

TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES
MEETING HELD ON 19 March 2019 at 7:00 pm IN THE BOARDROOM

Present: Vicki Upshon (Chair), Michelle Tate, Rebecca Thomsen, Tammy Evans, Greg Selby, Nicolette Butler, Allan Cottle, Adele Neville
(minutes secretary)

Visitor: None

Apologies: None

Declarations of Interests: None

Item	Discussion/Decision	Responsibility	Timeframe
Decisions:			
<ul style="list-style-type: none"> ● Charter and AOV 	<p>Chair welcomed the members to the March meeting and the Principal shared a karakia.</p> <ul style="list-style-type: none"> - The Charter was reviewed by the Board and has now been approved. <p><i>Motion was passed by the Chair that the Charter be approved for 2019.</i></p> <p><i>Seconded AC</i></p> <ul style="list-style-type: none"> - Achievement targets for this year are quite specific as they relate to the patterns seen in last years AOV. - Year 1's are not included in this data as they haven't been at 		

<ul style="list-style-type: none"> ● Financial Decisions ● Operational Budget: Update and approval of 2019 Budget ● Capital Budget ● Funding of Capital Budget 	<p>school long enough.</p> <ul style="list-style-type: none"> - Goals are narrowed down and are now more specific. - There was a discussion on Capital expenditure vs Operational expenditure. GS explained that after the discussion of employing the cleaning company and investigating the possibility of an office assistant the current deficit in the budget would \$16k. These budget lines would need to be funded from the Ops Grant. There are many other items that need replacing or fixing one being a breakthrough between Rooms 7 and 8. - The board looked at the current cash balance, bearing in mind that the Ministry funding of the new build is included in this figure. - The school will need exterior painting this year, and funds have been put aside in the Cyclical Maintenance fund. <p>FUTURE ACTION: Chair to find out how the Cyclical Maintenance can be spent.</p>	<p>Chair</p>	<p>asap</p>
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	<p>FUTURE ACTION: Principal to obtain prices for the exterior painting.</p> <ul style="list-style-type: none"> - It was agreed that the Property/Technology fund needs to be replenished as it is quickly diminishing. The Board muted a threshold figure of \$35k, for it to get no lower than that. - It was also discussed that a memorandum document be written on the Technology/Property fund. Explaining how this money came about and a spending plan. - Home and School funds and Grant funding will need to be used for these extra items, and be in line with the Strategic Plan. - Extra funding has been allocated to employing a 10th teacher and extra hours for TA's as there is a strong focus on student achievement - The funding of the heat pump for the Principal's office was 	Principal	asap
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	<p>discussed. This is in the Budget.</p> <p><i>GS moved to have the budget approved with a \$14k deficit once the changes have been made with a capital spend of \$5k for the break through in Rooms 7 and 8 and \$2k for the heat pump for the Principal's Office.</i></p> <p><i>Seconded: Tammy Evans</i></p> <p>FUTURE ACTION: NB to do a 'draft' policy on the Tech Property fund for reviewing at the next meeting.</p>	NB	By next meeting
Monitoring:			
Principal's Report:	<ul style="list-style-type: none"> - Office Assistant proposal was discussed. It was agreed to have a front person employed in the busy time between 8:30am-10:30am each day. The Office Manager would remove herself from the area after hui to carry out duties such as enrolling children, school accounts, board prep. 		

<p>Health & Safety Report:</p>	<ul style="list-style-type: none"> - The position is to be advertised and ideally appoint for term two. <p>FUTURE ACTION: Principal, Office Manager and Chair to be involved in the appointment procedure.</p> <ul style="list-style-type: none"> - EDGE Cost neutral at this time with training costing around \$750, which would be assigned to the Inservice Budget. - There was a good turnout to parent goal setting teacher meetings, particularly in the Junior school - The Principal and groundsperson did a walk around the school and identified areas that need attention and there is a plan in place working alongside the Groundsperson. - Half of the school are not connected to the fire alarms. 	<p>Principal/Office Manager and Chair</p>	
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	<p>This was a high priority and is being sorted by the Principal in liaison with Alliance, Wormald and Ashby's to make the school Ministry compliant. It is likely to be Ministry funded.</p> <ul style="list-style-type: none">- A cost is being sourced with changing the locks of the school to one master key system, first quote around \$5k for 32 locks across the school, this may be incorporated into the new build budget.- Flu jabs to be offered to the staff.- The school has a lockdown procedure but it needs some work, as do the other emergency procedures.- There are no cases of measles in this area. Public Health are keeping us informed.- The Christchurch tragedy was discussed on how the school can commemorate this on Friday 22nd March. Principal to talk to the staff about this.		
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<p>Policies and Procedures:</p> <ul style="list-style-type: none"> -Board governance policies and delegations -Alcohol on site policy 	<p>GS moved that the financial report be accepted.</p> <p>Seconded by VU</p> <ul style="list-style-type: none"> - The aged payables have been loaded by the Office Manager for payment on the 20th by the Board Chair and Treasurer. - Board were asked for comments on the Governance policy and delegations, there were none. - NB had looked into this as Home and School would like to hold a quiz night in the new hall and would like to sell alcohol on May 25th. NB shared a 'draft' procedure on alcohol on school property. A discussion was held and it was agreed that the staff be consulted on this policy. <p>FUTURE ACTION: NB to make the changes to the 'draft' policy for the</p>		
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<p>Home and School Report:</p> <p>Initiatives Register:</p>	<p>Boards perusal and be discussed at the next meeting.</p> <p>FUTURE ACTION: Principal to discuss this procedure with the staff.</p> <ul style="list-style-type: none"> - AGM date 29th March. - Equestrian Event 10th April. - The committee have agreed to pay for the balance of the stage. <ul style="list-style-type: none"> - Three new initiatives have been added. - Equestrian event to evaluate: ribbons for the event. Chair to liaise with the Home and School Chair. - Washing line for at the pool was discussed. As this doesn't align with the Strategic goal it has been rejected. The Chair will write to the owner. - BMX track to evaluate: there is a process to go through as this is crown land, permission 	<p>NB</p> <p>Principal</p>	<p>By next board meeting</p> <p>asap</p>
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	<p>would be needed and sought. Chair to write to the owner.</p> <p>FUTURE ACTION: Chair to write to each owner of the initiatives with what the Board decided.</p>	Chair	asap
Identify Agenda Items:	<p>Board Governance Review, Succession planning, Election planning Vicki Reporting schedule 2019 on student achievement and Strategic Goals Michelle Maori and Pacifica review and 'Connecting with Whanau, Hapu and Iwi Michelle Community Engagement Plan (May) Vicki/Michelle/Nicolette Painting programme MMT Trustee Nicolette Alcohol 'draft' policy Property and Tech funds Emergency procedures Principal appraisal goals</p>		
Administration:			
Confirmation of Minutes:	<p>The Chair moved the minutes of the last meeting be accepted as a true and accurate account of that meeting once alterations were made.</p> <p>Seconded by MT</p>		
Matters Arising:	<p>Matters Arising Ongoing Office Manager to ask council if funding is available for the wheel stops. Financial year ends 30 June for the council, decision will then be</p>		

<p>Correspondence: Inward</p> <p>Election of the Returning Officer:</p>	<p>made, if there are funds over the school could benefit. Chair and Principal to look at creating a Community Engagement plan: March</p> <p>Matters Arising from the last meeting Principal to make changes to the Charter and email the document to the Board for their approval. Board Chair to do more work on the billing option to parents and liaise with the members. Principal to bring more costs regarding the change over of SMS. Principal to investigate the possibility of having someone trained to carry out Test and Tag. Chair to enquire if Home and School would be prepared to fund the staging for the Musical Theatre. Chair to work on cleaning position available with the Principal in regard to hours needed. Health and Safety committee to arrange a meeting date prior to next Board meeting. AC to inform council re bore job completed. Architect to be contacted to arrange a site meeting in regard to the staff room and reception upgrade. All unpaid 2018 invoices to be followed up. Principal to put IR explanation and the complaints procedure in the newsletter.</p> <p>NZSTA re 2019 Triennial School Trustee Elections STA News</p> <p>Adele Neville was duly elected as the Returning Officer for the upcoming elections in June 2019.</p>	<p>Rolled</p> <p>Rolled</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>	
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Public Excluded			
Meeting closed at 9:10pm Date for next meeting: Monday 8th April (RT apologies, TE a maybe) Monday 13th May			

Signed: _____ Chair Date: 8 April 2019