

TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES

MEETING HELD ON 9 DECEMBER 2020 AT 6.30PM

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

Apologies: None **Declaration of Interests:** None

Item	Discussion/Decision	Responsibility	Timeframe
1. ADMINISTRATION			
	Steve welcomed returning BOT members Allen and Nicolette, and new BOT member Fred Mecoy and thanked Micaela in her role as Returning Officer.		
2. DECISIONS			
2.1 End of Year Budget Report and adopt a Draft Budget for 2021	<ul style="list-style-type: none"> • Michelle tabled the draft 2021 Budget for approval that she has been working on with Allen. • The Board discussed the staffing areas which have been tagged for consideration to receive additional Board funding to top of the Operational Grant - Teacher Aides and Office Support/Librarian combined role. • Request for additional Board funding of \$40,557 to top up the Operational Grant allocation of \$10,620 for Teacher Aides, in the specific areas of Year 7/8, Year 3/4, and targeted play supervision. • Request for additional \$9,475 to fund a combined Office Support/Librarian role – 20 hours per week. • Michelle said if she had to prioritise needs it would be: <ol style="list-style-type: none"> 1. Year 7/8 Teacher Aide 2. Office support 3. Year 3/4 Teacher Aide 4. Targeted play supervision • The Leadership Team can and will continue to pursue additional grants for Teacher Aide funding. • Rebecca identified that as there was no BOT election next year, this expense could be removed from the budget. • Michelle explained that there had been an increase to the living wage and then a further wage increase for cleaning and gardening staff/contractors. The Board discussed whether wage increases were required or discretionary, and if so, whether that should be prioritised over TA funding. 		

	<ul style="list-style-type: none"> The Board's position was that they wished to offer contracts to three current TAs who have been employed for the whole of 2020. <p>MOTION: Steve proposed that the Board approve funding of additional \$10,000 for Teacher Aides in order for the School to retain existing TAs.</p> <p>SECONDED: Nicolette</p> <p>DECISION: The motion was passed.</p> <p>It was noted that this draft budget is the Board's starting position and they acknowledged they do want to fund further Teacher Aide hours. This will need to be considered in the next Budget discussion in February.</p> <p>MOTION: Steve proposed that the Board approve a budget of \$800 for Reading Recovery training travel in 2020.</p> <p>SECONDED: Tammy</p> <p>DECISION: The motion was passed.</p> <p>ACTION: Michelle to offer contracts to three existing Teacher Aides to start back in 2021.</p>	Michelle	
2.2 External support for BOT Roles and Responsibilities	<p>Discussion around getting some external training from NZSTA to clarify BOT roles and responsibilities – including Governance vs Operational roles, the role of the Principal and Leadership Team and the role of Chair.</p> <p>The Board all agreed this would be useful.</p> <p>ACTION: Steve to put together a draft scope for training content and circulate to the Board prior to approaching NZSTA.</p>	Steve	
2.3 Board Support for Staff Xmas function	<p>MOTION: Michelle moved that the Board fund \$9 per head to top up the cost of the meal.</p> <p>SECONDED: Nicolette</p> <p>DECISION: The motion was passed.</p> <p>Discussion around having combined BOT/H&S/Staff Christmas function next year.</p>		
2.4 Approach and assignment of leaving interviews	<p>ACTION: Tammy to conduct four staff exit interviews on Mon/Tues next week – Margaret, Leonie, Josh, Amelia.</p>	Tammy	
3. MONITORING			
	Due to time constraints, the following items were not discussed.		
	3.1 Principal's Report		

	3.2 Health & Safety Report 3.3 Property Update 3.5 Home & School		
3.4 Finance Report	<p>Allen had earlier spoken to the Finance report, as an introduction to the 2021 budget discussion. The School's financial position is looking healthy and is expected to end the year having cleared the deficit that was budgeted for in the 2020 budget and had subsequently increased in the first part of the year.</p> <p>There are some outstanding Accounts Receivable from last year, whereby families have left the school without having cleared their school account.</p> <p>DECISION: Board agreed to write off \$554.24 in historical debt from last year.</p> <p>ACTION: Micaela to undertake bad debt write off in Xero.</p>	Micaela	
3.6 Initiatives Register	There are no new initiatives for discussion this month.		
4. DISCUSSIONS			
4.2 Results of Employee Survey	<p>Steve suggested that there was not enough time in the meeting to fully unpack the feedback from staff, but would like to go back to staff to acknowledge and thank them for their feedback.</p> <p>ACTION: Nicolette to draft email to send to staff to run past the Board.</p> <p>ACTION: Steve to verbally acknowledge during a morning break next week.</p> <p>Nicolette thanked Rebecca for the work she has done on Green Spaces Survey which has been sent out to the children this week.</p> <p>ACTION: Micaela to send Green Spaces Survey out to parents this Friday.</p>	Nicolette Steve	
4.3 Principal's Appraisal Process Pre-planning	Steve and Michelle will be meeting with a potential person to conduct the appraisal.	Micaela	
5. ADMINISTRATION			
5.1 Confirmation of minutes	<p>Chair moved that the minutes from November meeting are a true and accurate account of the meeting.</p> <p>Seconded: Tammy</p>		
5.2 Correspondence to the Board	<ul style="list-style-type: none"> Letter from ASB confirming the breaking of Term Deposit 72 – funds to be deposited into our Oncall account on 4 December. 		
7. IDENTIFY AGENDA ITEMS FOR NEXT MEETING			

	Elect Board Chair Role and Responsibilities Board Chair and Trustees Delegations Trustee Code of Behaviour Meeting Protocols 2021 budget Analysis of Variance Annual Plan/Charter 2021		
8. MEETING CLOSURE			
8.1 Preparation for next meeting	Scheduled for Wednesday 17 February at 7.00pm in the Board Room.		
	Public Meeting closed at 9.00pm		

Chair: _____

Date: _____

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