



Taoroa School Meeting Agenda

11th September 2024

3.15pm - 5.15pm @ Taoroa School

Items		Time
1.0 Administration		3.15 pm
Checklists to ensure that our Board is compliant	<ul style="list-style-type: none"> • NZSTA Term 3 Board Checklist • Board Work Plan • Board Member Register • Board Delegation List • Conflict of Interest Register 2024 • Board Work plan 	15 mins
1.1 Overview		
1.2 Present	Sarah Wells (Chairperson), Lara Stevens (Principal), Liz Taylor, Dawn Fitzgerald,	
1.3 Apologies		
1.5 Board Delegations	Review board delegation list Does this need updating and consideration given to additional support with property + employment (outside help in terms of an employment panel for term 4)	
1.6 Declarations of interest	<ul style="list-style-type: none"> • Call for conflict of interests • Taoroa School 2024 Conflict of Interest Register <p>Any conflict of interests to declare?</p>	
1.11 Confirmation of previous minutes	Motion: That the minutes of the previous meeting dated 4th July 2024 are accepted as a true and accurate	

	Moved: Brylee Seconded: Liz	
1.12 Matters Arising		
2.0 Strategic Plan		
2.1 Annual Plan	<ul style="list-style-type: none"> Annual plan progress 	10 min
3.0 Policy Review	School docs Login: 2463 Password: taoroa123	
3.1	<ul style="list-style-type: none"> Concerns + Complaints Policy Concerns + Complaints PDF <p>Those who attended the workshop in Waiouru to share insights.</p>	5 min
3.2	<ul style="list-style-type: none"> Performance Management Performance Management PDF 	
3.3	<ul style="list-style-type: none"> Protected Disclosure Protected Disclosure PDF 	
4.0 General Business		
4.1 Transport	<ul style="list-style-type: none"> Kindy run (Grace) <p>Four or five whānau with kindy siblings Car seats have been funded.</p> <p>Options 1: Whānau use van + carseats and ourselves as drivers. Whānau be in liability position.</p> <p>Option 2: Charter service put on by the school. Would need to form an incorporated society- a lot of administration involved to do this.</p> <p>Service put on by the school. Lorraine to drive a car. Koha from whānau. \$5 per child per day.</p> <p>Short term timeline:</p> <ul style="list-style-type: none"> Parents car pool in own vehicle Term 4- consider letting whānau use van to carpool Term 1 25- consider Lorraine taking van Vehicle hireage <p>If we hire formally- we will need to get a rental service license for every vehicle: one off cost of \$500. \$80 for van annually, \$120 for bus annually.</p>	30 mins

To lease our formally we would required to get a transport Service licence to hire out vehicles: \$

School vans can be used for anything that benefits tamariki in our rohe. E.g sports events, performing arts etc

Koha estimate: Fuel costs + \$100 per day

Moved: Dawn

Seconded: Liz

- Netball hireage letter (see
- School funded run (roll)

The board will provide a bus service to go up Pukeokahu road, finishing at 612 Pukeokahu road to cater for the 7 tamariki. Lorraine will drive the van (pending agreement) after she has arrived to school with first run.

Van to leave school in afternoon, at 2:25pm.

Starting Term 4

Moved: Liz

Seconded: Dawn

- [Transport policies](#) + Bus driver folders
- Ongoing costs plan
 - Resolution regarding appendix)
 - School funded run (roll)
 - With two new families moving to the local area (Pukeokahu Rd) and two current preschoolers almost at school age, a new bus run is proposed.

- [Transport policies](#) + Bus driver folders
Policies developed and meetings held with drivers. Each driver has a handbook which includes policies, daily checklists, weekly checks - Fitz employed an extra hour a week to maintain vehicles and look after compliance.

- Ongoing costs plan
Expenditure will be tracked next term on outgoings. BOT will consider if charges are required for BOT funded transport.

4.2 10ypp	<ul style="list-style-type: none"> • roof replacement <p>Resolution passed that the BOT will delay the replacement of the roof until the next 5ya. The BOT agrees that if there is repair work required before this, it will be BOT funded.</p> <p>Moved: Sarah Seconded: Dawn</p> <ul style="list-style-type: none"> • Confirm updated 10ypp 	
4.3 ERO	<ul style="list-style-type: none"> • Draft report + Change requests. <p>Copies of the final ERO report given to trustees. Really positive review that reflects all of the great things that are happening in our space. Next steps show that we are to continue 'business as usual'. Report to be shared with community via seesaw and will be posted on our school website.</p>	
4.4 Principal WB Fund	<ul style="list-style-type: none"> • Proposal to use Principal MOE well being fund. Reformer Pilates Machine Automatic Coffee Machine (balance) Travel / Child Care assistance <p>Moved: Brylee Seconded: Dawn</p>	
4.5 Community Hall	<ul style="list-style-type: none"> • Contribution towards power. <p>Lara attended meeting with Taoroa Hall to possibly use during the classroom re build. The Hall group are happy for the hall to be used, they just want electricity covered. Lara consulted with MOE and was advised that the school would need a lease agreement and insurance covered by the hall. The hall group have since found out that the hall is technically owned by the council and is working through what that means in terms of insurance. Lara looked at what other rural schools do in terms of hall relationships - majority of schools donate a portion of fundraising funds to the hall.</p> <p>BOT agrees to donate \$500 annually to the hall starting January 2025, mostly as a contribution for electricity.</p> <p>Moved: Lara Seconded: Sarah</p>	
4.6 Pub Charity	<ul style="list-style-type: none"> • Camp application: <ul style="list-style-type: none"> - Resolution: The BOT passes a resolution to apply to Pub Charity for \$4500 for the senior camp in Term 4. <p>Moved: Sarah Seconded: Liz</p>	

4.7 Senior Camp	<ul style="list-style-type: none"> RAMS- approval Moved: Liz Seconded: Brylee 	
5.0 Reporting		
Principal Report	Tumuaki Report Moved: Sarah Seconded: Liz	20 mins
		10min
In Committee		
4.3 Equine	<ul style="list-style-type: none"> Overview of programme and facilitator hours 	10 mins
4.4 Achievement	<ul style="list-style-type: none"> Assessment Data 	
4.5 Staffing	<ul style="list-style-type: none"> Roll growth 	
Meeting Closed @ 6 pm		