


**MINUTES OF THE TE HORO SCHOOL BOARD
HELD IN THE CONFERENCE ROOM THURSDAY 21st SEPTEMBER 2023 AT 7.00PM**

Item	Discussion/Decision
<p>1.1 PRESENT</p>	<p>Present: Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Sharyn Ollard & Allen Cottle</p> <p>In attendance: Rachael Davies - Board Secretary</p> <p>Apologies: Steve Gadsby</p>
<p>1.2 APOLOGIES</p>	<p>None</p>
<p>1.3 DECLARATION OF CONFLICT OF INTERESTS</p>	<p>Nothing additional, all Declaration of Conflict of interest forms now returned & recorded.</p>
<p>1.4 CONFIRMATION OF AUGUST MINUTES</p>	<p>The Board agreed that the minutes from the August meeting are a true and accurate account of the meeting.</p> <p>It was RESOLVED that the minutes of the meeting held on August 24th be accepted as a true and correct record of the meeting.</p> <p style="text-align: right;">Board approved Paula & Mark</p>
<p>1.5 CORRESPONDENCE</p>	<ul style="list-style-type: none"> - Email from Steven Gadsby - Audit correspondence from BDO - Credit card policy (Paula Helms) for Principal & Office Manager credit cards. <p>It was RESOLVED that the Board agreed to approve the School Docs policy on credit cards.</p> <p style="text-align: right;">Board approved Shar & Allen</p>
<p>2.1 PRINCIPALS REPORT</p>	<p> PRINCIPAL'S REPORT TO BOARD OF TRUSTEES - September</p> <p>Allie spoke to her principal's report.</p> <p>Allie spoke to attendance, the Board talked through comparisons to term 4 2022. Attendance is sitting at 89% . Allie talked the Board through procedures for contacting families that need support with attendance.</p> <p>Allie informed the board on current bank staffing & over use (\$-514) she explained that this should be recouped over the upcoming September school holidays.</p>

Allie informed the Board that BSLA staff are doing assessments, these are underway. BSLA is going well. Shar talked the board through how BSLA is working within the school, and explained the difference between BSLA and the previous reading recovery supports. Junior teachers are currently assessing data and collating results.

Allie informed the Board that the Ministry of Education will fund the books but not Tier 2 supports, and in 2024 there will be some tier 3 students. This will need to be Board funded.

Allie informed the Board that planning is underway for the Teacher only day planned for 17th November. Focus is on planning for the local curriculum.

Allen inquired about Staff intentions forms, Allie explained that all staff have now returned these, Management team currently working on staff plan for 2024.

Allie talked to the School dates for 2024, 31st January teacher only day with the first day back 1st February 2024.

It was **RESOLVED** that the Board agreed to approve the return to school dates for 2024.

**Board approved
Allen & Paula**

Allie talked to the recent Ballot and received applications. She explained that not all advertised places were filled and that the School had six ballot out of zone applications - All six will be advised via email next week that they have all been accepted (These include four staff members children) Five new entrants & one year seven student.

Allie informed the Board that Prizegiving is planned for the 18th Dec. Also that the Leavers dinner planned for the same date as the December Board meeting.

ACTION POINT - Board to plan a new date for December meeting.

Allie talked to the Board informing them that currently the school has 10 students attending school that are living with a family member that has cancer, she explained that the canteen currently provides counseling for senior students, currently with nothing for juniors. Allie has been in touch with a grief counselor and planning is underway to organise a staff meeting to support staff.

Allie informed the Board that the school last week had another (real) school fire alarm/callout - All systems worked and Staff and students followed procedures. The fault was in a cupboard in rooms 1 - 3 with cobwebs being the culprit. The caretaker has been made aware and a plan is in place to maintain these areas.

Allie has collated the wellbeing survey responses. Staff responses were discussed, and the staff/board relationship was addressed. The Board discussed working on the staff relationship and morning teas & social catch up with staff were suggested

	<p>Allie suggested Friday 17th of November as a possible date for a Board/Staff morning tea at 10.30am as it would allow for a little more time and all teachers to be included as students wouldn't be onsite. Also suggested that a Friday afternoon social catch up be planned for early 2024 to reconnect with staff. This would involve newly elected Board members and would be a good opportunity for new members to get to know the staff.</p> <p>Allie discussed with the Board Strategic planning and staff responses. Bevan suggested acknowledging staff responses, and communicating this back to the staff.</p> <p>ACTION POINT - Allie to communicate with staff responses and address feedback.</p> <p>Allie informed the Board that the senior leadership team is currently working on a well being plan with some changes planned for 2024.</p> <p style="text-align: right;">Board approved Paula & Allen</p>
<p>2.2 FINANCE</p>	<p>Te Horo School Finance Meeting Minutes September 2023.docx</p> <p>Bevan spoke to the finance report.</p> <p>The report from Education services will be reported on during the October Board meeting due to the lateness of the report being received.</p> <p>Allie talked to the finance report - The Board talked through the auditors report responses and conclusions and discussed the finance report on how these have been addressed. Discussed in Publicly excluded business.</p> <p>Allie suggested to the Board that the Term deposit is coming up for review and due to the balance in the main school account it may be needed as a back up. One month term suggested.</p> <p>It was RESOLVED that the Board agreed to change the current three month term deposit to a new term of one monthly in case the funds are needed by year end.</p> <p>ACTION POINT - Rachael to contact ASB to change the current term deposit to a one month term from 08/10/2023.</p> <p style="text-align: right;">Board approved Mark & Allen</p>
<p>2.3 PROPERTY UPDATE</p>	<p>Allen talked to the property update.</p> <p>Allen advised the Board that he has no update on the Bore consent, having not heard back from the council or Beca who is handling the consent.</p> <p>Allie advised the Board that the planned upgrade of rooms 7 & 8 awaiting MOE response, plans with designit.</p>

	<p>The Board discussed the sharing of information from outgoing Board members especially Allen as he has extensive knowledge about the school layout and property issues. It was suggested that Allen “buddy up” with the incoming property person to share knowledge etc. Mark agreed to take over the property role once Allen has finished his term this November.</p> <p>ACTION POINT - Allen & Mark to Buddy up to share information as Mark will take over the property board role.</p> <p>Allie informed the board that the senior playground will need to be re- barked in early 2024.</p> <p style="text-align: right;">Board Approved Shar & Paula</p>
<p>2.4 ANY ADDITIONAL HEALTH & SAFETY MATTERS</p>	<p>Mark spoke to the Health and Safety report.</p> <p style="text-align: right;">Board approved Shar & Allie</p>
<p>2.5 HALL HIRE - ELECTION DAY</p>	<p>It was RESOLVED that the Board agreed to approve the hire of the school hall to the electoral commission on Saturday 14th October 2023.</p> <p style="text-align: right;">Board approved Paula & Mark</p>
<p>3.1 UPDATE - STUDENT ACHIEVEMENT ON PRIORITY GROUPS</p>	<p>End of year to be reported.</p>
<p>3.2 MAORI STUDENT FOCUS</p>	<p>Paula asked that Allie combine groups so that it is school wide, so that individual students can not be identified.</p> <p>Covered in Principals report.</p>
<p>3.3 PROVISIONAL STAFFING</p>	<p>Staffing entitlements for 2024 released this week, Allie to report on a plan for the Board in October meeting.</p> <p>ACTION POINT - Allie to prepare a report for the Board for the October meeting.</p>

ENTITLEMENT AND FUNDING	
3.4 DIGITAL TECHNOLOGY	Allie informed the Board that PLD is planned for years 5 - 8.
3.5 STRATEGIC PLANNING	<p>Paula to collate responses and create summaries to put in the newsletter.</p> <p>The Board discussed an evening planned for strategic planning for parents Monday 6th November - It was agreed to have one session at 6.30pm. Staff would be encouraged to attend the meeting with Bevan suggesting that dinner could be provided by the Board for the staff.</p> <p>ACTION POINT - Rachael to put into the newsletter and Allie to notify staff and encourage them to attend **RSVP for attendees (from the School community)</p> <p>ACTION POINT - Rachael to organise dinner for Monday 6th of November.</p>
3.6 MIDTERM ELECTIONS	<p>Mark & Paula provided the board with an update on the Midterm elections.</p> <p>CES has been engaged, parent email details have been provided. Correspondence has been sent out to the school community, via email & newsletter with the current contact for enquiries being the presiding member.</p> <p>Paula asked that the office continue to promote in the newsletter, reminding parents & caregivers of the cut off dates.</p>
3.7 BOARD CHAIR - LEAVE OF ABSENCE	<p>The Board talked through Steve's email, Paula informed the Board that the Presiding member cannot miss three consecutive meetings, Paula suggested that a reasonable timeframe of leave be from September until the March meeting of 2024.</p> <p>Paula suggested that the board approve leave for Steven Gadsby (Presiding member) from September 2023 to March 2024 meeting 2024.</p> <p>It was RESOLVED that the Board agreed to approve that from September 2023 until the March meeting in 2024. Bevan Holloway to cover this role until the first meeting of 2024, when nominations for the presiding member need to be called.</p> <p>ACTION POINT - Board to discuss if able to return to the board as an active member, or whether he requires more time away from the board.</p> <p style="text-align: right;">Board approved Bevan & Mark</p>

<p>3.8 CREDIT CARD POLICY</p>	<p>Covered earlier during inwards correspondence.</p>
<p>3.9 MANAAKITIA FUND - BOARD CONTRIBUTION FOR 2024</p>	<p>The Board discussed making a contribution to the Manaakitia fund for 2024.</p> <p>It was RESOLVED that the Board agreed to delay making a decision on the allocation of funds to the Manaakitia fund for 2024 until after the Budget planning is underway in October.</p> <p>ACTION POINT - Board to revisit at the November meeting.</p>
<p>3.10 STAFF WELLBEING SURVEY RESULTS FOR DISCUSSION</p>	<p>Covered earlier in strategic planning</p>
<p>3.11 NZSTA CONFERENCE UPDATE BY PAULA</p>	<p>Paula talked to the NZSTA conference and informed the board that the 2024 NZSTA conference will be held in June in Wellington.</p> <p>Paula suggested it as a budget item to be considered, she talked through costs and suggested that if the Board were interested that she recommended picking and choosing sessions that applied to the group. She also suggested that it would be a good idea for newly formed boards to go together.</p> <p>The Board agreed to consider and discuss again after the budget for 2024 has been planned.</p>
<p>3.12 TIDY UP BOT FOLDERS DRIVE - PAULA</p>	<p>Paula discussed with the board the current layout and location of the publicly excluded business. The historical reasons for the current location were discussed and Paula suggested that these minutes should be located in the Board folder in the schools shared drive with the correct access permissions. These will need to be updated.</p> <p>It was resolved that the board agree to approve a tidy up of the in- committee (Publicly excluded business) folders in the school drive by Paula and Rachael.</p> <p>Action point - Paula and Rachael to meet to organise BOT folder and publicly excluded business folders and access.</p> <p style="text-align: right;">Board approved Shar & Allen</p>

PUBLICLY EXCLUDED BUSINESS	The Board went into Publicly excluded business from 8.23 to 8.50pm.
ANY OTHER MATTERS	<ul style="list-style-type: none">- Generators - Mark to follow up- Principals delegation list - Paula to follow up- PGC Goals for approval - Allie currently working on.

Meeting closed 8.23pm - Next meeting Thursday 26th October at 7pm