TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES

MEETING HELD ON 4 NOVEMBER 2020 AT 7.00PM

Present: Steve Gadsby, Michelle Tate, Tammy Evans, Nicolette Butler, Allen Cottle, Micaela Young (Minutes Secretary)

Apologies: Rebecca Thomsen

Declaration of Interests:

Item	Discussion/Decision	Responsibility	Timeframe
2. DECISIONS			
	Steve recapped the purpose of the meeting was to catch up with backlog of policies on School Docs that need to be reviewed, and gave an explanation of the initial work done be Michelle. He covered how the three year review cycle works. Nicolette expressed some concerns about School Docs • The policies were too complex, and may increase, rather than reduce compliance workload • Having them on the School Docs website means the School has essentially adopted them without all of the Board having reviewed them and made sure they aligned with our current practice. **ACTION:** Tammy, Michelle and Nicolette to meet to check the School Docs policy content against the School's policy folder to assess and make sure everything aligns.	Michelle, Tammy, Nicolette	
2.1 Risk Management Assurance	Michelle asked if the Board was satisfied that the School is compliant with the policy. The Board note that the school is not yet complying with policy fully – ensuring all staff are aware of existing known hazards and how to mitigate them is still a work in progress. **ACTION:** Michelle to highlight any high risk hazards to staff to be aware of in the immediate instance. **ACTION:** Michelle to assure the Board that the identified hazards have been understood by all staff.	 Michelle Michelle	 3 Feb 2021

2.2 School Docs Rollout	Broad discussion about the practicalities, pros and cons of School Docs. **DECISIONS:** The Board agreed to adopt the following policies in principle: • Documentation and Self-Review policy • Employer Responsibility Policy • Staff Induction • Prevention of Bribery, Corruption, Fraud and Theft The Board agreed **not** to adopt the optional Professional Development policy. **ACTION:** For Fraud policy, create an attachment from the old THS policy that outlines practical steps for investigating fraud.	Michelle	
2.3 Food and Nutrition	**DECISION:** The Board agreed to adopt the following policies in principle: **ACTION:** Michelle to see if she can have vending machine reference removed.	Michelle	
2.4 School Docs Policies to be Reviewed Term 4	We are about to put the following three policies out for review by staff and Board. **DECISION:** The Board agreed to adopt the School Docs policies in principle so that they can be reviewed: • Privacy - when sending out to staff for review (Michelle to include a note that School Docs will be updating to include Privacy Act 2020 and include 13 privacy principles, not 12) • Salary Units • Classroom Release Time **ACTION:** Michelle to arrange for all board members to have admin access to School Docs.	Michelle	
2.5 Provisional Staffing Entitlement & 2021 Class Structure	Michelle explained the working behind her suggestion about starting 2021 with 9 teachers. This will ensure we keep within the staffing entitlement for our roll, and class numbers reasonable. As student numbers increase during the year, our entitlement will increase and we may be able to employ another fixed term teacher. This strategy will serve to decrease our initial financial outlay.		

	Michelle recommends employing a Teacher Aide to support the Year 7/8 cohort. There is already funding support for Teacher Aides in other years. **DECISIONS:** • The Board agreed to having 9 teachers to start 2021. • The Board agreed to work towards a budget for a TA in Year 7/8, but deferred approving a monetary figure at this stage. **ACTION:** When academic results are next discussed, intervention programmes eg reading recovery, etc will be discussed and considered.		

3. MONITORING

3.1 Assurances Report	Tabled and taken as read.		

4. MONITORING

4.1 School Docs Term 3 scheduled review feedback	Tabled and taken as read.		
4.2 Appointment panel	**DECISION:** Tammy appointed to the panel for interviewing new teacher.		

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

5.1 Approach, content	Discussion about how to better manage agenda items – spend 10 minutes at the end of each meeting to plan for next meeting. Items identified for 18 November meeting: • Charter and Strategic Plan review • Draft budget and end of year budget report • Analysis of variance for strategic aims • EOTC signoff • Employment survey • Green spaces co-design including formal response from BOT to student regarding pump track decision • Review list of action items from previous minutes collated by Nicolette • Decision on MOE infrastructure communication		

6. PUBLIC EXCLUDED			
6.1 Correspondence to the Board	Michelle and Micaela left the meeting.		
6.2 Establishment of subcommittee and delegations	Board went into committee at 9.00. Board came out of committee at 9.25pm.		
7. MEETING CLOSURE			
8.1 Preparation for next meeting	Scheduled for Wednesday 18 November at 7.00pm in the Board Room.		
	Public Meeting closed at 9.25pm		

Chair: _____

Date: _____