



# Taoroa School Meeting Agenda

16th May 2024

3:15pm - 5:15pm @ Taoroa School

Items		Time
<b>Karakia</b>		
<b>1.0 Administration</b>	Meeting commenced 3.15pm	3:15 pm
<b>Checklists to ensure that our Board is compliant</b>	<p>Term 1 Policy review is complete.</p> <ul style="list-style-type: none"> <li>• <a href="#">Board Member Register</a></li> <li>• <a href="#">board delegation list</a></li> <li>• <a href="#">Taoroa School 2024 Conflict of Interest Register</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, Brylee Bond, Hannah Totman (Secretary)	
<b>1.3 Apologies</b>		
<b>1.4 Confirmation of previous minutes</b>	<p><b>Motion:</b> That the minutes of the previous meeting dated <a href="#">5th April 2024</a> are accepted as a true and accurate</p> <p><b>Moved:</b> Lara <b>Seconded:</b> Sarah</p>	
<b>1.5 Matters Arising</b>	<ul style="list-style-type: none"> <li>• ERO : Update on progress</li> </ul> <p>ERO coming to school on Thursday 23rd May, BOT are encouraged to come in for whatever amount of time they can give.</p> <p>Plan for BOT to come in the morning 9am to meet and greet ERO representative</p>	
<b>1.6 Grant Application</b>	<ul style="list-style-type: none"> <li>• Transport funding application. Extraordinary meeting was held 29th April and a resolution passed to apply to Pub Charity for funding for \$80,000 to support a transport</li> </ul>	

	<p>upgrade.</p> <p><b>Moved:</b> Liz <b>Seconded:</b> Brylee</p> <p>Application has been submitted and is under review - should find out by the end of May</p>	
<b>2.0 Strategic Plan</b>		
<b>Annual Plan</b>	<ul style="list-style-type: none"> <li>• <a href="#">Annual Plan</a></li> </ul> <p>Progress on goals is tracking well and lines up with what was planned.</p> <p>Looking at the course “Te puna reo” - would be learning alongside kids, teachers have small modules each week to reinforce their learning - learning and teaching at the same time.</p> <p>Writing PLD - applied for funding through ministry and got 50hrs, have assigned facilitator.</p> <p>Overall tracking well</p>	10min
<b>3.0 Policy Review</b>		
	<p><a href="#">School docs</a> Login: 2463 Password: taoroa123</p>	
3.1	<ul style="list-style-type: none"> <li>• <a href="#">Employer Responsibility Policy</a> Reviewed</li> </ul>	10 min
3.2	<ul style="list-style-type: none"> <li>• <a href="#">Appointment Procedure</a> Reviewed</li> </ul>	
3.3	<ul style="list-style-type: none"> <li>• <a href="#">Safety Procedures</a> Reviewed</li> </ul>	
<b>4.0 General Business</b>		
4.1 Property	<ul style="list-style-type: none"> <li>• School house update</li> </ul> <p>New tenant has been found for the school house. Tenancy to commence on the 25th May.</p> <p>Discussion on regular house inspections - at move in, after that twice a year.</p> <p>Dawn volunteered to complete inspections. Need to follow up with insurance company to see how many inspections are required.</p>	10 mins

	<p>Curtains to be replaced, Sarah has found some curtains to use and will organise replacement</p>	
4.2 Transport	<ul style="list-style-type: none"> <li>• Transport Puke Road - route has been declined after MOE came out and carried out risk analysis Bus Waiting list - 4 kids on waiting list. Town pick up spot changing to train station for both buses as of Monday 20th May. Go bus management has approved taking kids to town after school if there is space (dropping off at GoBus depot). Will be great for access to sports and helping country families. Tom Wells applied for Sport NZ Rural travel grant - approved for \$4,677.60 for travel to regular local sport</li> </ul>	
4.3 Health and Safety	<ul style="list-style-type: none"> <li>• Footpath - Footpath wanted/needed along roadside from school to the hall for kids going to and from the bus. A rail would be good to keep the kids safe and off the road. Do we need council consent? Sarah will look into options.</li> <li>• Traffic Management Plan - MOE advised we need TMP, cones, kids crossing signs, Maps, risk assessment</li> <li>• Brylee will look into council requirements for getting path</li> </ul>	
4.5 Camp Proposal	<ul style="list-style-type: none"> <li>• Arzjah to share proposal for trip to Taupo for senior classroom (yrs 5-8). Total projected cost would be \$3.5k. Requires fundraising.</li> </ul> <p><b>BOT approves to go ahead with planning trip based on \$150 per child</b></p> <p><b>Moved:</b> Lara <b>Seconded:</b> Brylee</p>	
4.6 Shade Sails	<ul style="list-style-type: none"> <li>• Update on shade sails + Quote review 4 new quotes received - whole playground 30-40K (2-4 shades). Possibility to complete in 2 stages to</li> </ul>	

	<p>spread cost out - \$12-18k for 1 shade \$8k grant approved from Four Regions, expires in November</p> <ul style="list-style-type: none"> <li>- Look for another grant to make up shortfall</li> <li>- Preference for \$12k for now, with option to extend in the future - Lara will follow up with manufacturers</li> </ul>	
4.7 Community consultation	<ul style="list-style-type: none"> <li>• Progress with Cuppa and a Kōrero BOT to organise, would like to invite community to see the school. Need doc with name and phone numbers to invite, and can put on facebook to put it out there. Sarah and Brylee to look at names, Lara to make a post for fb.</li> </ul>	
4.8 10ypp confirmation	<ul style="list-style-type: none"> <li>• Review and approve 10ypp followed by a signed letter</li> </ul> <p>Lara to speak to Martin to clarify the clearlight replacement mentioned in the plan as some confusion around this part</p>	
4.9 Ministry Approval	<ul style="list-style-type: none"> <li>• Letter from Ministry approving Taoroa School BoT funding the shortfall for MLE upgrade</li> </ul>	
4.10 School house	<ul style="list-style-type: none"> <li>• School house management plan</li> <li>- Covering inspections etc - see 4.1</li> </ul>	
4.11 Ski pass query	<ul style="list-style-type: none"> <li>• Letter to Tūroa - Sarah has drafted letter on behalf of the Taoroa community - official complaint after Pure Turoa stated they would be giving free season passes to all Taihape catchment area schools - **Letter is not from School</li> </ul>	
<b>5.0 Reporting</b>		
<b>Tumuaki Report</b>	<ul style="list-style-type: none"> <li>• Shared <a href="#">here</a></li> </ul> <p>Attendance looks poor at the moment but have had really bad sickness</p> <p>Approval to book ski trip for \$2360 as outside classroom budget</p> <p><b>Moved:</b> Dawn <b>Seconded:</b> Liz</p> <p>BOT Checked teacher registration register and police vet register</p>	10 mins
<b>Student Achievement</b>	<ul style="list-style-type: none"> <li>• Progress tool</li> </ul>	

In Committee		
Staffing	<ul style="list-style-type: none"><li>• Staffing plan for remainder of year</li></ul>	30 mins
Meeting Closed 6.30		