



Taoroa School Meeting Agenda

11th December 2024

3.15pm - 5.15pm @ Taoroa School

Items		Time
1.0 Administration		3.15 pm
Checklists to ensure that our Board is compliant	<ul style="list-style-type: none"> • NZSTA Term 4 Board Checklist • Board Work Plan • Board Member Register • Board Delegation List • Conflict of Interest Register 2024 • Board Work plan 	
1.1 Overview		15 mins
1.2 Present	Lara Stevens, Elizabeth Taylor, Brylee Bond, Dawn Fitzgerald	
1.3 Apologies	Hannah Totman	
1.5 Board Delegations	Review board delegation list Does this need updating and consideration given to additional support with property + employment (outside help in terms of an employment panel for term 4)	
1.6 Declarations of interest	<ul style="list-style-type: none"> • Call for conflict of interests • Taoroa School 2024 Conflict of Interest Register <p>Any conflict of interests to declare?</p> <p>No</p>	
1.11 Confirmation of previous minutes	<p>Motion: That the minutes of the previous meeting dated (Sept 11) are accepted as a true and accurate</p> <p>Moved: Elizabeth Seconded: Sarah</p>	
1.12 Matters Arising		

2.0 Strategic Plan		
2.1 Annual Plan	<ul style="list-style-type: none"> • Annual plan progress 	10 min
3.0 Policy Review	School docs Login: 2463 Password: taoroa123	
3.1	<ul style="list-style-type: none"> • Finance and Asset Management Policy Reviewed 2024 	5 min
3.2	<ul style="list-style-type: none"> • Managing Income and Expenditure Reviewed 2024 	
3.3	<ul style="list-style-type: none"> • Financial Conflicts of Interest Reviewed 2024 	
	<ul style="list-style-type: none"> • Asset Management and Protection Reviewed 2024 	
4.0 General Business		
4.1 Classroom upgrade extension	Minute plan- this is going to be added to MLE scope Approved library wall to be taken out and replaced with glass slider doors to be included in scope MLE project.	30 mins
4.2 2025 Budget	Draft budget (awaiting staffing confirmation) Decision to charge a bus fee. Consult with community. \$10,732 & more \$6,400 for staffing. Consider 2nd teacher aide. 9am-1pm for 3 terms =\$15,000. Move assets to threshold from 1000 to 500.	
4.3 School furniture	Ministry Furniture funding: \$3571 Proposed Fundraising committee Contribution: \$20,000 Board contribution: \$6500 See quotes Furnware suggestion on whiteboard/storage Proposed roll out plan Board approve expenditure	
4.4 Principal Appraisal	See Appraisal Summary Fabulous appraisal	
4.5 School House	Funding for \$15,000 approved for school house upgrade (painting or lowering internal ceiling) . Quotes to discuss in Committee . Decision to be made on painting or structural work or timeline for larger project. -add to 12 months to spend. Follow procedures and get 2 references first before renting.	
4.6 Enrolment Scheme	Can put in enrolment scheme but don't have to keep it. Minimal conflict - stick to transport line. Procedures do simplify enrolment. Need to consult community before anything can begin.	

4.7 Board shout	Morning tea board shout? Approve budget : Friday Teacher Only Day	
4.8 Board correspondence	Board report for school pānui to be completed Sarah to do. Mini newsletter.	
5.0 Reporting		
Principal Report	Tumuaki Report Moved: Dawn Seconded: Sarah	20 mins
6.0 Finance		
Governance Report	<ul style="list-style-type: none"> • See report 	
2025 Budget	<ul style="list-style-type: none"> • Draft budget (awaiting staffing confirmation) • Decision to charge a bus fee. Consult with community. • \$10,732 & more \$6,400 for staffing. Consider 2nd teacher aide. 9am-1pm for 3 terms =\$15,000. • Move assets to threshold from 1000 to 500. • Finance report seen and approved. 	
In Committee		
School House upgrade	<ul style="list-style-type: none"> • Discuss quotes 	10 mins
Achievement Data	<ul style="list-style-type: none"> • See Appendix • Moved: Dawn • Seconded: Sarah 	
Meeting Closed @6 pm		