



# Taoroa School Meeting Agenda

5th April 2023

3:15pm - 5:15pm @ Taoroa School

Items		Time
<b>Karakia</b>		
<b>1.0 Administration</b>		3:15 pm
<b>Checklists to ensure that our Board is compliant</b>	<p>Term 1 Policy review is complete.</p> <ul style="list-style-type: none"> <li>• <a href="#">Board Member Register</a></li> <li>• <a href="#">board delegation list</a></li> <li>• <a href="#">Taoroa School 2024 Conflict of Interest Register</a></li> <li>• <a href="#">Board work plan</a></li> </ul>	
<b>1.1 Overview</b>		15 mins
<b>1.2 Present</b>	Sarah Wells (Chairperson), Lara Stevens (Principal), Liz Taylor, Dawn Fitzgerald, Brylee Bond, Hannah Totman (Secretary), Matt Brown, Janine Gordon	
<b>1.3 Apologies</b>		
<b>1.4 Confirmation of previous minutes</b>	<p><b>Motion:</b> That the minutes of the previous meeting dated <a href="#">20th February 2024</a> are accepted as a true and accurate</p> <p><b>Moved:</b> Liz <b>Seconded:</b> Dawn</p>	
<b>1.5 Resignation</b>	<p>Tom Glendinning stepped down from the BOT on February 14th 2024 due to moving. - filed with NZSTA</p> <p><b>Moved:</b> Dawn <b>Seconded:</b> Brylee</p>	
<b>Matters Arising</b>	<ul style="list-style-type: none"> <li>• ERO : Update on progress Had first meeting with ERO, all checklists completed.</li> <li>- Board Assurance Statement - all completed.</li> </ul> <p>Any queries from completed section</p>	

	<p>Sarah and Lara met with ERO, positive meeting, feedback was great first impressions of management. Next visit will be once the synthesis tool is completed by Lara. Plan is - Week 3 - attend to meet board and Week 9 to view classrooms looking in classrooms and at teaching practice</p>	
	<ul style="list-style-type: none"> <li>• Transport funding application. The BOT met via Zoom on February 29th to discuss applying for funding / grants as we consider the purchase of a larger bus. The BOT acknowledged if grants were approved final consultation would be required before decisions are made.</li> </ul> <p>Board looking at grants and funding options</p> <ul style="list-style-type: none"> <li>• <b>Moved: Liz</b></li> <li>• <b>Seconded: Lara</b></li> </ul>	
<b>2.0 Strategic Plan</b>		
<b>Annual Plan</b>	<ul style="list-style-type: none"> <li>• <a href="#">Annual Plan</a></li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Big shift around grounds, no longer a focus as so much progress has been made</li> <li>• PBRSmile - innerwellbeing of teachers and children - talking about feelings, practising being calm, teaching mindfulness strategies for the kids - this is a free initiative put on by southern cross for schools</li> </ul>	10min
<b>Strategic Targets</b>	<ul style="list-style-type: none"> <li>• <a href="#">Strategic Targets</a></li> <li>• Strat plan is for measuring our success in our goals</li> <li>• PGC - professional growth cycles completed by all teachers every year. Lara will be focusing on leadership rather than teaching</li> </ul>	
<b>3.0 Policy Review</b>		
	<p><a href="#">School docs</a> Login: 2463 Password: taoroa123</p>	
3.1	<ul style="list-style-type: none"> <li>• <a href="#">Concerns Policy</a></li> </ul>	10 min

	<p>NB: Complaints Policy is not up for review until Term 3 in terms of compliance. However, this is a policy requiring immediate review. Search for it in school docs and provide feedback.</p>	
3.2	<ul style="list-style-type: none"> <li>• <a href="#">Employer Responsibility Policy</a> NB: Employer Responsibility Policy is not up for Review until term 2. Please read and provide comments. Search for it in school docs and provide feedback.</li> </ul> <p>Sarah received advice from school docs that not all policies will be a perfect fit for all school which is contradictory of past advice given by them</p> <p>Board might need to look at how people can access school policies via school docs - needs to be more accessible. Parents can also give feedback on policies up for review</p> <p>Audit 2024 asked for a Good employer statement - Lara completed a doc, in future this will be a Board responsibility as “the employer”.</p>	
3.3	<p>Refreshed <a href="#">community code of conduct</a> Lara has been looking at code of conducts, Students have completed a bus conduct form, plan is to focus on kindness, respect, resilience</p>	
<b>4.0 General Business</b>		
4.1	<ul style="list-style-type: none"> <li>• Staff Hauora. Update from Sarah / Lara</li> <li>• Staff Health top of agenda in many work places, have bought some books recommended by NZSTA. Sarah suggested that staff read them and then have them available for the community. Available in audio books which could be helpful for busy staff</li> </ul> <p>Burnout has been a focus recently, especially with people job sharing and then still having to work on their days off. Caitlin</p>	10 mins

	<p>and Arzjah are now working together on Mondays which is working really well and giving them extra time which can work as release time.</p> <p>Judith and Julie are now coming in to run workshops in the classroom to share their knowledge with our staff.</p> <p>Wellness budget - There is a \$6000 principals wellness budget available this year (was available also in 2023).</p>	
4.2	<ul style="list-style-type: none"> <li>• Transport / enrolment scheme: Lara</li> </ul> <p>Transport -</p> <p>Enrollment scheme (to use to cap role numbers - Lara has been talking to her leadership adviser - advice is that must be careful around implementing an enrollment scheme and will work with Lara to do an analysis. Can lose funding from kids that are outside of the zone.</p>	
4.3	<ul style="list-style-type: none"> <li>• BOT Monitoring + Reporting Workshop / Liz</li> </ul> <p><a href="#">Webinar link</a>  <a href="#">Resource Link</a> (Click on the links available under Learning Resources)</p> <p>Lara, Sarah and Liz attended the BOT monitoring and reporting workshop.</p> <p>They found it reassuring to see that the school is on the right track and well above what is expected. Good to see other school boards at the workshop too.</p>	
4.4	<ul style="list-style-type: none"> <li>• Community initiatives Sarah.</li> </ul> <p>Discussion around idea to show people what is going on at the school. Possibilities suggested for BOT to host, look in classrooms, keeping and making connections with the community. Students could also host eg Grandparents day.</p> <p>Motion: BOT to help organise community initiative - winter terms are better for local farming families</p>	

	Moved: Liz Seconded: Lara	
4.5	<ul style="list-style-type: none"> <li>• Cultural Capability Hui</li> </ul> <p>Lara had 1st meeting last year - Iwi reached out to meet and talk about how they could support the school. 2nd meeting last week. Arzjah and Sarah went to the meeting.</p> <p>They discussed wanting to have an iwi member on Taoroa BOT - iwi to put forward. Will wait to hear more from them regarding next steps.</p>	
<b>5.0 Reporting</b>		
<b>Principal Report</b>	<ul style="list-style-type: none"> <li>• <a href="#">Principal Report</a></li> </ul> <p>“Walk arounds” (the grounds)- Lara and Fitz have completed, identified a few H&amp;S issues which Fitz has already fixed - plan is to do regular walk arounds.</p> <p>Financial Statements: Items of concern: Swimming pool is costing a lot more now with new pump and running all the time. Pool cover has made a huge difference in chemical use. The cover has only recently been installed. Plan for wintering pool - can either stop chemical treatment and let it go green or Fitz suggested turning on for 1 hr a day to keep it clean - will see how this option goes first.</p> <p>Quote for sandpit cover - Brylee to take back to fundraising committee</p> <p>School upgrade work - more quotes have been gathered but Bairds is the best they have said it would be a 6 week project</p> <p>Fitz has been in contact with Bennetts to arrange for them to come and clear out drains following 10YPP meeting and report.</p> <p>5YA assessment recommended New roof and guttering needed. Car parking issue has been earmarked with them but could only be looked at with leftover money</p>	10 mins

	<p>(projected to cost \$100K). Lara to follow up with 5YA as some of roofing was replaced about 3 years ago.</p> <p>Quotes for painting school house have all com in at about 30K. Still waiting for 1 more quote</p> <p>Ministry have confirmed funding for Pukeokahu route, however Go bus not happy with the safety of the Pukeokahu route.</p> <p>Attendance - above or on target for ministry guidelines. 2 students of concern have reengaged with the school</p> <p>Earthquake drill completed week 5</p> <p>Fire Drill booked in to be completed Monday 8th April</p> <p>Moved: Dawn Seconded: Brylee</p>	
<b>Student Achievement</b>	<ul style="list-style-type: none"> <li>• Progress tool</li> </ul> <p>Achievement measures - over all school data is really good but Lara wants to focus more on target learners (needing more support), extension groups (working above level and need extended support). Term 2 and term 4 reports will show expectations curriculum levels and stages this is a good indication of progress. Teachers are constantly monitoring achievement OTJ (overall teaching judgement) used prior to assessments</p>	
<b>In Committee</b>		
<b>Meeting Closed</b>		