



# Taoroa School Meeting Minutes

Wednesday, September

21st

2022

5.30pm - 7.30pm @ Taoroa School

Items	
1.0 Administration	
Checklists to ensure that our board is compliant	<ul style="list-style-type: none"> <li>• <a href="#">Taoroa School Strategic Plan</a></li> <li>• <a href="#">Taoroa School Annual Plan 2022</a></li> <li>• <a href="#">NZSTA Term 3 Board Checklist</a></li> <li>• <a href="#">Board Schedule</a></li> <li>• <a href="#">Board Work Plan</a></li> <li>• <a href="#">Board Post Election Checklist</a></li> </ul>
1.1 Karakia + Overview	Karakia led by Katerina - started at 5.40. Overview of the above documents.
1.2 Present	Lara Stevens (principal), Liz Taylor (staff rep), Katerina Kupenga (presiding member), Sarah Wells (elected), Dawn Fitzgerald (elected), Brylee Bond (co-opt)
1.3 Apologies	Hannah Totman (secretary)
1.4 Team Check In	
1.5 Declarations of interest	<p><a href="#">Declaration of Interest policy</a></p> <ul style="list-style-type: none"> <li>• <b>In-Committee meeting process:</b> Conflicts of interests explained and an overview given by the chair. Emphasis given on all members understanding the policy. Discussion was had around in committee processes and how to improve them. Idea to have a specific HR committee to discuss employment matters. Benefits include not having to wait for board meetings to have discussions and protects wellbeing of staff</li> <li>• <b>The HR Committee</b> has been formed and recorded under: 1.8 - Delegation list.</li> <li>• <b>Declarations of Interest:</b> Everyone must understand these policies.</li> </ul> <p><b>Motion:</b> That the declaration of interest policy has been read &amp; confirmed with no questions or concerns  <b>Moved:</b> LS  <b>Seconded:</b> DF</p>
1.6 Appointing a presiding member	<p><b>Outcome:</b> Following the call for nominations for the Presiding Member position within our Board of Trustees, Katerina was the only person who was nominated and therefore I'm pleased to announce that she will be continuing as our Presiding Member.</p> <p>Board Secretary: Hannah Totman</p>
1.7 Fill current vacancy	<p>Below is the vacancy that was advertised on Taoroa School's website. There were no requests to hold a by-election therefore, we will officially select a board member. Brylee Bond will remain co-opted as our Taoroa Fundraising Committee member</p> <p><b>Motion:</b> That the board select Brylee Bond as a parent selected board member  <b>Moved:</b> LT  <b>Seconded:</b> DF</p>

	<p>Taoroa School Board - Casual vacancy for a parent representative</p> <p><i>Published: 23rd August 2022</i></p> <p>A casual vacancy has occurred on the school board for an elected parent representative. The board has decided to fill the vacancy by selection.</p> <p>If 10% or more of eligible voters on the school roll ask the board, within 28 days of this notice being published, to hold a by-election to fill the vacancy, then a by-election will be held.</p> <p>Request for a by-election should be sent to:</p> <p><i>Katerina Kupenga (chair)</i> <i>Taoroa School Board</i></p> <p>by: 20th September 2022</p>
1.8 Board delegations list & board member register	<p><a href="#">Board Delegation List</a></p> <p><b>Motion:</b> That the board delegation list has been read &amp; confirmed with no questions or concerns <b>Moved:</b> BM <b>Seconded:</b> LT</p> <p>Revisited portfolio leads for HR, Curriculum, Te Ao Maori, Whanau &amp; Community, &amp; Property &amp; Grounds. The board have decided to dissolve these positions to fall within the Principals report.</p> <p>Updated <a href="#">Board member register</a></p>
1.9 Confirmation of previous minutes	<p><b>Motion:</b> That the minutes of the previous meeting dated <a href="#">21st June 2022</a> are accepted as a true and accurate record <b>Moved:</b> LS <b>Seconded:</b> LT</p> <p><b>Motion:</b> That the minutes of the previous meeting dated <a href="#">18th August 2022</a> are accepted as a true and accurate record <b>Moved:</b> DF <b>Seconded:</b> BB</p>
2.0 Matters arising	Follow up items from previous minutes have been moved to agenda items as listed below
2.0 Reporting	
2.1 Chairperson report	<p><a href="#">Presiding Member Term 3 Report</a></p> <p><b>Motion:</b> That the presiding members term 3 report has been read &amp; confirmed with no questions or concerns <b>Moved:</b> LT <b>Seconded:</b> LS</p>
2.2 Principals report	<p><a href="#">Principals Term 3 Report</a></p> <p><b>Motion:</b> that Hannah Totman is added as a signing authority on BNZ banking and Alishia Burrell will be removed. <b>Moved:</b> KK <b>Seconded:</b> DF</p> <p><b>Motion:</b> Arzah Flavell is employed by the school as a Principal release for two days a week until December. <b>Moved:</b> BB <b>Seconded:</b> DF</p> <ul style="list-style-type: none"> <li>• Term 3 Overview</li> <li>• Student achievement mid year report</li> <li>• <a href="#">Student achievement policy</a></li> <li>• <a href="#">Curriculum delivery policy</a></li> <li>• Term 2 Budget report</li> </ul> <p><b>Motion:</b> That the principals term 3 report has been read &amp; confirmed with no questions or concerns <b>Moved:</b> KB <b>Seconded:</b> SW</p>
2.3 Whānau & Community report	<p><a href="#">Taoroa Fundraising Committee Term 3 Report</a></p> <p><b>Motion:</b> That the board approve the memorandum of understanding <a href="#">MOU</a> between the fundraising committee and the school board <b>Moved:</b> KK <b>Seconded:</b></p> <p><b>Motion:</b> That the Taoroa Fundraising Committee's term 3 report has been read &amp; confirmed with no questions or concerns</p>

	<p><b>Moved:</b> SW <b>Seconded:</b>DF</p>
3.0 Policy review	<p><a href="#">School docs</a> Login: 2463 Password: taoroa123</p>
3.1 Swimming pool policy review	<p>Board discussed swimming pool policies and agreed that Taoroa School will initiate their own swimming lessons on the school site this season. Katerina will confirm swimming pool policies have been loaded to school docs and the website. Lara to communicate swimming pool contract to community &amp; whānau</p> <p>Relevant swimming school policies can be found on school docs</p> <ul style="list-style-type: none"> <li>• <a href="#">School swimming pool</a></li> <li>• <a href="#">Swimming Pool Management and Maintenance</a></li> <li>• <a href="#">Community use of the pool</a></li> <li>• <a href="#">Guidelines for pool use</a></li> <li>• <a href="#">Taoroa swimming pool contract</a></li> </ul> <p><b>Motion:</b> that the board approves the Taoroa swimming pool policy and agrees on a \$50 contribution from each family to help with the ongoing running costs of the pool in return for a key and afterschool / holiday use from Labour weekend to Easter <b>Moved:</b> KB <b>Seconded:</b>DF</p>
3.2 Staff Wellbeing review	<ul style="list-style-type: none"> <li>• Child Protection (board)</li> <li>• Abuse Recognition and Reporting</li> <li>• Care and Management of Students</li> <li>• Supporting Student Wellbeing</li> <li>• Food and Nutrition <ul style="list-style-type: none"> <li>○ <a href="#">Healthy Eating Guidelines</a></li> <li>○ <a href="#">Ka Ora Ka Ako MOU</a></li> </ul> </li> <li>• Sun Protection (board).</li> </ul> <p>Lara will follow up on wide brim hats We will discuss healthy eating and next board meeting</p> <p><b>Motion:</b> That the following policies have been reviewed with no questions or concerns <b>Moved:</b> LT <b>Seconded:</b>KB</p>
3.3 Staff Wellbeing & Safety review	<ul style="list-style-type: none"> <li>• Staff Wellbeing</li> <li>• Harassment (board)</li> </ul> <p><b>Motion:</b> That the following policies have been reviewed with no questions or concerns <b>Moved:</b> LT <b>Seconded:</b> KB</p>
4.0 General Business	
4.1 Nursery Update	Update on nursery project and ideas around outdoor learning space.
4.2 Grants	Sarah, Hannah and Lara will communicate on grants and funding.
4.3 Arborist update	At some stage we will have to get a second opinion to assess the health of the tree
Mural	General discussion about mural
4.4 Branding + Website update	<p>Branding</p> <ul style="list-style-type: none"> <li>• Stickers for the 2 Vans ordered with Daryl O'Hara</li> </ul> <p>Website</p> <ul style="list-style-type: none"> <li>• Updated board members</li> </ul>
4.5 Communication Strategy	General discussion
4.6 Board meeting dates	<ul style="list-style-type: none"> <li>• 3rd November</li> <li>• 24th November</li> <li>• Xmas Breakup 10th/11th Dec</li> <li>• Planning Day January 2022 set a date at next meeting</li> <li>• Board meeting schedule for 2023</li> </ul>
5.0 Meeting closed at 8.30pm	
Karakia	