



Taoroa School Meeting Minutes

NZSTA
e tipu e rea

March, 21st 2022 from 5.30pm - 8.39pm

Items							
1.0 Administration							
1.1 Karakia	<table border="1"> <tr> <td> Tūtawa mai i runga Tūtawa mai i raro Tūtawa mai i roto Tūtawa mai i waho Kia tau ai Te mauri ai Te mauri tū, the mauri ora Ki te katoa Haumi e, hui e, tāiki e </td> <td> Come forth from above, below, within, and from the environment Vitality and well being for all Strengthened in unity. </td> </tr> </table>	Tūtawa mai i runga Tūtawa mai i raro Tūtawa mai i roto Tūtawa mai i waho Kia tau ai Te mauri ai Te mauri tū, the mauri ora Ki te katoa Haumi e, hui e, tāiki e	Come forth from above, below, within, and from the environment Vitality and well being for all Strengthened in unity.				
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1.2 Present	Lara Stevens (principal), Liz Taylor (staff rep), Katerina Kupenga (presiding member), Nathan Bellamy, Sarah Wells, Coralee Reagan						
1.3 Apologies	Brylee Bond						
1.4 Declarations of interest	N/A						
2.0 Team Building							
Shared team purpose - paddling towards the same direction to support us to become a high performing team							
2.1 Reflections	<ul style="list-style-type: none"> Each board member shared their reflections and key takeaways from the NZSTA Governance training and recorded these reflections in the Board Meeting Reflections handout. Overarching feedback is that we are grateful to have had that training early in the piece and we now have a good understanding on the difference between governance and management and the role of a principal is similar to a role of a CEO <p>* Board Meeting Reflections handout</p>						
2.2 Achievements and key lessons	<ul style="list-style-type: none"> Shared finalised strategic plan and highlighted the key milestones that got us to this point: <ul style="list-style-type: none"> August 2021: Principal's initial goal setting meeting September 2021: Working group to form vision November 2021: Community consultation January 2022: First board meeting with newly formed board Brainstormed our achievements for our tamariki, kura, and community <table border="1"> <thead> <tr> <th>Tamariki</th> <th>Kura</th> <th>Community</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> New friendships Relationships in our area Bringing families together More locals more families involved A sense of connection to the area and community Places to play sport A fun and positive learning experience Situation where tamariki can grow Confidence and pride in our school Proud country kids Establishing connections Digitally capable learners Connected them to the community Swimming pool Happy & safe learning environment Inspiring pride in their school Enjoyment and positivity in their learning New learning Opportunities to learn about our area (connected and engaged) </td> <td> <ul style="list-style-type: none"> Future focussed – Visionary A vision beyond the everyday, to take our school forward More community involvement (invested) Garden beds Rugby field Student focussed/Focussed learning Structure Collegiality/Togetherness Tidy schoolhouse Connections to whānau Sporting equipment Proud Taoroarian's Strategic plan Reputation Sense of pride Bringing in more tamariki – notably local families Involved board Swimming pool Community hui </td> <td> <ul style="list-style-type: none"> Re-ignited passion for the school and area Sense of belonging Welcoming and involvement Sense of responsibility Re-connection A place to send their kids Vision for the future Re-instated school swimming pool with support from the community Re-established sense of pride in our school and our area More local students A school that is attractive to potential newcomers Sparked old memories Provide ways for the community to feel connected to the school in that their thoughts/ideas are valued Community initiated projects e.g., Tarata lodge, tree planting with the Marshalls </td> </tr> </tbody> </table>	Tamariki	Kura	Community	<ul style="list-style-type: none"> New friendships Relationships in our area Bringing families together More locals more families involved A sense of connection to the area and community Places to play sport A fun and positive learning experience Situation where tamariki can grow Confidence and pride in our school Proud country kids Establishing connections Digitally capable learners Connected them to the community Swimming pool Happy & safe learning environment Inspiring pride in their school Enjoyment and positivity in their learning New learning Opportunities to learn about our area (connected and engaged) 	<ul style="list-style-type: none"> Future focussed – Visionary A vision beyond the everyday, to take our school forward More community involvement (invested) Garden beds Rugby field Student focussed/Focussed learning Structure Collegiality/Togetherness Tidy schoolhouse Connections to whānau Sporting equipment Proud Taoroarian's Strategic plan Reputation Sense of pride Bringing in more tamariki – notably local families Involved board Swimming pool Community hui 	<ul style="list-style-type: none"> Re-ignited passion for the school and area Sense of belonging Welcoming and involvement Sense of responsibility Re-connection A place to send their kids Vision for the future Re-instated school swimming pool with support from the community Re-established sense of pride in our school and our area More local students A school that is attractive to potential newcomers Sparked old memories Provide ways for the community to feel connected to the school in that their thoughts/ideas are valued Community initiated projects e.g., Tarata lodge, tree planting with the Marshalls
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- We identified key lessons learned from this experience, and established words of wisdom that will support our governance journey this year

Words of wisdom

Positivity, Resilience, Patience
 Do the mahi get the treats
 Slow and steady wins the race
 Play the long game
 Keep on trucking
 Teamwork makes the dream work
 We can only go as fast as the slowest
 All good things take time
 There are great strengths in individuals
 The board is not in this along – we have the community as well
 We struck gold with our principal, and we must always back and support her
 Our tamariki are lucky

[*Confirmed strategic plan](#) | [Roadmap of initiatives](#) | [Acorn Wordcloud](#) | [Key milestones](#)

2.3 Values in Action + Strengths in Action

- Board read through a summary of our board profiles and our values that we completed for the meeting in February 2022
- Together, we shared ideas on how we could bring our values and strengths to life and recorded these in our board meeting reflections handout

Bringing values to life	Bringing strengths to life	Celebrating values in action
<ul style="list-style-type: none"> Keep reflecting on them Make it part of our everyday language Use as a framework when entering challenging discussions Listen to ideas Keep referring to our values in all our communication Keep the values alive in all planning Be positive Being prepared for our meetings Adults be role models for children 	<ul style="list-style-type: none"> Time, support, reflection Give out more jobs Give people opportunities to show their strengths Self-initiated ideas listened to and given credibility Find everyone's passion and give them opportunities Committee's set up where whānau/community can self-select 	<ul style="list-style-type: none"> Check in meetings Celebrate tamariki through weekly certificates Recognise individuals for their contributions and efforts Letting the community know of our achievements Community shout-outs for living our values Tamariki awards included in newsletter

[* Board profiles handout](#)

2.4 Team Purpose

- Discussed the importance a shared purpose as a team and established our mission statement as a governance team on how we plan to bring our overarching school vision to life

Our Mission: We are a team of dedicated parents, staff, ex-students and long-standing community members whose mission is to ensure that all tamariki at Taoroa School thrive

2.5 Feedback on School Branding

- Provided feedback on School Logo proposal
- Narrowed it down to three key landmarks: Rolling hills, our two awa that form a spear, and our acorn paying homage to our previous logo
- Each board member drew an example of what that would look like in a logo

<ul style="list-style-type: none"> The logo meaning The background and explanation of the symbolism within the image Like the font and both colour versions Love what it stands for 	<ul style="list-style-type: none"> Unclear what it is at first, need the background to understand it The meaning to it may end up being 'in-house' and not significant or meaningful to anyone outside of the school
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What is our point of difference?

- Our rolling hills
- The two awa forming a spear
- Acorn/Oak tree

Would like the rolling hills and awa prominent, with our acorn in the middle.



ACTION:

- Katerina to provide feedback to the designer and then report back to the board for final feedback
- Enquire costing for uniforms

*Taoroa Briefing + Logo proposal | Taoroa Logo feedback

3.0 Board roles and responsibilities	Ensure that everyone knows exactly why they are on board our waka, their roles and responsibilities
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3.4 Board Elections	<ul style="list-style-type: none"> • Moved agenda items 3.1, 3.2, 3.3 to our board planning day • Discussed election process, Taoroa Schools constitution and board expectations. Board will establish expectations at our planning day. <p>ACTION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Engage with Louisa Gordon as our returning officer (presiding member) <input type="checkbox"/> Advertise board elections alongside our board member expectations in our Talking Taoroa Newsletter <input type="checkbox"/> All interested applicants will need to submit a board profile and code of conduct form <input type="checkbox"/> If there are more than three nominations then board profiles will be advertised alongside voting papers <input type="checkbox"/> Only parents have voting rights and only parents can nominate
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4.0 General Business	Team Planning Day
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4.1 Establish a date for a team planning day	<p>We have 6 board meetings left this year and we need to start using that time to focus on our core mahi which is Student Achievement & Student Well-Being.</p> <p>We are calling for a planning day (9am - 3pm) <u>before</u> our next meeting on the 16th of May to:</p> <ul style="list-style-type: none"> • Further explore board roles and responsibilities • Form committee's and establish their roles and responsibilities • Set specific performance targets to measure student achievement + student well-being • Establish the principals performance agreement and performance review
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	<p>ACTION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lara and Liz to investigate teacher only days and allocated a day to board training + professional growth cycle training <p>SOLUTION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teacher only day Friday, 6th May 2022 <input type="checkbox"/> Governance planning morning: 8.30am - 12.30pm (All board members) <input type="checkbox"/> Professional Growth Cycle: 1.30pm - 4.30pm (Staff + Presiding Member)
4.2 Confirmation of previous minutes with amendments	<p>Amendment to minutes</p> <ul style="list-style-type: none"> • Jan 2022 Meeting Action Item 2.1.1 - Co-opt tenure amended to three years • Jan 2022 Meeting Action Item 6.3 Removing sensitive employment information from minutes <p>Decisions</p> <ul style="list-style-type: none"> • Moving in-committee when discussing employment related matters - staff members and members of the public will be asked to leave • Move in-committee discussions to the end of the agenda <p>Confirmation of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting dated 30.01.2022 (with the above amendments) and the minutes dated 14.02.2022 are accepted as a true and accurate record Moved: LS Seconded: LT</p>
4.3 Brylee leave of absence	<p>Brylee is currently on maternity leave and has asked for a leave of absence returning in May 2022 Motion: That the board approve Brylee's leave of absence Moved: KK</p>
4.4 Board modes of communication	<p>Board have decided that the best mode of communication is email with the links attached for easy access</p>
4.5 BNZ banking authorised signatory changes	<p>Motion: That the board approve the removal of Alishia Burrell as an authorised signatory of our BNZ Bank Account and add Katerina Kupenga as an authorised signatory Moved: LS Seconded: NB</p>

5.0	Matters arising from previous minutes
5.1 Strategic Plan Update	<p><i>Katerina to update amendments to Strategic Plan and present final draft at the next BOT meeting 14.2.22</i> <i>Katerina to continue to monitor policies and strategic plan updates and put forward to the agenda</i></p> <ul style="list-style-type: none"> • Strategic plan has been amended since the board meeting in January 2022, finalised and now sent to the ministry. • Strategic plan has been simplified inline with the governance and management framework as discussed in the NZSTA training • Significant changes were made to Goal 2.0 Engagement, due to COVID impacting events <p>Strategic Plan 2022-2024 - Appendix March</p> <p>Next steps:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Once logo and design for strategic plan are confirmed we can communicate strategic plan and roadmap to whānau and community alongside new branding
5.2 Classroom upgrade	<p><i>Lara to investigate tender process for building work set out in property plan</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Lara has followed up and we are still quite away from getting to the process as there are still a few hoops to climb through with the ministry. Lara to continue following up with the ministry
5.3 School house	<p>*Lara to follow up with house insurance for school house</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$250 excess per window for insurance - cheaper option will be to pay for the window repairs without claiming insurance - Lara to follow up <p>* CFA electrical – Nathan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nathan to follow up with CFA Electrical <p>* Sarah to discuss rental laws with lawyer and investigate if we can develop a rental policy based on school/bot requirements</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussed and there is nothing that we can do other than set up a gentleman's agreement
5.4 Groundskeeper role	<p><i>Lara to review groundskeeper job description</i></p> <p>Verbally discussed extra jobs with groundskeeper.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job description and hours for the groundskeeper role will be reviewed end of term 1 as planned - Nathan to

	support Lara
5.5 Working bee update	<p>Lara to communicate working bee (covid dependant) *BOT members to collate jobs that need to be done in the working bee</p> <p>Discuss outstanding jobs e.g.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Poor attendance at working bee <input type="checkbox"/> Tree felling: need to contact powerco and reach out to an arborist (move to Spring 2022) <input type="checkbox"/> Need to tidy school entrance + banks (move to Spring 2022)
5.6 Measurement update	<p>Katerina to follow up with SBT to enrol in the balanced scorecard pilot to measure student achievement * Balanced scorecard update * ETAP update * HERO update</p> <p>Lara provided an update on the balanced scorecard training that she is currently doing through Springboard Trust to support her with our measurements for the strategic plan. As it is a pilot there are parts that are confusing however overall some measurements are starting to take place in terms of measuring culture, well-being and engagement.</p> <p>Due to previous management there have been some discrepancies with the cost of EDGE, therefore the amount budgeted is less than the actual cost. EDGE is the current SMS platform that we use to measure student achievement. EDGE is the lower end model and it is quite time consuming to enter in data.</p> <p>Lara discussed the difference between ETAP and HERO and the board have made a decision to see EDGE out until its 1 year term and then engage with HERO.</p> <p>Motion: That we include HERO in the 2023 budget and sign up with HERO as soon as our contract ends with EDGE Moved: KK Seconded: NB</p> <ul style="list-style-type: none"> <input type="checkbox"/> Find out when our contract ends with EDGE <input type="checkbox"/> Include HERO in the 2023 budget <input type="checkbox"/> Engage with HERO once the contract with EDGE ends
5.7 School website	<p>* Investigate website hosts * Need to confirm branding before investigate website</p> <p>Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lara to engage with Brigit who will set up our website over the school holidays <input type="checkbox"/> Katerina to engage with Andrew and remove previous website hosting details
5.8 School pool update	<p>Nathan to prepare a list of requirements for the swimming pool asap (policy, training, pool guard, maintenance etc)</p> <ul style="list-style-type: none"> • Policies + donation + lock box • Pool caretaking fund • Pool cover <p>Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> School pool policies for community and school are now available in the board folders <input type="checkbox"/> Need to upload pool policies on to school docs <input type="checkbox"/> Wells to source cover for school pool, school pool to close from now until Spring - Labour Weekend
5.9 Tennis Court Resurface	<p>Tennis court resurface progress</p> <ul style="list-style-type: none"> • Property manager outlined we have 35k to spend and should spend it now. Kristen has sent me two companies to get intouch with Kristen. Plexi pave 6 courts in town for 60k. <p>Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lara to follow up tennis court resurfacing quotes
5.10 Principal workload + staff proposal	<p><i>In-Committee</i> Liz Taylor left the meeting at 8.00pm</p> <p>Actions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal to form a full-time job description that encompasses teacher aiding 9am-12pm, administration 1pm-3pm and bus driving. This role will replace the current teacher aide position <input type="checkbox"/> To find an administrator to work 10 hours per week in the interim
6.0 Survey	
	Survey Reflections

	How well do you think we achieved the agenda items?	4.5
	How well do you think the board works as a team?	5
	How satisfied are you with how the meeting was chaired?	4.75
	How satisfied are you with your participation and contribution as an individual?	3.75
	<p>Actions</p> <p><input type="checkbox"/> Principal and Presiding member to review survey data in preparation for the next meeting on the 16th of May</p>	
7.0 Closing	Karakia - Meeting finished at 8.39pm	