

Taoroa School Meeting Minutes

19th May 2023

5.30pm - 8.30pm @ Taoroa School

| Items | | Time |
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| 1.0 Administration | Meeting opened at 5.30pm | |
| Checklists to ensure that our board is compliant | <ul style="list-style-type: none"> • NZSTA Term 1 Board Checklist • Board work plan • Board member register • Board Delegation List • Conflicts of interest register 2023 | |
| 1.1 Overview | | |
| 1.2 Present | Sarah Wells (Chairperson), Lara Stevens (Principal), Brylee Bond, Liz Taylor, Tom Glendinning, Dawn Fitzgerald, Hannah Totman (Secretary) | |
| 1.3 Apologies | n/a | |
| 1.4 Board walk | <ul style="list-style-type: none"> • Head down to the pool to see pump upgrade - too dark | |
| 1.5 Declarations of interest | <p>Declaration of Interest policy</p> <ul style="list-style-type: none"> • Call for conflict of interests • Conflicts of interest register 2023 <p>Lara declares that a family member is tendering for a building job at the school. But Sarah has been doing all the communicating and other contractors were also approached to tender.</p> | |
| 1.6 Confirmation of previous minutes | <p>Motion: That the minutes of the previous meeting dated 22nd February 2023 are accepted as a true and accurate record</p> <p>Moved: SW Seconded: LT</p> | |
| Matters arising | <ul style="list-style-type: none"> • Lara to lead discussion around cyber safety and security of school owned documents: Lara outlines issues with google drive and documents being deleted (School Documents). All of the school's logo information and a number of very important school policy documents have been deleted from the drive. Likewise Lara has been blocked from a number of documents. <p>As a result, discussion was had around protecting security, ways to back up documents and protect the school. Lara has now set up gmail accounts for board members. Tom G asked if there was anyone IT specialised in the school. Discussion was had around options to find a different platform for board and important school documents. Lara will ask different schools for advice.</p> <ul style="list-style-type: none"> • Lara to share ECE scope idea <p>Lara has liaised with Jenny Grey in mentor capacity. Discussion around lack of ECE in Taihape, great opportunity for school, possibility to use schoolhouse 0-3 years. Feeder for school, great transition for school. Questions sound bus and age group, great support for working mums. Jenny putting a scope plan together to see if viable before we look at further. Would need Taihape Community to be involved</p> | |
| 2.0 Strategic Plan | | |
| 2.1 Planning and reporting schedule | <ul style="list-style-type: none"> • Lara to share potential plan for 2023-2025 <p>Changes to strategic planning, so they are in line with board elections. So when a board starts, the annual plan will be updated. Taoroa elections are next year but we have only</p> | |

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| | <p>just done our strategic plan - NZSTA have recommended extending our strategic plan for another year. Otherwise we will have to start community consult now and we have only just done it. Advice is that our strategic plan is up to spec.</p> <p>Motion passed by Lara Seconded by Liz</p> | |
| 2.2 Annual plan | <ul style="list-style-type: none"> Look over annual plan, identify progress <p>Equine experience ongoing, changes have been made to group sizes, will review how much the kids are getting out of it after term 3. Will send out parent surveys. Whanau day was a great success with attendance from nearly all families Survey sent out in term one received nearly no feedback. Will review how communication is made before surveys are sent out again in term 4. Working bees for grounds - plan for twice yearly, plus smaller specific jobs that need doing Enviroschools - progress with worm farm and recycling system. Lara liaising with enviroschools coordinator in a few weeks Evelyn and Paul have been coming in every Tuesday to teach kids about growing vegetables Lara and Liz starting Te Ahu Maori course next term Kids attending kapa haka at St Josephs School. Liz kindly donating costumes. Liz organising Matariki assembly for end of term Sarah organising midwinter get together at the Hall</p> | |
| 3.0 Policy review | <p>School docs Login: 2463 Password: taoroa123</p> | |
| 3.1 Policy review plan | <ul style="list-style-type: none"> Discussion around best practice for everyone | |
| 3.2 Review new Physical restraint rules | <ul style="list-style-type: none"> Physical Restraint rules Physical restraint policy | |
| 3.3 EOTC policies | <ul style="list-style-type: none"> EOTC | |
| 3.4 Sexual behaviour in students | <ul style="list-style-type: none"> Sexual behaviour in students Harassment Complaints procedure | |
| 3.5 Complaints policy | <ul style="list-style-type: none"> Concerns flowchat Dealing with complaints policy <p>Need to communicate complaints policy with Community so people know correct procedures to safe guard principal and staff. To add "concerns and complaints process" to website and seesaw</p> <ul style="list-style-type: none"> Investigating a complaint or serious allegation | |
| 4.0 General Business | | |
| 4.1 Appointment of new principal | <ul style="list-style-type: none"> The board delegates to the presiding member the authority to initiate and complete the application process for the Emergency Staffing Scheme, including the fixed term appointment of an emergency principal for Taoroa School, noting that there may be costs incurred by the board for accommodation and travel for the ESS principal, but these may be reimbursed by the MoE (please check the Ministry of Education website for allowances available). <p>Note - this resolution needs to be unanimous and in place before an ESS placement can be made</p> <p>Motion-Passed via email 2nd May 2023</p> <ul style="list-style-type: none"> Sarah shared information around new Principal appointment Sarah has talked to the new principal about how she would like to be introduced to the community. She will visit next week to have a look at the school and area and again on the 14th June to meet the kids - Contingency plan around if Lara goes into labour early! - Communication plan with community - | |
| 4.2 Principal appraisal | <ul style="list-style-type: none"> Lara plans to work with other rural school principals in a learning group | |
| 4.3 Appointment of new board member | <ul style="list-style-type: none"> Tom Glendinning co-opted on to the board and filled our casual vacancy after receiving no objections within the given period - Welcome Tom great to have you on the Board | |
| 4.3 Property | <p>Sarah updated board on new classroom build - the original quote has gone up significantly but the Ministry have given some options around finding solutions. Three other contractors have been approached for quotes.</p> | |

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| 4.4 Te Tiriti o Waitangi | <ul style="list-style-type: none"> • Tom briefly summarised learnings from NZSTA session on giving effect to Te Tiriti o Waitangi . <p>Tom and Sarah attended session - key points - School is legal entity, it is the law to follow the Te Tiriti. Empower maori to be themselves. Needs to be incorporated into school teaching. Need to do self - research to learn more about the treaty, look at our understanding of the treaty. We need to find a way of measuring eg happiness, proudness of culture, confidence etc Discussion around introducing a powhiri to school?</p> | |
| 5.0 Reporting | | |
| Principal Report | <ul style="list-style-type: none"> • Principal Report | |
| Student Achievement | <ul style="list-style-type: none"> • Discussion around what we are wanting to monitor outside of literacy and numeracy • Nearly 30% of our learners are achieving below the expected level in writing • Our reading and maths data is outstanding. • One trend that we have identified include low attendance=low achievement • Majority of our learners being identified as below in reading and maths are still making solid progress and are having extra learning support. • Our data is consistent | |
| Fundraising committee | <ul style="list-style-type: none"> • Brylee shared back from last meeting <p>Fundraising committee will pay for pool cover from their account, original quotes emailed to Brylee to follow up</p> <p>Next - looking at shade sails for playground and one end of swimming pool and getting quotes</p> <p>We have received confirmation from Four regions Trust that they have granted the school \$3000 towards a new ride-on lawnmower. Quotes from Honda and Afc in Taihape stood at about \$5,000-\$5,500.</p> <p>Motion: to allow for up to another \$2.500 to be spent (on top of the \$3000 grant money) from school funds to purchase of lawnmower Moved: SW Scodded: TG</p> <p>The Haitiana Family are very kindly donating new netball stands to the school</p> | |
| In committee | | |
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| Meeting closed 8.30 | | |