

TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES

MEETING HELD ON 17 MARCH AT 7.00PM

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

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

Item	Discussion/Decision	Responsibility	Timeframe
1. ADMINISTRATION			
	<ul style="list-style-type: none"> Steve formally welcomed new Staff Trustee Sharyn Ollard to the Board. 		
2. DECISIONS			
2.1 Formal ratification of Property Decisions made via email	<p>Michelle and Allen made the following proposals for use of SIP and LSC money:</p> <p>2.1.1 Reallocating of SIP money - to cover Office Admin & Staffroom upgrade, the portion of the current Reading Recovery/ Server/ Art & Maths Resource Area that the LSC money won't extend to, and then to put any leftover funds towards the development of the outdoor play based learning space targeted for use by Y3&4 students</p> <p>2.1.2 Using the LSC money to reconfigure and refurbish the current Reading Recovery/ Server/ Art & Maths Resource Area so that it can function better as these spaces and include a space for the LSC</p> <p>2.1.3 Delegating the property sub-committee (Allen and Michelle), plus Steve as BOT Chair, the responsibility for managing and signing off the SIP and LSC projects</p> <p>DECISION: The Board ratified the above proposals.</p>		
2.10 10 Year Property Plan	<p>Ian Rattray from IR Group (who have been contracted by the MOE to work with us on devising our next 10YPP) joined the meeting by Zoom to briefly explain the 10YPP process, and to talk through the proposed plan. The next 10 year cycle starts in July this year.</p> <p>DECISION: The Board ratified the 10YPP.</p>		
2.3 Delegations	<p>After our last meeting, Nicolette located the current delegations to the principal and circulated them round the Board. These delegations continue to apply and do not need to be adopted</p>		

	<p>annually. Nicolette has reviewed them and the delegation wording continues to be appropriate. The Board can choose to change them if we wanted to. No new decision is needed by the Board for these to continue.</p> <p>ACTION: Nicolette to recirculate by email.</p>	Nicolette	At earliest convenience
2.4 Green Space Survey	<p>ACTION: Allen and Steve to summarise the survey findings for presentation at the next meeting.</p>	Allen and Steve	Prior to next May meeting
2.5 Confirmation of 2021 Budget	<p>DECISION: The Board approved the 2021 Budget.</p>		
2.6 Finance & Property Management Policy Review (board)	<p>The Board reviewed the Finance & Property Management Policy.</p> <p>DECISION: The Board agreed to adopt the Finance & Property Management Policy</p>		
2.7 Home Learning Review (board, staff, parents) - to look at before sending out to staff & parent	<p>DECISION: The Board agreed to send the HLR to staff and parents to review.</p>		
2.8 Finalising Term 4 2020 Review Updates - Privacy, CRT Time/Timetable, Performance Management, Salary Units	<ul style="list-style-type: none"> Review process – To assist Michelle, Nicolette will provide a second pair of eyes over the new documents that have been adopted to work out inconsistencies. NZSTA advice is that the policies are to be tailored so that is what we will do over the three year review period. Michelle advised the Board that the Leadership Team has reviewed Privacy, CRT Time/Timetable, Performance Management, Salary Units policies and will adopt changes in School Docs. As these are all operational, the Board was not required to make any decision. 		
2.9 Acknowledgement of Rebecca Thomsen's time as Staff Trustee	<p>DECISION: The Board agreed to purchase a gift to thank Rebecca for her service.</p> <p>ACTION: Tammy to purchase.</p>	Tammy	At earliest convenience
3. MONITORING			
3.1 Principal's Report	<ul style="list-style-type: none"> Tabled as read. Communication to parents about Year 8 camp plans as agreed at last meeting was actioned by Danielle. As no negative feedback of significance, she has booked the venue. 		
3.2 Health & Safety Report	<ul style="list-style-type: none"> Tabled as read. 		
3.3 Property Update	<ul style="list-style-type: none"> Allen was part of the 10YPP meeting resulting in the plan which the Board ratified at this meeting. 		

	<ul style="list-style-type: none"> No property issues to report. 		
3.4 Finance Report	<ul style="list-style-type: none"> Fred proposed simplifying our Chart of Accounts and adopting Tracking Codes. Have started the process to cull unused and irrelevant Account Codes and devise Tracking Codes with Micaela and Michelle. Fred intends to meet with Waikanae School Finance Manager to see how another school manages this. Fred proposed changes to Profit and Loss monthly report format to make it easier to see how the School is tracking. <p>DECISION: The Board agreed to Fred's proposals.</p>		
3.5 Home & School Report	AGM minutes tabled as read.		
3.6 Initiatives Register	<p>Reviewed and updated.</p> <p>DECISION: Board agreed we need new ukuleles, and to ask Home and School to consider funding these. If they are unable to fund, we can pursue over avenues, such as grants.</p> <p>DECISION: The Board agreed new Kapahaka tops only were required, and to ask Home and School to consider funding these. If they are unable to fund, we can pursue over avenues, such as grants.</p> <p>DECISION: The Board agreed to a much reduced spend to replace pool toys, as Michelle managed to find great deals on items, and use ANZ reward points.</p>		
3.7 Review Action Schedule	<ul style="list-style-type: none"> Reviewed and partially updated. Steve asked that Trustees think about what they want the Community and Culture sub-committee to be responsible for. Moore's Meadow Trust: Nicolette has obtained quote of \$650 from a trust lawyer to review the trust deed and advise what has to be done including options. <p>DECISION: The Board agreed that Nicolette accept the Trust Lawyer's quote to review the Trust Deed.</p> <p>ACTION: Everyone to review their outstanding actions and advise the Chair of any decisions that need to be made for the next meeting agenda, communicate any relevant information to the rest of the Board, and/or close off items they have actioned.</p>	All BOT	
4. DISCUSSIONS			
4.1 Employer Survey from 2020 - general themes/ take-aways	<ul style="list-style-type: none"> Agreed there were some issues with the questions and how they were delivered, hence the responses was not entirely useful as a tool to give feedback on the Board as an employer. The Board decided to start planning the next survey at the May meeting, with ideas to improve on the 2020 survey. 		

	DECISION: The Board agreed to acknowledge and thank staff for their feedback.		At earliest convenience
	ACTION: Nicolette to draft an email and circulate to the Board for feedback before sending.	Nicolette	
4.2 Exit interviews from 2020 - general themes/ take-aways	ACTION: Fred to discuss with Tammy and Allen and collate common themes from three interviews they conducted.	Fred	
4.4 Board Self Directed Learning - governance training	<ul style="list-style-type: none"> Michelle and Fred are the only Trustees able to attend NZSTA governance workshop on Monday 22nd. 		
4.5 Principals Appraisal - a shift to Professional Growth Conversation & process	<ul style="list-style-type: none"> Steve advised he is going to contact the NZSTA rep to better understand the Board's role in the new appraisal process, so that he can outline it to the rest of the Board. 		
5. ADMINISTRATION			
5.1 Confirmation of minutes	Chair moved that the minutes from February meeting are a true and accurate account of the meeting. Seconded: Tammy		
5.2 Inwards Correspondence	None		
7. AGENDA ITEMS FOR NEXT MEETING			
	7.1 Green Space Survey summary 7.1 Assurances (in Principal's report) - SUE, Abuse recognition and reporting, Digital tech and cyber safety, evacuation procedure. Risk management, student attendance 7.2 Annual Report (minute and then send to MOE by 31 May) 7.3 Home Learning review feedback 7.4 Culture and Community Sub Committee Remit 7.5 Exit Interviews Summary		
8. MEETING CLOSURE			
8.1 Preparation for next meeting	Scheduled for Wednesday 19 May at 7.00pm in the Board Room.		
	Public Meeting closed at 9.00pm		

Chair: _____

Date: _____