


**MINUTES OF THE TE HORO SCHOOL BOARD  
HELD IN THE CONFERENCE ROOM THURSDAY 29TH JUNE 2023 AT 7.00PM**

Item	Discussion/Decision
<b>1.1 PRESENT</b>	<p>Present: Steve Gadsby, Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Allen Cottle, Sharyn Ollard</p> <p>In attendance: Rachael Davies - Board Secretary, Maddy West - Guest</p>
<b>1.2 APOLOGIES</b>	<p>None</p>
<b>1.3 DECLARATION OF CONFLICT OF INTERESTS</b>	<p>Nothing additional, all Declaration of Conflict of interest forms now returned &amp; recorded.</p>
<b>1.4 CONFIRMATION OF APRIL MINUTES</b>	<p>The Board agreed that the minutes from the May meeting are a true and accurate account of the meeting.</p> <p style="text-align: right;"><b>Steve &amp; Bevan Board approved</b></p>
<b>1.5 CORRESPONDENCE</b>	<ul style="list-style-type: none"> <li>- Publicly Excluded Business</li> <li>- Bore reports, Plumbers report &amp; Drainlayers report.</li> </ul>
<b>2.1 PRINCIPALS REPORT</b>	<p> <b>Principals Report - June 29th 2023</b> Allie talked to her report.</p> <p>Included in the Principal's report were some suggestions to the Board.</p> <ol style="list-style-type: none"> <li>1. The staff survey questionnaire to go out during the first week of the holidays - the board discussed and after asking Shar's opinion agreed to send out in the second week of the holidays and send out two separate surveys. One for wellbeing and the other for strategic planning so that staff can focus on each subject individually.</li> </ol> <p style="color: red;"><b>ACTION - Allie to send out wellbeing survey staff week two of the school holidays.</b></p> <ol style="list-style-type: none"> <li>2. Suggestion for the website, to sign up for free for a new Skool Loop website in 2023 and trial until 2024 and possibly budget in 2024/25 after getting it up and running to see if it delivers all the necessary requirements that the school needs.</li> </ol> <p>The board discussed options free vs bespoke \$2300 + gst +\$50 per month, Allie informed the board that it is important that the website is to be community based.</p> <p>It was <b>RESOLVED</b> that the Board agreed to free version term 4, Possibility of budget 2024.</p>

	<p><b>ACTION - Rachael to contact Skool Loop to sign up for free version term 4.</b></p> <p>Paula suggested a subcommittee needed to be established to gather information on the upgrade of the website so that it doesn't sit entirely with Allie.</p> <p><b>ACTION - Bevan &amp; Mark to meet with Allie before the August meeting to investigate.</b></p> <p>Allie asked that the Board consider that two Teacher aides be given permission to physically restrain an individual student that they both support. Allie advised that this is for one specific student and relates to their care plan. The school has parental permission and the teacher aides have completed the online Physical restraint training and will complete further training at the end of July. Paula asked for clarification that this permission will only relate to that one child. Allie informed the board that this is correct.</p> <p>Allie advised a clinical physiologist to come to school to give the training.</p> <p>It was <b>RESOLVED</b> that the Board agreed to give permission for the two teacher aides to be able to physically restrain the one child in Allie's report.</p> <p>The Board discussed CCTV suggestion and Vandalism guidelines as the school has had several incidences of vandalism and damage this year Allie asked that the Board read through and consider. Allie advised that the pool lock has been changed due to health and safety reasons.</p> <p>Allie has had the Lock doctor visit school to provide a quote to tighten security and limit and control distribution of keys within staff and contractors ie Cleaners etc</p> <p>Steve shared his concerns about CCTV, noting the difference between motion detected cameras and the privacy legalities of filming on school grounds.</p> <p>Allie asked the board to think about cameras and security in the future to deter future incidents.</p> <p>Bevan questioned where the school was following the teacher only day "Te Mātaiaho" Allie reported that junior teachers are starting now to plan their maths from it, and what questions will need to be asked of the community during the strategic planning process. Allie and the leadership team have a meeting to attend on 23rd of July they will meet with MOE about planning and reporting on how it is to be used.</p> <p>Allie talked the board through the new curriculum document.</p>
<p><b>2.2 FINANCE</b></p>	<p><a href="#">W Te Horo School Finance Meeting Minutes June 2023.docx</a></p> <p>Bevan spoke to the Finance report.</p> <p>The finance committee has met to track the budget (mid year) Bevan advised the board that the budget is on track.</p>

	<p>Included in the finance report are items of significance, Bevan talked the board through some overspends and coding issues. Bevan explained several new codes have been established this year.</p> <p>Bevan advised that Education services have advised that the board consider Term deposits and create a new three month one to coincide just prior to the payment of operations grants.</p> <p>The board thanked Rachael for finance minutes.</p> <p>Allie updated the board on the Audit process to date.</p> <p>Steve queried and asked for clarity on the finance report in regards to the principal's PD, appraisal &amp; the Principals welfare funds.</p> <p><b>ACTION POINT - Rachael to contact Ed Services to request principals wellbeing fund own code</b></p>
<p><b>2.3 PROPERTY UPDATE</b></p>	<p>Allen spoke to the property report -</p> <p>Steve asked Allen for more information on the formal warning received from council in relation to the school bore consent that has lapsed and ongoing bore issues. Allen explained that the report has gone to MOE &amp; Greater Wellington Council. Beka has been engaged, and that there is still some work to be done. Allen advised the board that the council may require the school to do more work.</p> <p>Becca to put in a new consent application.</p> <p>Steve discussed with the board the importance of documentation moving forward for future BOT members so that there is some transfer of information and timeframes noted on the work plan. Allen and Allie advised that there is some MOE funding but is unsure to what level.</p> <p><b>ACTION - Steve asked Allen to prepare a summary where the Bore consent and reapplication is at for the August meeting.</b></p> <p>Allen advised the board that the Painting of the school is now completed, and the board agreed that the school looks fantastic.</p> <p>Allie informed the board that she has had several zoom calls with the schools MOE Property advisor this month. The Ministry has a new Mould response. They have advised Allie that the funding for the Room 7 &amp; 8 block has been upgraded due to mould damage funding. The school has had a visit from Lee Ashby to take photos of any mould damage in rooms 7 &amp; 8.</p> <p>Allie also informed the board that as part of the new room 7 &amp; 8 upgrade MOE has advised toilets no longer meet code due to their location. Allie is awaiting more information.</p>
<p><b>2.4 ANY ADDITIONAL HEALTH &amp; SAFETY MATTERS</b></p>	<p>Allie reported that we had a student broke her wrist today</p>

<p><b>2.5 ROLE RETURN</b></p>	<p>To be filed Friday 30/06/2023</p> <p>Board discussed opting into the donations scheme, Te Horo was not an eligible school when the donations scheme started but now has the option to opt in.</p> <p>The Board revisited earlier discussions surrounding opting in March and reapplying on the July roll return. Allie explained the funding per student and if the school opted in what parents and caregivers could still be invoiced for.</p> <p>It was <b>RESOLVED</b> that the Board agreed to opt into the donations scheme.</p> <p style="text-align: right;"><b>Mark &amp; Allen Board Approved</b></p> <p><b>ACTION - Allie to apply</b></p> <p>Steve queried how the school stands as the current roll is 193 students as FTE is 207 - MOE could withdraw funding if roll doesn't increase.</p>
<p><b>3.1 MID YEAR REPORT</b></p>	<p>Board discussed reporting and reporting from the stats</p>
<p><b>3.2 LOCAL MAORI COMMUNITY CONSULTATION</b></p>	<p>This is included as part of Strategic plan</p> <p><b>ACTION - Move to work plan - September</b></p>
<p><b>3.3 STAFF WELLBEING SURVEY</b></p>	<p>Covered</p>
<p><b>3.4 CURRICULUM - SOCIAL STUDIES</b></p>	<p>This is included in the new Refreshed curriculum</p>
<p><b>3.5 WEBSITE UPGRADE</b></p>	<p>Discussed earlier during Principals report</p>
<p><b>3.6 DISCIPLINARY MEETING TRAINING</b></p>	<p>Student Behaviour management. Paula talked the board through the process and how training is really required at the time of suspension. Paula's recommendation to follow the agenda.. Paula recommends a board meeting to talk through any complications.</p> <p>Paula also noted that any correspondence/letters surrounding this process need to be signed by presiding member not the Principal - Letters should be addressed by Board not principal and that any conditions included in that correspondence that the child must be able to complete on their own (School would need to support student)these also must be age appropriate conditions</p> <p>The board discussed and Paula advised items to note ,7 day timeframe, it was</p>

	<p>important that the board remember the student can't be stood down while a decision is being made, and then suspended.</p> <p>Steve queried if the meeting can be recorded, Paula advised that the school needed to ask permission to record and it is important that minutes be taken, typed up and confirmed. Also of note a staff rep can be involved</p>
<p><b>3.7 NZSTA CONFERENCE</b></p>	<p>Paula informed the board about the upcoming NZSTA conference on 20th - 23rd July in Rotorua. The conference cost would not include travel &amp; accommodation &amp; evening meals.</p> <p>Steve raised that the content looks good, asked Board members to consider and suggested a budget line for 2024.</p> <p><b>ACTION POINT - Paula to report back after July conference</b></p>
<p><b>3.8 STRATEGIC PLAN TIMEFRAME</b></p>	<p>Allie &amp; Paula have met and are seeking Boards approval for the time frame and that they are happy with that timeframe. Paula advised that both her and Allie would like to keep the mission statement, they would like to change values and graduate profile. To align with the new curriculum refresh. Paula will return to the Board &amp; report back.</p> <p>Allie and Paula will need to create survey questions for the board to approve and then send out to the school community. Responses will need to be collated and Paula is keen to involve staff as well.</p> <p>Paula suggested one meeting that involves the school board, staff, and community.</p> <p>The draft strategic plan should be completed by November - Needs to be submitted by 1st January 2024.</p> <p>Paula advised that this is now a two year plan. Next steps consult and submit a charter.</p> <p>Board resolved to support Allie &amp; Paula</p> <p>Bevan asked if the Board will need to support the process, Steve noted that this is a board responsibility.</p> <p><b>ACTION - Allie and Paula will meet during July school holidays to work on next steps for the strategic plan.</b></p> <p><b>ACTION - Bevan to support Allie and Paula with this process.</b></p> <p>Strategic Planning parent evening suggested.</p>
<p><b>3.9 MOORES MEADOW</b></p>	<p>Guest Maddy West currently volunteers in the school garden, she came to speak to the board about reactivating the Moore's meadow Trust board to incorporate a childrens &amp; community garden.</p> <p>She has been successful in securing \$1000 funding from KCDC for equipment towards the community garden. There was discussion surrounding access to the Moore's Meadow bank account and a plan for meetings moving forward after reactivating the Moores Meadow trust.</p> <p>The Moore's Meadow trust requires four members, the principal, Board Chair, a representative from the school board and the chair of the Home &amp; school committee.</p>

	<p>&amp; teacher and can also include a member from the school community.</p> <p>Steve added that the Seal is required by the Bank, and needs to be located and that the corrected trustees need to be updated with the Bank. The board has already spoken to a lawyer for advice on next steps.</p> <p>Maddy has a copy of the Moore’s Meadow deed.</p> <p>Allie acknowledged Maddys commitment and enthusiasm and thanked her for the time she donates currently to support students in the garden. The garden is looking fantastic and students are really enjoying the opportunity and space.</p> <p>Steve asked that the Board remain mindful that the BOT remain impartial to decisions relating to Moore’s Meadow Trust. Discussions should remain between Steve and Allie until other Board members are added. Conflicts of interests to be updated.</p> <p><b>ACTION - Steve and Maddy will meet to create a plan to reactivate the Moores meadows Trust.</b></p> <p>It was <b>RESOLVED</b> that the Board agreed to Nominate Shar Olard as the Board member and Mark Fox as parent rep.</p> <p style="text-align: right;"><b>Board approved</b></p>
<p><b>3.10 ENROLMENT</b></p>	<p>The board discussed historically how the ballot has been held. Last year this was open to five new entrants and two students across year 7 &amp; 8.</p> <p>Allie asked the board to consider how many places to open up in the 2023 ballot. She informed the board that there are 19 - 26 students in each year group. Once school reaches capacity it no longer gets funding for out of zone students. The school is currently at 20% out of zone students.</p> <p>Paula queried what the school capacity number is - Allie informed the board it is 286</p> <p>The board discussed and agreed to ballot numbers for 2023.</p> <p>It was <b>RESOLVED</b> that the Board agreed to offer 6 New entrant places 4 places in year 5, 3 places in year 7 &amp; 3 places in year 8 for 2024</p> <p><b>ACTION - Allie &amp; Rachael to place advertisements in two local papers and include in the next school newsletter - Timeframe August meeting</b></p>
<p><b>4. MATTERS ARISING</b></p>	<p>None</p>
<p><b>5. PUBLIC EXCLUDED BUSINESS</b></p>	<p>In committee at 9.14pm - 9.24pm</p>

<b>6. ANY OTHER BUSINESS</b>	None.
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Meeting closed 9.26pm - Next meeting Thursday 24th August