MINUTES OF THE TE HORO SCHOOL BOARD HELD IN THE CONFERENCE ROOM THURSDAY 30TH NOVEMBER 2023 AT 7.00PM

Item	Discussion/Decision
1.1 PRESENT	Present: Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Sharyn Ollard, Miles Corbitt & Allen Cottle.
	In attendance: Rachael Davies - Board Secretary
1.2 APOLOGIES	No apologies
1.3 DECLARATION OF CONFLICT OF INTERESTS	Nothing additional, all Declaration of Conflict of interest forms now returned & recorded.
1.4 CONFIRMATION OF OCTOBER MINUTES	The Board agreed that the minutes from the October meeting are a true and accurate account of the meeting.
	It was RESOLVED that the minutes of the meeting held on October 26th be accepted as a true and correct record of the meeting. Board approved Paula & Mark
1.5 INWARDS CORRESPONDENCE	Feedback from Camp Raukawa
2.1 PRINCIPALS REPORT	PRINCIPAL'S REPORT TO BOARD OF TRUSTEES - November Allie presented her Principals report to the Board, informing the Board that current attendance is looking great, only other item of note was there has been recent increase in covid involving staff & students. There were no questions for Allie regarding her principals report. It was RESOLVED that the Board agreed to approve Allie's principals report.
	Board approved Mark & Miles Allie talked to the Health & Safety report - Items of note were feedback on camp. Allie informed the board that there were only two Saps forms approved in the past month, one for Epro8 & one for the Kapa Haka group

	Board approved Shar & Miles
2.2 FINANCE	Te Horo School Finance Meeting Minutes November 2023.docx
REPORT	Bevan spoke to the finance report and the current budget planning for 2024.
	Allie informed the Board that she has a meeting planned early December with the new MOE property adviser. She is planning to discuss with them the 2023 wastewater costs & roof repairs. Mark Fox to attend the meeting.
	ACTION POINT - Rachael to provide 2023 wastewater costs to Allie for MOE meeting.
	Allie and Bevan talked to Education Services recent communication and recommendations for available funds.
	The Board discussed the challenging year that it has been financially for the school this year with a number of unexpected repairs and maintenance costs and the implications that has for setting the budget for 2024.
	It was RESOLVED that the Board agreed to approve the finance report.
	Board approved Mark & Paula

2.3 PROPERTY UPDATE It was **RESOLVED** that the Board agreed to Co-opt Allen Cottle onto the board until the current ongoing wastewater consent process is completed. **Board approved** Allie & Paula Allie updated the Board on what stage the planned upgrade of room 7 & 8 was at. She informed the Board that the council had visited the school to sign off the fire safety checks, the Engineer signed off their part/safety checks and the next step was that the project is going to tender. Allie is expecting to hear from Ashby's for more information prior to the December meeting. Allen spoke to the wastewater consent, he informed the Board that Beca are currently working on the consent and are working to have the consent to the MOE for review on December 13th with the MOE presenting it to Greater Wellington by December 22nd, with a deadline for consent by 31st December. Greater Wellington has a visit planned for the school next week on 6th December.

It was **RESOLVED** that the Board agreed to approve the property report.

Board Approved
Allie & Shar

2.4 Principal Performance Review

Staff feedback has been collected and responses collated. With an outcome of 88% staff being happy. Feedback was strong on teaching resourcing and Allie informed the Board that she has made provision for that in the 2024 budget planning. The Arts budget has been increased, Home & school has agreed to pay toward class costs of \$3000 to support this.

Allie informed the Board that she is meeting with staff currently and setting staff goals for 2024.

It was **RESOLVED** that the Board agreed to approve the report.

Board approved Allen & Mark

3.1 Parent Voluntary Contributions

The Board discussed the voluntary donations in relation to setting the 2024 budget and the implications for the school missing out on entry to the MOE donations scheme.

The Board discussed \$100 one student, \$160 for two or more capped at \$160.

The Board agreed that any correspondence to the school community that the wording needs to be clear explaining the reason for the increase and that the donation is encouraged and if parents wished to they would be welcome to pay off throughout the year. Also that if parents and caregivers would like to donate more than the suggested donation that the school would welcome any additional donations.

ACTION POINT - Bevan to create a letter to communicate with the school community on the 2024 donation & an explanation on Te Horo school missing out on the MOE donations scheme.

It was **RESOLVED** that the Board agreed to increase the voluntary donation for 2024 to \$100 for one student & \$160 for two children or more with it being capped at \$160 for 2024.

Board Approved Mark & Miles

4.1 DRAFT BUDGET 2024

Allie talked to the planned budget for 2024. Speaking rights were given to Rachael so that she could provide the Board with

information provided by Education Services and supporting financial information.

A recommendation from Education Services was for the Board to consider the increasing yearly costs of the year 6 & 8 camps and the

school covering the gap between fundraising and parent contributions, and how this could be planned for in the future. Discussion involved applying for grants and parent contributions being requested prior to camp. Additionally parent fundraising groups and communications to them for 2024.

The Board discussed budget considerations and balancing the uniqueness of the additional opportunities (Outside of the

curriculum) provided for students, balancing the increasing costs with still being able to provide these opportunities whilst still making them affordable to parents. Additional opportunities being camp, music lessons, band tutoring, Epro8.

Allie informed the Board that through staffing she has managed to secure a teacher that will teach both Kapa Haka and ukulele (To year 4 - 8) as part of curriculum in 2024. This will be paid for as part of 2024 staffing.

The Board discussed the 2023 Band costs and agreed to increase the parent contribution to the band for 2024 to \$220 and include in 2024 communications to parents that the band is being partly subsidised by the school. The Board also discussed performance opportunities for the Band students with Bevan suggesting that the school could consider other local performance opportunities for 2024.

Allie also informed the Board that in 2024 the school would need to consider asking parents for a contribution to ongoing Epro8 competitions out of school.

ACTION POINT - Allie & Rachael to amend budget with changes made by the Board, and distribute the amended budget to the board prior to the December meeting.

4.2 STRATEGIC PLANNING

Paula talked to her draft strategic planning doc. Paula talked the Board through the draft strategic planning document provided. Paula also asked that the document be read through before the December meeting.

Paula talked about the four goals created during the strategic planning workshop, grow relationships, grow learners, grow and nourish people and grow and nourish Te Horo schools cultural capability.

Paula talked to the objectives, relating to the nelps and how they link to strategic goals. She explained that the planning is now underway toward the annual plan.

Bevan questioned how those goals could be measured, Paula explained that process could happen during the annual plan.

Paula asked the Board for feedback and asked them to make

comm	ent	ts
------	-----	----

Bevan thanked Paula for her work on the Strategic planning

ACTION POINT - All Board to read and make comments - 7th December

ACTION POINT - Paula & Allie to work on annual plan to approve at next board meeting.

4.3 LOCAL HISTORY & TIKANGA MAORI

Allie updated the Board on local history & Tikanga Maori, this has been included in the current strategic planning.

In 2023 the senior school did online learning with Te reo Tuatahi, Te Horo schools Kapa Haka group will be visiting Nga Purapura for the Kapa Haka festival to perform after a gap of three years. Junior Staff supporting Amanda Seale with her teaching of Te ao, 2023 has also seen increased engagement with Kahui ako.

Planning for 2024 is underway with a Noho marae planned and a visit to Katihiku marae.

5. MATTERS ARISING

Matters arising document updated

6. ANY OTHER MATTERS

Staff leave application - Bevan to approve.

ACTION POINT - Allie to follow up with Education services on question surrounding fixed asset disposal

ANY OTHER MATTERS	None

Meeting closed at 8.26pm - Next meeting Thursday 13th December at 7pm