



Taoroa School Meeting Minutes

Wednesday, November 30th 2022
5.30pm @ Taoroa School

Items		Time
1.0 Administration		5.30 pm
Checklists to ensure that our board is compliant	<ul style="list-style-type: none"> • Taoroa School Annual Plan 2022 • NZSTA Term 4 Board Checklist • Yearly Board assurances (Need to view and minute updated assurance schedule) • Board Schedule • Board Work Plan • Board member register *Updated • Board Delegation List *Updated 	
1.1 Overview		15 mins
1.2 Present	Sarah Wells (Presiding member), Lara Stevens (Principal), Brylee Bond (selected), Dawn Fitzgerald (elected), Liz Taylor (Staff Rep), Hannah Totman (Secretary)	
1.3 Apologies	n/a	
1.4 Declarations of interest	Declaration of Interest policy <ul style="list-style-type: none"> • No declarations of interested added to the agenda 	
1.5 Confirmation of previous minutes	<p>Motion: That the minutes of the previous meeting dated 21 September 2022 are accepted as a true and accurate record</p> <p>Moved: Lara Stevens Seconded: Dawn Fitzgerald</p>	
1.6 Brainstorm questions for Tracey		
2.0 Meeting with Tracey from NZSTA	Tracey Burgess Jones Joined via zoom to discuss board structure Key points: Presiding member is a legal requirement Staff rep and Principal cannot be chairperson Presiding member has to be elected at the first meeting of the year Selected members – community decision Co-opted – board decision for specific set of skills needed	6:00pm
2.1	<ul style="list-style-type: none"> • Review where we are at with everything • Questions 	30 min
3.0 Reporting	Principals report was emailed out to members prior to meeting to read and review	6:30 pm
3.1 Principals report	Principals Term 4 Report <ul style="list-style-type: none"> • Term 4 Overview • Student achievement policy • Curriculum delivery policy 	25 mins
3.2 Finance	<p>Draft Budget for 2023 has been completed and needs to be signed off by BOT</p> <p>Lara and Hannah currently named on finance committee Dawn to be added to the Finance Committee as third person</p> <p>Lara looking at board members payment for attending meetings</p> <p>Lara would like to change Student management system to ETAP – there is an initial startup cost but then it will work out cheaper to run annually, and more data analysis options available</p>	

	<p>Motion: To change student management system from Edge to ETAP Moved: Sarah Wells Seconded: Brylee Bond</p> <p>There is money left over from the wellbeing grant. Lara would like to use it for PLD in 2023. Motion: to use wellbeing grant on PLD next year Moved: Dawn Fitzgerald Seconded: Brylee Bond</p> <p>Motion: Hannahs hours increase to 18 hours per week. 6 hours from home, focused on grant applications Moved: Lara Stevens Seconded: Liz Taylor</p> <p>Public Trust JBS Duddings Grant - We have been granted an application for funding towards a new pool filter and cover. Details to be confirmed by email over the next few days.</p>	
3.3 Property	<p>Prep work for tennis court ready to start in December Tennis net purchased New branding stickers have been installed on the school buses and new uniform collected - all look really good School house is currently empty and we are looking for suitable tenants (6 Month contract) Weedburner purchased from Mitre 10 but waiting for stock to come in</p> <p>10YPP - Tender from Bairds is with MOE at the moment, \$25K will need to be funded by the school Motion: To approve classroom upgrade project Moved: Lara Stevens Seconded: Brylee Bond</p> <p>Discuss option to liaise with fundraising committee to help with extra costs</p> <p>Discussion about increasing Caretakers hours due to Fitz working overtime on a number of weeks and taking on the maintenance of the pool. Motion to increase Caretakers hours to 7 hours (from 6 hours) per week - this may change at different times of the year depending on the amount of work needed Move: Lara Stevens Seconded: Brylee Bond</p>	
3.4 Health and Safety	Liz has completed first aid course	
3.5 Achievement		
3.6 Whānau & Community report	<ul style="list-style-type: none"> • Discussion around feedback forms - plan to send out in January 	10 mins
3.0 Policy review	<p>School docs Login: 2463 Password: taoroad123</p> <div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> <p>Actions Go to the Current Review tab on your SchoolDocs site for review instructions and take part in this term's review.</p> </div>	7:10 pm
3.1 Health Safety and welfare	<ul style="list-style-type: none"> • Hazard register • Emergency management plan 	10 mins
3.2 Alcohol, Drugs and other harmful substances	<ul style="list-style-type: none"> • Has been reviewed 	
3.3 School swimming pool	<ul style="list-style-type: none"> • Reviewed last meeting • Contract • Pool rules need to be displayed at Pool 	
4.0 Board assurance		7.20pm
4.1 Safety Checking	<ul style="list-style-type: none"> • Assure the board that all children's workers employed or engaged by the school have been safety checked prior to their appointment. <p>Assured</p>	10 mins
4.2 Principal Professional growth Cycle	<ul style="list-style-type: none"> • Assure the board that the principal is completing their professional growth cycle. <p>Professional growth cycle was being conducted by previous BOT presiding member. Will look to get external appraiser in for 2023. Board members are happy for Lara to look</p>	

	into and go with whichever option she feels will work best.	
4.3 Provisionally Certificated Teachers	<ul style="list-style-type: none"> Assure the board that provisionally certificated teachers have received an appropriate induction programme. <p>Assured</p>	
4.4 Police vetting for non teachers	<ul style="list-style-type: none"> Assure the board that all non-teaching staff have current police vets on file <p>Assured</p>	
4.5 Appointment Procedure	<ul style="list-style-type: none"> Assure the board that the Appointment Procedure policy is being implemented correctly, including appointment committee delegations, and referee/background checks. <p>Assured</p>	
4.6 School Donations	<ul style="list-style-type: none"> 	
4.7 Length of School year	<ul style="list-style-type: none"> Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year. <p>Assured School year 2023 7th February 2023- 20th December 2023 (386 Half days)</p>	
4.8 International Learners	<ul style="list-style-type: none"> Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date – 1 December each year. <p>N/A</p>	
4.9 Evacuation/ Emergency Kits	<ul style="list-style-type: none"> Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates) <p>School evacuations have not been happening regularly. No emergency kits</p>	
4.10 Expenditure	<ul style="list-style-type: none"> Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure topic. <p>Someone on finance committee to do this Term 2 and Term 4 of each year</p>	
4.11 Monitoring and auditing School bus	<ul style="list-style-type: none"> Assure the board twice a year that all elements of the school compliance checklist have been attested to, all requirements have been met, and those involved with the school bus are following appropriate policies and procedures <p>Assured RAMS form completed daily for running of all three school buses</p>	
5.0 General Business		7.40 pm
5.1 Casual vacancy	<ul style="list-style-type: none"> Resignation – Kat has resigned as Board Chairperson <p>Election of New Presiding Member Sarah Wells was nominated by the board to take on the role of presiding member. The vote was unanimous and therefore Sarah was elected as the new BOT Chairperson.</p>	10 mins
5.2 Follow up actions from last meeting	<ul style="list-style-type: none"> Hannah is awaiting response from a few suppliers for wide brimmed sun hats 	
5.3 BOT and Staff Dinner	<ul style="list-style-type: none"> Booked in at River Valley Lodge 7pm Can use school van for transport 	
Next meeting	This is the final BOT meeting of 2022, the first meeting of 2023 planned for Wednesday 22nd February.	
5.0 Meeting closed		8.08pm
Karakia		