

**MINUTES OF THE TE HORO SCHOOL BOARD
HELD IN THE CONFERENCE ROOM THURSDAY 26th OCTOBER 2023 AT 7.00PM**

Item	Discussion/Decision
1.1 PRESENT	Present: Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Sharyn Ollard, Rhian Salmon & Miles Corbitt. In attendance: Rachael Davies - Board Secretary
1.2 APOLOGIES	Apologies: Allen Cottle
1.3 DECLARATION OF CONFLICT OF INTERESTS	Nothing additional, all Declaration of Conflict of interest forms now returned & recorded. Declarations of conflict of interest forms received from Miles Corbitt & still to come from Rhian Salmon.

<p>2.1 PRINCIPALS REPORT</p>	<p>PRINCIPAL'S REPORT TO BOARD OF TRUSTEES - October</p> <p>Allie informed the Board that there were no current attendance issues in the past month.</p> <p>After a change to the agenda structure this month the principals report was tabled as read.</p> <p>ACTION POINT - Rachael to send Rhian & Miles a copy of the responses to strategic planning.</p> <p>There were no questions for Allie regarding her principals report. It was</p> <p>RESOLVED that the Board agreed to approve Allie's principals report.</p> <p style="text-align: right;">Board approved Bevan & Rhian</p>
<p>2.2 FINANCE REPORT</p>	<p>Te Horo School Finance Meeting Minutes October 2023.docx</p> <p>Bevan spoke to the finance report.</p> <p>It was RESOLVED that the Board agreed to approve the finance report.</p> <p style="text-align: right;">Board approved Mark & Rhian</p>
<p>2.3 PROPERTY UPDATE</p>	<p>Allie talked to the property update in Allens absence.</p> <p>Allie informed the board that the school has had movement on the consent for the bore, part of the hold up appears that the Ministry of education had not okayed the scope of works, this has now been okayed, the Ministry of Education is now looking into paying for the scope of works because of the size of the works. Allen has suggested to Allie that after a conversation with Becca that after a review process the school may be required to install larger additional water filters.</p> <p>Allie informed the board that the Refurbishment of rooms 7 & 8 goes out to tender next Friday 3rd of November.</p>

	<p>The school has been engaging with local builders to receive quotes for decking outside rooms 7 & 8, that the Home and school have agreed to fund.</p> <p>The school had a delivery of bark delivered last week for the senior playground. Also the school has topped up the sandpit with a new load of sand.</p> <p>Allie informed the board that plans are underway to open the school pool in week five, from Monday the 13th of November.</p> <p>It was RESOLVED that the Board agreed to approve Allie's property report.</p> <p style="text-align: right;">Board Approved Shar & Bevan</p>
<p>2.4 ANY ADDITIONAL HEALTH & SAFETY MATTERS</p>	<p>Mark spoke to the Health and Safety report.</p> <p>Mark informed the board that he and Allie had met during the past week to review and discuss EOTC documents. Safety action plans for Kapiti island trip, camps & EOTC week (30th October - 3rd November) have been signed off.</p> <p>All Argest checks and forms have been signed off for October.</p> <p>ACTION POINT - Mark working through documents - to get them up to date.</p> <p>Allie informed Rhian & Miles all overnight safety action plans need to be signed off by the school board. Day trips can be signed by the school principal.</p> <p>It was RESOLVED that the Board agreed to approve Mark's health and safety report.</p> <p style="text-align: right;">Board approved Bevan & Miles</p>
<p>2.5 SCHOOL DOCS REVIEW</p>	<p>Covered in the earlier Principals report.</p>
<p>2.6 ATTENDANCE REPORT</p>	<p>Covered in the earlier Principals report.</p> <p>Allie updated Miles & Rhian about attendance, barriers to attending</p>

	school Currently Te Horo school has high attendance sitting at 89%.
--	---

<p>3.1 CO - OP BOARD MEMBER</p>	<p>Bevan gave speaking rights to Paula Helms.</p> <p>Paula asked the board to approve the motion for her to be co -opted onto the board so that she could complete the strategic planning currently underway for 2023.</p> <p>It was agreed to co -opt Paula onto the board until the February 2024 meeting for strategic planning and to do some administration tasks tidying up historical board files.</p> <p>It was RESOLVED that the Board agreed to co-opt Paula until the February meeting of 2024.</p> <p style="text-align: right;">Board approved Allie & Mark</p>
<p>3.2 PURCHASE OF BOTLEY CODING RESOURCES</p>	<p>Allie asked the board to consider the purchase of Botley coding resources after a request from the teachers.</p> <p>Allie informed the board that the purchase stemmed from the PLD Ministry funding that the school had received to support digital technologies. The resources would be used to support students from the junior school to right through to students in year 8.</p> <p>It was RESOLVED that the Board agreed to approve the purchase of the Botley coding resources.</p> <p style="color: red;">ACTION POINT - Allie to order Botley coding resources.</p> <p style="text-align: right;">Board approved Shar & Mark</p>
<p>3.3 PURCHASE OF C-PENS</p>	<p>Allie asked the board to consider the purchase of three c-pens. Allie informed the board that To support students struggling with dyslexia and reading. Mark had recently had the opportunity to see a C-pen in action and talked the board through how these worked.</p> <p>Allie informed the board that these would be used to support student learning. And that the C-pens were currently being trialed in 4,5,6.</p> <p>It was RESOLVED that the Board agreed to approve the purchase of the c-pens, ex demo version x3</p> <p style="color: red;">ACTION POINT - Allie to order C-Pens.</p> <p style="text-align: right;">Board approved Shar & Miles</p>

4.1 DRAFT BUDGET 2024	<p>Allie talked to the planned budget for 2024 that Allie and Rachael have been working on.</p> <p>The draft has been sent to Education services for review, and will be ready to present at the November board meeting.</p>
----------------------------------	--

	<p>Allie asked the board to consider the 2024 funding for teacher aides, the school will have 6 ors students in 2024 and the school are also wanting to put supports in place an additional 18 hours per week (Unfunded) over 40 weeks for learners that are on the cusp and are needing support.</p> <p>Additionally these board funded teacher aides would be used if approved to support BSLA (tier two)for up to 4 hours per week.</p> <p>Miles asked about the teacher aid hours for 2024, Allie clarified that the funding would be for an additional 18 hours of teacher aide support for up to forty weeks of 2024. Bevan asked Allie what trade offs she had to make to consider Teacher aide hours in the 2024 budget , and she explained she hasn't allowed for a budget for attending the 2024 conference and some PD for the deputy principals may need to wait for 2025.</p> <p>ACTION POINT - Budget to be sent to board prior to Nov.</p>
--	--

<p>4.2 VOLUNTARY DONATION 2024</p>	<p>Allie spoke to the Voluntary Donation for 2024, suggesting that the board could consider an increase for 2024.</p> <p>Allie informed the board that the school had high numbers of families that pay the voluntary donation sitting at 90%of voluntary donations paid to the school for 2023.</p> <p>Bevan gave speaking rights to Rachael to explain the donations scheme, Allie and both Rachael talked the board through the complexities of the school not being able to opt into the Ministry of Educations donations scheme as it relates to Te Horo School having a decile 9 under the old decile scheme.</p> <p>The implications to school families is that the school can still ask for a voluntary donation and contributions toward school activities.</p> <p>The board discussed the requirement to communicate with the school community about the donations scheme and why Te horo School is not included and why the school still needs to ask families to consider paying the voluntary donation annually</p> <p>It was RESOLVED that the Board agreed to send out a letter to parents and Whanau about the voluntary donation and Ministry of Educations donations scheme.</p> <p>ACTION POINT - Bevan to draft letter, Rhian to support.</p>
<p>4.3 STRATEGIC PLANNING</p>	<p>Paula provided the board with an update and timeline on strategic planning. She also provided Rhian and Miles with some information on strategic planning and the schools obligations to the community, recently the legislation has changed and strategic planning can now be set every three years, to align with the election cycle, but for this strategic planning it will be 2 years to bring it back in line with the next round of elections in 2025. Through the strategic planning process goals will be set and the recommendation is that the school set three for the following two years. Allie to create annual goals for the school to achieve.</p>
	<p>A strategic community engagement evening is planned for Mon 6th Nov, teachers are invited from 5.30pm for dinner with the board and then the school community from 6.30pm.</p> <p>The strategic planning process needs to be wrapped up and submitted to the Ministry of Education by 1st Jan 2024 as it is a MOE requirement.</p>
<p>4.4 SUCCESSION PLANNING</p>	<p>Succession planning was discussed and Bevan asked Rhian and Miles to consider becoming involved - Miles agreed to deputize in finance.</p>

<p>4.5 WEBSITE</p>	<p>Allie provided the board with an update to the board about the draft of the new Skool loop website currently being created for Te Horo School by skool loop.</p> <p>The board and Allie thanked the leadership team and Rachael for their work on this so far.</p>
<p>5. MATTERS ARISING</p>	<ul style="list-style-type: none"> - Generators - Mark has someone coming next week to School to discuss. - Credit cards - policy has been added in school docs, it was agreed to update the policy after a discussion Rachael has had with BDO (Auditors) and that Bevan & Rachael will sign, to cover authority to spend in Allies absence. - Moore's Meadow trust <p>Allie and Bevan updated Rhian & Miles on the Moores Meadow Trust, and how plans are underway for the re-establishment of the trust for the benefit of the school and the local community. Currently the school uses the school garden for the garden to table programme and a weekly garden club meet at lunch times. Plans are also underway for it to be used as a community garden. Student rearing lambs bring them to school and access the lamb paddock.</p> <p>Currently the School pays the rates, home & Sch pay insurance as the School as the Moore's Meadow land benefits from the use of the land.</p> <p>The board discussed the financial implications of engaging a lawyer and agreed that the Moore's meadow board should be encouraged to meet and the board suggested that as no budget has been set by the school for legal support that Moore's meadow trust could approach Home and School to provide funding toward the trusts legal costs.</p> <p>The Board discussed the complexities of the moore's meadow trust and provided both Rhian and Miles an update.</p> <p>As the board have approved the presiding member temporary leave it was suggested that Bevan step in to Moores meadow as acting presiding</p>

	<p>member.</p> <p>Conflicts of interest were discussed.</p>
<p>PUBLICLY EXCLUDED BUSINESS</p>	<p>The Board went into Publicly excluded business from 8.43 to 8.57 pm.</p>

ANY OTHER MATTERS	None
--------------------------	------

Meeting closed at 8.57pm - Next meeting Thursday 23rd November at 7pm