



Taoroa School Meeting Agenda

Wednesday, May 25th 2022

5.30pm - 7.30pm @ Taoroa School

Items		Time
1.0 Administration	Led by KK (Chairperson) Meeting commenced: 5:36pm	5.30pm
1.1 Karakia + Introduction	<ul style="list-style-type: none"> Purpose of board meeting Overview of roles and responsibilities Agenda Board Tikanga (ground rules) + values in action 	15 mins
1.2 Present	Lara Stevens (principal), Liz Taylor (staff rep), Katerina Kupenga (presiding member), Nathan Bellamy (elected), Sarah Wells (elected), Coralie Regan (elected), Brylee Bond (co-opt)	
1.3 Apologies	N/A	
1.4 Declarations of interest	N/A	
1.5 Confirmation of previous minutes	Motion: That the minutes of the previous meeting dated 21nd March 2022 are accepted as a true and accurate record Moved: LS Seconded: LT	
1.6 Matters arising	Moved to General Business & In Committee as listed below	
2.0 Policy review	Meeting was joined by Greg from SchoolDocs via Zoom	5.45pm
2.1 School Docs	<ul style="list-style-type: none"> School Docs Training via zoom Q&A 	30 mins
2.3 School Docs Reflection	<ul style="list-style-type: none"> Reflections <ul style="list-style-type: none"> SchoolDocs training very beneficial Feedback suggestions moving forward <ul style="list-style-type: none"> Principal to go through policies and send out any reviews to staff Suggested policies to review - Swimming Pool Post meeting actions <ul style="list-style-type: none"> Kat to email SchoolDocs team - send logo, Strategic Plan and request Swimming pool policy to be added 	
3.0 Portfolios + Annual Plan	<p>At the board planning day, four portfolios were established to ensure that we are complying with compliance, board obligations and our schools strategic plan.</p> <p>Portfolios</p> <ol style="list-style-type: none"> Whanau & Community Engagement Property & Grounds Te Ao Maori Curriculum, Well-being, HR <p>Principal looking at the community to take the lead in Portfolios 1, 2 and 3, Lead to complete Board Report</p>	
3.1 Portfolio & Roadmap Overview	<ul style="list-style-type: none"> Purpose of portfolios - discussion <ul style="list-style-type: none"> Empowers support outside of the board Takes ownership of the day-to-day management of the projects Allows time for leadership team to focus on HR, Curriculum & Well-Being Purpose of annual plan - requirement with MOE Overview of portfolio projects roadmapped across the schools Annual Plan <p>APPENDIX → Taoroa School Annual Plan + Portfolio Descriptions</p>	
3.2 Feedback on Portfolios	<ul style="list-style-type: none"> Feedback on portfolios 	
3.3 Establish portfolio lead and next steps	<ul style="list-style-type: none"> Expectations for being a portfolio member at Taoroa School – Leads to take control of their portfolio, interact with Lara regarding actions. Any action that involves something significant to the budget to be brought to the board for discussion. 	

	<ul style="list-style-type: none"> ● Reporting on progress at board meetings – Leads will report at next board meeting 22nd June to give an overview action/progress and then every second board meeting following ● Next steps ● Lara to look at adding School House to 2. Property and Grounds. Talking to Nathan in own time. Also to look at School house policy in SchoolDocs <p>Board members reviewed portfolios and assigned themselves to a portfolio that they felt best suited their skills:</p> <ol style="list-style-type: none"> 1. Whanau & Community Engagement: BB (Lead), DB, HT 2. Property & Grounds: NB (Lead), LT, CR, HT 3. Te Ao Maori: LS, KK,, Leah <p>APPENDIX → Portfolio Memorandum of Understanding → Portfolio Board Meeting Feedback form</p>	
4.0 Principal Report	Led by LS (Pincipal)	6.45pm
4.1 Term1 Report	<ul style="list-style-type: none"> ● Wins/learns/change <ul style="list-style-type: none"> ○ Efforts to recognise values at school, put tier program in place, use of rewards and certificates to hand out weekly ○ Great feedback from community following video of the children talking about the new logo 	
4.2 Budget vs Expenditure	<ul style="list-style-type: none"> ● Term 1 budget vs actual report – in deficit ● Used 46% of the budget for the year ● Lara plans to meet with finance to discuss budget review ● Lara has received Wellbeing Grant for new principals ● This term an application for the Creative Communities Scheme grant was made to apply for funding for an art mural to go on to the shed at the entrance of the school. The outcome should be known early in June. ● Local Arborist to limb up oak tree and clear 2 birch trees, quoted \$800 +gst ● Tennis court quote to resurface from Plexipave \$12,000, could be \$15.000 with other ground work that is required <p>Motion: Approval for Lara to conduct budget review Moved: CR Seconded: BB</p> <p>Motion: Wellbeing grant will be used to relieve immediate workload pressure through staffing Moved: KK Seconded: CR</p> <p>Motion: Hannah to be added as signing authority for BNZ account Moved: LS Seconded: CR</p>	●
4.3 Measurement	<ul style="list-style-type: none"> ● Student progress and achievement ● Student well-being data ● Attendance numbers – Term 1 affected by covid. Ministry report shows attendance ok in comparison to other D1 schools ● Current role 22, 3 new entrants expected to start in July ● Hannah to investigate pricing on ski trip for school, and/or rock climbing trip 	
4.4 Health, Safety, Risk Report	<ul style="list-style-type: none"> ● Term 1 health, safety & risk report ● Recommend board policy changes <ul style="list-style-type: none"> ○ Discussion on having pamol onsite and parents giving signed approval for use ○ Lara to check current policy on use of Pamol in School 	
4.5 Personnel Report	<ul style="list-style-type: none"> ● Moved to in committee 	
5.0 General Business		7.00pm
5.1 Communication Strategy	<ul style="list-style-type: none"> ● Taoroa Newsletter discussion <ul style="list-style-type: none"> ○ Decision made to try and keep newsletter to two a term 	
5.2 Board communication strategy	<ul style="list-style-type: none"> ● Advertise board elections alongside board mid year report (potential name Taoroa School Board Report) ● Send the Board Report twice a year which will include and overview of what the board has been working on, and what the board has coming up over the next term, board member profiles and board election details ● Decision to send Board Newsletter out with School Newsletter 	

	<ul style="list-style-type: none"> • Kat, Lara and Hannah to work on Board newsletter before next school newsletter goes out • Board members to be included on new website including photo, name, contact details as well as Strategic Plan, Last Annual reports, Meeting Minutes 	
5.3 Board elections	<ul style="list-style-type: none"> • Reach out to Louisa Gordon as our returning officer (presiding member) • If there are more than three nominations then board profiles will be advertised alongside voting papers • Only parents have voting rights and only parents can nominate 	
5.4 Branding update	<ul style="list-style-type: none"> • Logo feedback/changes/suggestions <ul style="list-style-type: none"> ◦ No further changes or suggestions made regarding the new logo ◦ Plan to go ahead with using on future uniforms, signage etc • Uniforms + Branding <ul style="list-style-type: none"> ◦ Hannah to get quotes on uniform updated with new logo and future supply, also signage for cars 	
5.3 Website progress	<ul style="list-style-type: none"> • Find out when our contract ends with EDGE • Include HERO in the 2023 budget and engage with HERO once the contract with EDGE ends • Hannah working on new website and arranging domain name to be transferred 	
5.4 Meeting survey		
6.0 In Committee	Members of the public & staff members will be asked to leave	7.15pm
6.1 Property, grounds and school house	<ul style="list-style-type: none"> • Classroom refurbishment tender still underway - 2023 • Wells to source cover for school pool, school pool to close from now until Spring - Labour Weekend • Lara to follow up tennis court resurfacing quotes (moved to property report 21st June meeting) • Tree felling: need to contact powerco and reach out to an arborist (move to Spring 2022) • Need to tidy school entrance + banks (move to Spring 2022) 	
6.2 Policy review	<ul style="list-style-type: none"> • Behavioural Management • Health & Safety on School Grounds • School Vehicle • Inappropriate behaviour 	
6.3 Personnel Principal Report	<ul style="list-style-type: none"> • Staff movement and changes • SUE Report 	
6.4 Meeting closed		