

**TE HORO SCHOOL BOARD OF TRUSTEES  
MINUTES OF THE MEETING HELD ON 25 MAY 2022 AT 7.00PM**

**Present:** Allen Cottle, Fred Mecoy, Sharyn Ollard, Steve Gadsby, Allie McHugo, Micaela Young, via Google Meet: Tammy Evans, Kevin Palmer (LSM)

**Guests:** Chris Wells (MoE)

**Apologies:** None

**Declaration of Conflict of Interests:**

Item	Discussion/Decision	Responsibility	Timeframe
<b>1. ADMINISTRATION</b>			
Confirmation of minutes	The Board agreed that the minutes from the May meeting are a true and accurate account of the meeting.		
Correspondence inward	None		
<b>2. DECISIONS</b>			
2.1 Set election date	<b>Decision: The board agreed Wednesday 7th September 2022 as our election date.</b>		
2.2 Returning Officer Appt	Decision deferred until June meeting.		
<b>3. MONITORING</b>			
<b>3.1 Principal's report</b>	<p>Allie spoke to her Principal's Report. Steve acknowledged it takes to put the report together, and invited the Board to consider the level of detail in the report and give any feedback as to whether it was appropriate, or could be scaled back.</p> <p><b>Motion:</b> To pay \$4270 for playground bark from the Maintenance budget to refill the playgrounds to legal depth 320mm to allow for displacement and compaction.</p> <p><b>Decision: The Board agreed to purchase bark required to refill the playgrounds, using the Maintenance budget.</b></p> <p>Nicolette suggested that in future, if the Board was asked for a decision via email (as was the case with the bark purchase), and not everyone responds in a timely manner, Allie goes with the majority consensus.</p> <p><b>School closure due to storm:</b> Chris Wells suggested we consider amending our School Closure Policy so that the Principal can make the call to close without requiring Board consultation, if this could not be obtained in a timely manner. This would avoid unnecessary delays in making and communicating the decision to the community."</p> <p>At the next meeting, the Board will discuss and decide whether they are happy to delegate to the principal the power to close the school in the circumstances set out in the <a href="#">current School Closure Policy</a>.</p>		

	Allie advised that Marg Nutting (who worked at the School for 52 years) has passed away and Allie is attending her funeral on Friday.		
<b>LSM</b>	<ul style="list-style-type: none"> <li>• Kevin has provided his updated Statutory Interventions Outcomes May update, and indicated that there is nothing outlined in this report that the Board needs to respond to.</li> <li>• He is satisfied that all the necessary interventions have been implemented and confirmed he is comfortable his intervention would be exited in Term 2.</li> <li>• Kevin has sent Principal Appraisal documentation to Steve and Allie, who will process it.</li> </ul>		
<b>3.2 Finance Report</b>	<ul style="list-style-type: none"> <li>• Last week Allie met with Mubina from Education Services for an introduction to their accounting services and an explanation of the monthly management/governance reports they provide.</li> <li>• Kevin and Chris have handed the payroll issues pertaining to Principals (refer May Finance Meeting Minutes) back to the MoE Senior Payroll Advisor to investigate and resolve. Chris and Kevin will ensure this is resolved before Kevin exits..</li> <li>• In relation to property expenditure, last week Chris and Allie met with MoE's Kathryn York and our new Property Advisor Kayla. They were advised that our 10YPP draft submitted to the MoE last year has been rejected, for reasons unclear. The school had not previously been made aware of this.</li> </ul> <p>They did a walk-around of the school and both parties agreed on what property projects needed to be prioritised - namely around the junior block (Rooms 1-3) and Rooms 7 and 8. Chris commented that it was very useful to be able to review the 10YPP in this way, as this would free up the 5YA to focus on what needs to be most urgently addressed.</p> <p>The MoE are working on an updated 10YPP for the Board to revisit and sign off, and Allie and Chris will reconvene with them again in near future.</p> <ul style="list-style-type: none"> <li>• Education Services have recommended that we adopt their Total Care Package, and use our existing Edge SMS system to manage family invoicing.</li> </ul> <p><b>Action: Allie to investigate Education Services recommendations further, and report back to the Board with more information.</b></p> <p><b>Action: Chris to facilitate a meeting between Allie and MoE Senior Finance Advisor David Hyland to gain his insight/input about the most suitable accounting system approach for the school.</b></p>	Allie McHugo  Chris Wells	
<b>3.3 Health &amp; Safety update</b>	Nothing of note.		



	<p>Treescape recommended the school use an independent company to do a full assessment of the safety of the trees in the school and provide a management plan for the sequoia to keep it healthy. This might cost the school between \$1,500-\$1,800.</p> <p><b>Action: Allie to source quotes to present to the Board for consideration.</b></p> <p><b>Decision: Board delegated the decision of how to deal with the greenwaste to Allie and Steve.</b></p> <p>Bush reserve still closed - it is in a bit of a state and tree safety has not yet been assessed.</p> <p>Discussed selling of firewood - this could be at Paddy's Mart or prior. Allie has gifted a truckload to a school family who is in need.</p> <p><b>Action: Micaela to arrange supermarket vouchers for Mike Coulin (Mike's Bobcats) and Tim Scott, who lent us the log splitter, to say thanks.</b></p>	<p>Allie</p> <p>Micaela</p>	<p>22 June</p> <p>ASAP</p>
<p><b>4.4 Annual planning / BAS approach</b></p>	<p><b>Action: Steve to delegate sections of the BAS report to Trustees over the next couple of weeks so we can start populating the BAS.</b></p>	<p>Steve</p>	<p>10 June</p>
<p><b>Intervention Exit Strategy</b></p>	<p>Chris advised that Steve, Kevin, Simon and Allie have reviewed the intervention outcome plan and agreed that the reasons it was put in place have been addressed/remedied.</p> <p><b>Decision: The Board indicated to Chris that they are comfortable for the intervention to end this term.</b></p> <p>Chris will gazette this outcome at the end of June.</p> <p>Chris said she will contact Sarah Campbell from NZSTA to set up a meeting in which to advise the priority areas we would like her to focus on around our governance systems, policy framework, and three year planner, prior to the Board Elections.</p> <p>After the election the School might choose to continue to work with Sarah and/or engage someone else to tailor to the Board's PD requirements going forward.</p> <p><b>Action: Chris to set up meeting in conjunction with Steve/Sarah.</b></p> <p>Chris said she will continue to work closely with the school. Steve acknowledged Chris's invaluable assistance and support during the last 12 months during which the school underwent transition.</p> <p>The Board expressed keen interest to engage in further NZSTA training. Chris suggested the Board prioritise investment in their own professional development around their Board roles in the future.</p>	<p>Chris</p>	

5.1 Allie's term "so far"	<p>The Board went into committee from 8:25pm to 8.38pm - minutes not taken as just to touch base with Allie and chat about how her first few weeks have been.</p> <p>Steve acknowledged the importance of checking in with Allie in such a way on a regular basis and encouraging open and frank communication.</p>		
<b>6. ANY OTHER BUSINESS</b>			
	ERO will visit at the end of this term to begin the conversation / planning with school. Chris also to attend this meeting.		
<b>NEXT MEETING</b>			
	<p>The meeting closed at 8.40pm. The next Board meeting is on 22 June 2022.</p> <p>Next meeting agenda items to include:</p> <ul style="list-style-type: none"> <li>● Preparation for Board election - Returning Officer, plan to attract new Board members, appoint Election Organiser/s.</li> <li>● Decision on amending School Closure policy</li> </ul>		

Chair: \_\_\_\_\_ Date: \_\_\_\_\_