to be preempted and created**

- The roll will come as a result of the Survey to parents.
- Parents cannot pick and choose when to send their children to school
- Parents must decide if all their children will attend. There is no option for one child to attend but not their sibling.
- The Board and Leadership Team have the ability to ask parents to identify why they will be sending their children to school. There will be consistent messaging around the need for children to be home where possible.
- New Entrants Children starting in Term 2, no option for transition to school visits during level 3. Parents have three options currently:
  - Continue with ECE
  - Distance learning programme
  - Attend school (if their parent is an essential worker)
- Contact tracing register will be set up as per the Ministry guidelines that will be released on Wednesday 22 April.

**Curriculum Delivery**

- All learning will be the same. Learning done in class will be the same as the at-home, distance learning.
- Children attending school will be required to bring their own device where possible.
- Enrichment programmes will continue running via Zoom and Lexia as they are currently.
- High needs children - These children are unlikely to be back to school at Level 3, if any were to attend, there could be a challenge with no Teacher Aides. Survey results will help pre-empt any need for this.
- Learning through play is unable to occur as children cannot share equipment of any kind.
- Children are expected to have their own individual stationary.

### **Bubbles**

- All children and staff must adhere to physical distancing regulations: 1 Metre inside and 2 Metres outside.
- Bubbles created within the school (10 children and two adults) will stay together the whole time at school and under Alert Level 3.
- Bubbles likely to be organised by Whanau groups and include siblings.
- Parents to be reminded and notified that although the school will take all reasonable and practical steps to adhere to the 1m and 2m physical distancing, the school can not guarantee that this will be possible to at all times.
- Break times and start/finish times to be staggered so bubbles at school do not mix.
- Parents to given designated drop off zones and times to restrict additional access to grounds.
- Full staff and team meetings will continue via Zoom.

### **Staff**

- Results of staff survey regarding return to work and who is at higher-risk categories show the number of staff impacted is approx 25%.
- School can be accessed from Tuesday 21 April, Stuart to contact the caretakers and work with them on necessary steps for getting the school ready to be re-opened.
- Teachers to not be required to be back at school until next week.
- Performing Arts and Itinerant lessons are currently occurring online.
- Possibility of shorter days and staggering breaks during the school day is being looked at.
- PPE is currently not required for staff. The school will communicate with parents the suggestion of having children attend school in freshly clean uniform daily.
- All staff expected to arrive between 8.15am-8.30am and leave school grounds by 3.15pm daily

### **International Fee Paying Students**

- Penny in contact with the families. They are currently receiving the same distance learning as all the other students.

### **Additional Comms to go out to parents on Thursday or Friday**

- This information will reinforce the public health risk for students not following distancing guidelines
- Behavioural concerns - Parents to be notified that there will be little to no tolerance for this. If this were to occur on more than one occasion, the parents will be made to come and collect the child.
- Once families attending school are identified, they will receive specific information about what school will be like.

The Board acknowledge all the work the school has done to get all of the online learning and maintain connections between staff, students and the wider school community during this time.

The Board will send a message of appreciation to the staff.

Francesca to send this to Stuart to be sent on to all staff.

Signed:



Date: 19th May 2020

Meeting closed: 8.45pm

**MATTERS ARISING / ACTION SHEET  
FROM THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON 20 APRIL 2020**

<b>By Who</b>	<b>Action</b>	<b>Reference</b>	<b>Date</b>
Francesa	send a message of appreciation to the staff		Completed