



Taoroa School Meeting Minutes

Wednesday, June 21st 2022

4.30pm - 6.30pm @ Taoroa School

Items		Time
1.0 Administration	Meeting Commenced: 4.42pm Led By Katerina Kupenga (Chairperson)	4.30pm
1.1 Karakia + Overview		10 mins
1.2 Present	Lara Stevens (principal), Liz Taylor (staff rep), Katerina Kupenga (presiding member), Nathan Bellamy (elected), Coralie Regan (elected), Brylee Bond (co-opt), Hannah Totman (secretary)	
1.3 Apologies	Sarah Wells	
1.4 Declarations of interest	N/A	
1.5 Confirmation of previous minutes	<ul style="list-style-type: none"> Draft Minutes 25th May 2022 <p>Motion: That the minutes of the previous meeting dated 25th May 2022 are accepted as a true and accurate record</p> <p>Moved: LS Seconded: BB</p>	
1.6 Matters arising	<ul style="list-style-type: none"> Moved to Portfolios, General Business & In Committee as listed below 	
2.0 Portfolio Reports	<ul style="list-style-type: none"> Report template can be found here Portfolio Annual plans can be found here 	4.40pm
2.1 HR report	<ul style="list-style-type: none"> Katerina Kupenga <ul style="list-style-type: none"> Principal Appraisal update Staff Appraisal update Positive feedback about the appraisal system and what will be gained through it Need to organise HR Audit in term 3 through NZSTA <p>Action: Kat to engage with NZSTA regarding HR Audit</p> <ul style="list-style-type: none"> Review of Office administrators hours <p>Motion: To increase office administrators hours from 10 to 12 hours per week from week commencing 27th June 2022 Moved: CR Seconded: LT</p>	30 mins
2.2 Principal Report <ul style="list-style-type: none"> Curriculum Well-Being Te Ao Māori 	<ul style="list-style-type: none"> Lara Stevens <ul style="list-style-type: none"> Iwi rep discussion led by Katerina Lara to research other board structures Student Wellbeing survey completed - very happy with the results, some areas highlighted to work on <p>Action: Lara to send out wellbeing surveys for staff and board</p> <ul style="list-style-type: none"> New entrant starting next week - Role now at 23 Te Ao Maori - Lara working with Leah at REAP to see what she can offer 	
2.3 Property report	<ul style="list-style-type: none"> Nathan Bellamy/Lara Stevens <ul style="list-style-type: none"> Tennis Court resurface - Lara has quotes coming from Plexi NZ for tennis net and basketball hoop - will require fundraising Lara has spoken with Shayne - Shayne talking to builders who may be able to complete work plan (long term) Swimming pool cover & pump system quotes + grant application 1 quote received so far for new Swimming pool pump - \$18,000 Quotes for Pool cover range between \$4,000 - 6,000 	

	<ul style="list-style-type: none"> ○ Mural Update - Creative Communities Scheme Grant approved for full amount quoted by Joe McMenamin (artist). Liaising with Joe to arrange a time for him to visit and make a plan for the project. ○ Decision made to keep the bus shed at the entrance of school for the Mural <p>Action: Brylee continue with Dudding grant application for Swimming Pool works</p> <p>Action: Garden next to entrance to be cut down Put EnviroSchools sign up Take old Taoroa School sign down</p>	
2.4 Whānau & Community report	<ul style="list-style-type: none"> ● Brylee Bond <ul style="list-style-type: none"> ○ Board Relationship with Friends of School (FOS) NZSTA guidelines <ul style="list-style-type: none"> ■ FOS bank account should be auditable and separate from any other ■ FOS should not be raising money for anything that the board has not prioritised in the strategic plan etc. ○ Policies <ul style="list-style-type: none"> ■ NZSTA Governance Support Community Relationships ■ Model policy for fundraising committee ■ Board to discuss questions ○ Board to clarify fundraising initiatives ○ Brylee setting up FOS facebook group for messages / notices regarding fundraising <p>Action: Lara to make a list of fundraising initiatives to be approved by the board, to give list to the FOS for them to fundraise for</p>	
3.0 General Business		5.10pm
3.1 Ski Trip	<ul style="list-style-type: none"> → Ski trip booked for Friday 5th August 2022 → Year 0-3 to sled, Year 4-8 to ski → Fundraising in process for trip → 	30 mins
3.2 Elections	<ul style="list-style-type: none"> → Hannah Totman to be Returning Officer → Election Date 7th September 2022 → Returning Officer Letter of Appointment → Election schedule 	
3.3 Board Newsletter	<ul style="list-style-type: none"> → Due to be sent out Friday 8th of July with election nomination forms → Available via website and seesaw → Feedback, suggestions and editing support <p>Actions: Coralie and Sarah to review/edit Newsletter Lara to complete term 3 road map Hannah to add newsletter to website</p>	
3.4 Website	<ul style="list-style-type: none"> → Domain name has been transferred and website is nearly complete 	
3.5 Branding	<ul style="list-style-type: none"> → Hannah presented quotes from TSF and Lasercraft (Daryl O'Hara) for embroidery on uniform and New logo stickers for vehicles. → Decision made that PE uniforms are a good idea - sports tops with new branding 	
3.6 Survey	Next meeting Wednesday 10th August 2022 4.30pm at Rustic Steak house followed by dinner	
4.0 In-Committee		5.40pm
4.1 Policy Review		
4.2 Personnel		
6.4 Meeting closed		6.52pm

Brylee 22.9.22