

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES
MEETING HELD ON 16th APRIL 2020 AT 11:00AM VIA ZOOM**

Present: Michelle Tate, Steve Gadsby, Allen Cottle, Tammy Evans, , Rebecca Thomsen, Micaela Young (Minutes Secretary)
Apologies: Nicolette Butler
Declaration of Interests: None

Item	Discussion/Decision	Responsibility	Timeframe
2. DECISIONS			
2.1 School Investment Package	<p>Our Property Advisor has said we cannot use the SIP to fund the fire system in the Old Hall, as it is not MOE-owned.</p> <p>Spending it to upgrade classroom block 7/8 and the admin/staff room areas has been approved in principle. The Board agreed to use the SIP to fund this upgrade. Michelle will make contact with Property Advisor who will then set in motion engaging Lee Ashby to manage the project.</p> <p>The Chair asked whether we could use the SIP to fund works remedial works relating to the water leak/sewer issues. Michelle has been advised that we can apply for regular above and beyond Operational Grant property funding for any projects that cost more than \$5000, and that any investigations already done for this project can be claimed retrospectively. This is not SIP funding. It requires the problem to be identified, which at present we have no clear answer so further investigations will need to continue till the source of the leak is identified.</p>		
3. MONITORING			
3.1 Principals' Report	Michelle summarised the content of her report. There were no questions from the Board.		
3.2 Health & Safety report	No formal report this month, focus has been on COVID-19 responses.		
3.3 Property update	Allen advised that Steve O'Connell of SJO Ltd will be conducting a full maintenance check on the existing sewer and storm water drainage systems currently in operation at Te Horo School, and to ascertain any water entry into the sewer system. The costs of the investigation and any subsequent remedial work, as well as the new bore pump can be lumped together to achieve the \$5k minimum threshold required in order to apply to the MOE for additional property funding.		

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3.4 Finance report	<p>Steve is waiting for rainy conditions so he can undertake his checks.</p> <p>Allen advised the P&L report showed a slight profit for the quarter to 31 March. Allen advised that we do not have money in the budget to cover unplanned spending as proposed in last month's meeting:</p> <ul style="list-style-type: none"> - unpaid leave request from Nicole Garrod - fire system for Old Hall - school band funding <p>Discussion around needing to find ways to reduce the current deficit, and fund unplanned projects.</p> <p>Steve requested that we ask Nicole what is the latest date she needs to have a BOT response about unpaid leave by, in order to secure flights. The Board will then make a decision closer to the time, when we have a clearer picture around spending.</p> <p>Agreed that further exploration of community grants is needed:</p> <ul style="list-style-type: none"> - Allen to investigate KCDC - Rebecca to revisit NZ Community Trust arts grants <p>Rebecca suggested that the Property & Tech fund (sitting at just short of \$15k) could be used to fund the alarm system in the Old Hall (approx. \$7k). The Board agreed to this use of the funds, on the condition that if we can come up with an alternative funding source, the Property & Tech fund will be reimbursed.</p> <p>Discussion around where funds for future Old Hall maintenance will come from. Nicolette to investigate whether the Moores Meadow Trust could donate the land the hall sits on and the hall to the MOE, so that future repairs and upgrades can come out of central coffers.</p>	<p>Michelle & Allen</p> <p>Michelle</p> <p>Allen Rebecca</p> <p>Nicolette</p>	<p>Before next meeting</p>

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3.5 Home & School	AGM held one day prior to Level 3 being implemented. New appts: Sarah Ferguson – Chair Ange Gadsby – Treasurer Kalina Goodin – Secretary		
3.6 Initiatives register	Micaela to attempt to get the website up and running during lockdown.	Micaela	Prior to next meeting
4. DISCUSSION			
4.1 COVID19 lockdown	Expecting update from Government this week regarding what Level 3 might look like. The earliest school might go back is 29 April, but will await Government announcement on what that might look like.		
4.2 Budget	Covered earlier in meeting		
4.3 Board seat	Steve sounded Stephanie out about joining the Board. Her response was that unless she was required earlier, she would wait until the next elections (November). Discussion around whether now was an appropriate time for Steph to come onboard – agreed to wait until November elections, where we will be seeking to replace Allen, Nicolette and fill Greg’s vacated seat. Steve to advise Steph and strongly encourage her to stand in November	Steve	
5. ADMINISTRATION			
5.1 Confirmation of minutes	Steve to read March minutes and confirm	Steve	
6. NEXT MEETING			
	Scheduled for Wednesday 13 May at 11am via Google Meet. Backup time of 7pm if distancing guidelines allow meeting to be held in Board Room.		
	Meeting closed at 12:15pm		

Chair: _____

Date: _____