



# Taoroa School Meeting Agenda

20th February 2024

6.00pm - 8.00pm @ Taoroa School

Items		Time
<b>1.0 Administration</b>		6.00 pm
<b>Checklists to ensure that our Board is compliant</b>	<ul style="list-style-type: none"> <li>• <a href="#">NZSTA Term 1 Board Checklist</a></li> <li>• <a href="#">Board Work Plan</a></li> <li>• <a href="#">Board Member Register</a></li> <li>• <a href="#">Board Delegation List</a></li> <li>• <a href="#">Conflict of Interest Register 2024</a></li> <li>• <a href="#">Board Work plan</a></li> </ul>	
<b>1.1 Overview</b>		15 mins
<b>1.2 Present</b>	Sarah Wells (Chairperson), Lara Stevens (Principal), Liz Taylor, Dawn Fitzgerald,	
<b>1.3 Apologies</b>	Brylee Bond, Hannah Totman (Secretary)	
<b>1.4 Board member Register</b>	Review <a href="#">Board Member Register</a> Some changes required to board member register. Lara Stevens to make the changes. To put out expressions of interest for new board members.	
<b>1.5 Board Delegations</b>	Review <a href="#">board delegation list</a> Potential for bringing in a person/people onto delegation committees, outside of the board to help. Particularly interested in somebody to help with the property admin for the school house. Idea put out to seek expression of interest, in the community, for that position for the duration of a school year. Motion moved- Sarah Wells Seconded - Liz Taylor	
<b>1.6 Declarations of interest</b>	<a href="#">Declaration of Interest policy</a> <ul style="list-style-type: none"> <li>• Call for conflict of interests</li> <li>• <a href="#">Taoroa School 2024 Conflict of Interest Register</a></li> </ul> <p>Any conflict of interests to declare?</p>	

	No new conflicts of interest to declare.
<b>1.7 Code of Conduct</b>	Review <a href="#">Code of Conduct</a> Board reviewed Code of Conduct. No changes required or made <b>Moved</b> - Lara Stevens <b>Seconded</b> - Liz Taylor
<b>1.8 Board Work plan</b>	Review <a href="#">Board Work Plan</a> Board work plan - Needs updating. Curriculum to be reviewed, focus being writing. Lara Stevens to review this.
<b>1.9 Elect Presiding Member</b>	Unanimous decision to vote Sarah Wells as board chair for the next year. Congratulations Sarah!!
<b>1.10 Approve</b>	Discuss <a href="#">Principal performance review</a> Discussion around how this review will work. Begins tomorrow for Lara with hui. Lara in talks with local school principals.
<b>1.11 Confirmation of previous minutes</b>	<b>Motion:</b> That the minutes of the previous meeting dated <a href="#">Minutes 6th December 2023</a> are accepted as a true and accurate  <b>Moved:</b> Lara Stevens <b>Seconded:</b> Sarah Wells
<b>1.12 Matters Arising</b>	<ul style="list-style-type: none"> <li>• ERO - <a href="#">Preparing for Te Ara Huarau</a>:</li> </ul> <p>Staff will go through school improvement framework prior to ERO visit. Board reviewed improvement framework, in particular “stewardship” - Cultural capability a potential concern. Idea for reaching out to Mokai Patea services to advise as to what can be brought in for Maori learners, to increase input from whanau, hapu and iwi. Self graded at 1’s and 2’s mostly. Potential for greater board involvement. Currently the board looks at the data given without completely unpacking what the data reveals and why, along with improvements to be made. Intention to have specific targets for the schools lower learners and ambition for all learners. Mindful that this goes alongside the bigger picture of what the children have going on at home and staff well-being. ERO/NZSTA - to be asked for advice in this area.</p> <p>Health survey discussion - consulting with whanau about health curriculum. Poor survey response in general from whanau, importance of timing for sending home surveys i.e not on a friday night. BOT to complete the checklists to help with the prep for ERO.</p>

<b>2.0 Strategic Plan</b>		
<b>2.1 NELPS TOOL</b>	<ul style="list-style-type: none"> <li>● Highlight Area's that the school is not performing as well in and add to strategic plan (draft)</li> <li>● Plan community consultation</li> </ul> <p>NELPS included in strategic plan? - Possibly have to change some of the wording in the strategic plan to include NELPS.</p> <p>Remove "Enviroschools curriculum" from strategic plan.</p> <p>Board agrees that point 1.2 on strategic plan could potentially be changed for something else. As "Vibrant" is hard to quantify. Also the school grounds have undergone some changes over the last year. Whether it could be more related to iwi involvement.</p> <p>Important to add into the plan allowances for prioritising staff well-being.</p> <p>3.1 - student agency - asterixed for this.</p> <p>Identify that priority 7 is maybe lacking.</p> <p>We would love to have more whanau involvement. Chair to touch base with a few whanau to gain some input before submitting strategic plan.</p> <p>Lara will reach out to Marea Bellamy for iwi.</p> <p>Idea for having a reward draw for a \$50 voucher on whanau surveys. Approved.</p>	10 min
<b>3.0 Policy Review</b>	<a href="#">School docs</a> Login: 2463 Password: taoroa123	
3.1	<ul style="list-style-type: none"> <li>● <a href="#">Te Tiriti o Waitangi</a> Kahikitia needs to be more directly included - Reviewed</li> </ul>	5 min
3.2	<ul style="list-style-type: none"> <li>● <a href="#">Board Responsibilities</a> Reviewed</li> </ul>	
3.3	<ul style="list-style-type: none"> <li>● <a href="#">Documentation and Self Review Policy</a> Reviewed</li> </ul>	
<b>4.0 General Business</b>		
4.1	<ul style="list-style-type: none"> <li>● Roll + Transport update - Sarah</li> </ul> <p>Transport - confirmation that the school qualifies for the extended rural bus route.</p>	10 mins
4.2	<ul style="list-style-type: none"> <li>● Property update - Sarah</li> </ul>	

	Update from the ministry regarding the school build, we have expressed urgency and are in contact about prioritising the build.	
4.3	<ul style="list-style-type: none"> <li>Peace under pressure proposal- Staff PLD Covering two terms, every second week for 5 members of staff. <b>Moved</b> - Dawn Fitzgerald <b>Seconded</b> - Sarah Wells</li> </ul>	
4.3	<ul style="list-style-type: none"> <li><b>School house paint</b> - Seeking second quote due to excessive quote</li> </ul>	
4.4	<ul style="list-style-type: none"> <li>BOT meetings - timings + Frequency Principal proposes two BOT meetings a year in week 3 and week 8 in order to cover all the content.</li> </ul>	
4.5	Best way to communicate with BOT - Email is the consensus. Potential for messenger 'you've got mail' notification.	
<b>5.0 Reporting</b>		
<b>Principal Report</b>	<ul style="list-style-type: none"> <li><a href="#">Principal Report</a> PLD funding to support teaching staff with writing applied for. Behaviour policy discussed Pool cover ordered. Cost of pool discussed - new filter has increased running costs. Reminder for koha from whanau for pool use. Attendance has been good. Earthquake and fire drill reminders</li> </ul> <p><b>Moved:</b> Dawn Fitzgerald <b>Seconded:</b> Sarah Wells</p>	20 mins
<b>Student Achievement</b>	<ul style="list-style-type: none"> <li>Statement of Variance Board looked at the results of the student well-being survey. In particular the 'aggressive student culture' results and the importance of increasing motivational reward system, especially for the senior students. Looking to see an improvement in the results for the next survey.</li> </ul>	
<b>Budget approval</b>	<ul style="list-style-type: none"> <li>Approve revised budget</li> </ul> <p><b>Moved</b> - Sarah Wells <b>Seconded</b> - Liz Taylor</p>	10min
<b>Property</b>	<ul style="list-style-type: none"> <li>Cyclical maintenance 2023 Last year the BOT decided to defer planned cyclical maintenance of interior paint to block 1 (including toilets, admin, library and staffroom) due to being in good condition.</li> </ul>	

<b>In Committee</b>		
Staffing	<ul style="list-style-type: none"> <li>• Approval for BOT funded additional staffing.</li> <li>• P licence</li> </ul>	10 mins
Koha	<ul style="list-style-type: none"> <li>• Koha approval transport</li> </ul>	
Meeting Closed @ 21.08pm		