

## Taoroa School Meeting Minutes

Wednesday,November30th20225.30pm @ Taoroa School

Items		Time
1.0 Administration		5.30 pm
Checklists to ensure that our board is compliant	<ul> <li><u>Taoroa School Annual Plan 2022</u></li> <li><u>NZSTA Term 4 Board Checklist</u></li> <li><u>Yearly Board assurances</u> (Need to view and minute updated assurance schedule)</li> <li><u>Board Schedule</u></li> <li><u>Board Work Plan</u></li> <li><u>Board member register</u> *Updated</li> <li><u>Board Delegation List</u> *Updated</li> </ul>	
1.1 Overview		15 mins
1.2 Present	Sarah Wells (Presiding member), Lara Stevens (Principal), Brylee Bond (selected), Dawn Fitzgerald (elected), Liz Taylor (Staff Rep), Hannah Totman (Secretary)	1
1.3 Apologies	n/a	
1.4 Declarations of interest	Declaration of Interest policy	-
	No declarations of interested added to the agenda	
1.5 Confirmation of previous minutes	Motion: That the minutes of the previous meeting dated <u>21 September 2022</u> are accepted as a true and accurate record	
	Moved: Lara Stevens Seconded: Dawn Fitzgerald	
1.6 Brainstorm questions for Tracey		-
2.0 Meeting with Tracey from NZSTA	Tracey Burgess Jones Joined via zoom to discuss board structure Key points: Presiding member is a legal requirement Staff rep and Principal cannot be chairperson Presiding member has to be elected at the first meeting of the year Selected members – community decision Co-opted – board decision for specific set of skills needed	6:00pm
2.1	Review where we are at with everything     Questions	30 min
3.0 Reporting	Principals report was emailed out to members prior to meeting to read and review	6:30 pm
3.1 Principals report	Principals Term 4 Report <ul> <li>Term 4 Overview</li> <li><u>Student achievement policy</u></li> <li><u>Curriculum delivery policy</u></li> </ul>	25 mins
3.2 Finance	Draft Budget for 2023 has been completed and needs to be signed off by BOT	
	Lara and Hannah currently named on finance committee Dawn to be added to the Finance Committee as third person	
	Lara looking at board members payment for attending meetings	
	Lara would like to change Student management system to ETAP – there is an initial startup cost but then it will work out cheaper to run annually, and more data analysis options available	

3.0 Policy review       School docs Login: 2463 Password: taoroa123       Actions Go to the Current Review tab on your SchoolDocs site for review instructions and take part in this term's review.       7:10 pm         3.1 Health Safety and welfare       • Hazard register • Emergency management plan       10 mins         3.2 Alcohol, Drugs and other harmful substances       • Has been reviewed       10 mins         3.3 School swimming pool       • Reviewed last meeting • Contract • Pool rules need to be displayed at Pool       7.20pm         4.0 Board assurance       • Assure the board that all children's workers employed or engaged by the school have been safety checked prior to their appointment. Assured       10 mins         4.2 Principal Professional growth Cucle       • Assure the board that the principal is completing their professional growth       10 mins			
2023.       Motion: to use wellbeing grant on PLD next year         Moved: Down Fitzgerald       Seconded Stiple Bond         Motion: Hannels hours increase to 18 hours per week. 6 hours from home, focused on point planeau.       Motion: Hannels hours increase to 18 hours per week. 6 hours from home, focused on point planeau.         Seconded: Liz Taylor       Public Trust JBS Dudlings Grant – We have been granted an application for funding bowards a new pool fifter and cover. Details to be confirmed by email over the next few dings.         3.3 Property       Prep work for tennic court ready to start in December         Tennis rety purchased       New branding stickers have been installed on the school bouses and new uniform collected - allow reall good we are looking for suitable tenants (6 Month comman).         Approperty       Prep work for tennic court ready to start in December         Tennis rety collose is courrently empty and we are looking for suitable tenants (6 Month comman).       More: Lora Stevens         Approperty       Prep work for Boards is with MDE of the moment, \$25K will need to be funded by the choice.         Moto to in approve classroom upgrade project       Move: Lora Stevens         Seconded: Brijlee Bond       Discussion to lolese with fundraising committee to help with extra costs         Discussion for suitable tenants (6 Month comman).       Moto to in corese Caractekers hours to hours (for 6 hour) per week – this may chooge at different times of the year depending on the amount of work needed Move: Lora Stevens Seconded inglee Bond       Moto seconded		Moved: Sarah Wells	
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Professional growth cycle was being conducted by previous BOT presiding member. Will	4.2 Principal Professional growth Cycle	cycle.	1

half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year.         Assured         School year 2023 7th February 2023- 20th December 2023 (386 Half days)         4.8 International Learners         • Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date - 1 December each year.         N/A         4.9 Evacuation/ Emergency Kits       • Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates)         School evacuations have not been happening regularly. No emergency kits         4.10 Expenditure       • Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure to do this Term 2 and Term 4 of each year		into and go with whichever option she feels will work best.	
4.4 Police vetting for non teachers       Assured         Assured       Assure the board that all non-teaching staff have current police vets on file         4.5 Appointment Procedure       Assure the board that the Appointment Procedure policy is being implemented correctly, including appointment committee delegations, and referee/background checks.         4.6 School Donations       •         4.7 Length of School year       • Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year.         4.8 International Learners       • Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review of the wit is submitted by the due date - 1 December each year.         4.9 Evacuation/ Emergency Kits       • Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates)         School evacuations have not been happening regularly. No emergency kits         4.10 Expenditure       • Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, and pare         4.11 Monitoring and auditing School bus       • Assure the board twice a year that all elements of the school compliance checklist have been enteated to, all requirements have been met, and those <td>4.3 Provisionally Certificated Teachers</td> <td>appropriate induction programme.</td> <td></td>	4.3 Provisionally Certificated Teachers	appropriate induction programme.	
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half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year.         Assured         School year 2023 7th February 2023- 20th December 2023 (386 Half days)         4.8 International Learners         • Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date - 1 December each year.         N/A         4.9 Evacuation/ Emergency Kits       • Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates)         School evacuations have not been happening regularly. No emergency kits         4.10 Expenditure       • Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure topic.         4.11 Monitoring and auditing School bus       • Assure the board twice a year that all elements of the school compliance checklist have been attested to, all requirements have been met, and those	4.6 School Donations	•	
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4.9 Evacuation/ Emergency Kits <ul> <li>Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates)</li> <li>School evacuations have not been happening regularly. No emergency kits</li> <li>Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure topic.</li> <li>Someone on finance committee to do this Term 2 and Term 4 of each year</li> <li>Assure the board twice a year that all elements of the school compliance checklist have been attested to, all requirements have been met, and those</li> <li>Description</li> <li>Assure the board twice a year that all elements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been met, and those</li> <li>Assure the board twice a year that all requirements have been the twice and the principal the pay the pay the pay that the pay the pay the pay that all the pay the pay that the pay th</li></ul>	4.8 International Learners	meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date – 1 December each year.	
4.10 Expenditure <ul> <li>Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure topic.</li> <li>Someone on finance committee to do this Term 2 and Term 4 of each year</li> <li>Assure the board twice a year that all elements of the school compliance checklist have been attested to, all requirements have been met, and those</li> </ul>	4.9 Evacuation/ Emergency Kits	<ul> <li>Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all</li> </ul>	
Authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure topic.         Someone on finance committee to do this Term 2 and Term 4 of each year         4.11 Monitoring and auditing School bus    Assure the board twice a year that all elements of the school compliance checklist have been attested to, all requirements have been met, and those		School evacuations have not been happening regularly. No emergency kits	
checklist have been attested to, all requirements have been met, and those	4.10 Expenditure	authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign in the Expenditure topic.	
Assured RAMS form completed daily for running of all three school buses	4.11 Monitoring and auditing School bus	checklist have been attested to, all requirements have been met, and those involved with the school bus are following appropriate policies and procedures Assured	
5.0 General Business 7.40 pm	5.0 General Business		7.40 pm
5.1 Casual vacancy       • Resignation - Kat has resigned as Board Chairperson       10 mins         Election of New Presiding Member       Sarah Wells was nominated by the board to take on the role of presiding member. The vote was unanimous and therefore Sarah was elected as the new BOT Chairperson.       10 mins	5.1 Casual vacancy	Election of New Presiding Member Sarah Wells was nominated by the board to take on the role of presiding member. The	10 mins
5.2 Follow up actions from last meeting • Hannah is awaiting response from a few suppliers for wide brimmed sun hats	5.2 Follow up actions from last meeting		
5.3 BOT and Staff Dinner  Booked in at River Valley Lodge 7pm Can use school van for transport	5.3 BOT and Staff Dinner		
Next meeting     This is the final BOT meeting of 2022, the first meeting of 2023 planned for Wednesday 22nd February.	Next meeting	This is the final BOT meeting of 2022, the first meeting of 2023 planned for	
5.0 Meeting closed 8.08pm	5.0 Meeting closed		8.08pm
Karakia	Karakia		