

**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	<p>Present: Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Sharyn Ollard, Miles Corbitt &amp; Allen Cottle.</p> <p>In attendance: Rachael Davies - Board Secretary</p>
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	<p>The Board agreed that the minutes from the October meeting are a true and accurate account of the meeting.</p> <p>It was <b>RESOLVED</b> that the minutes of the meeting held on October 26th be accepted as a true and correct record of the meeting.</p> <p style="text-align: right;"><b>Board approved Paula &amp; Mark</b></p>
1.5 INWARDS CORRESPONDENCE	Feedback from Camp Raukawa
2.1 PRINCIPALS REPORT	<p style="text-align: center;"><b>PRINCIPAL'S REPORT TO BOARD OF TRUSTEES - November</b></p> <p>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 &amp; students. There were no questions for Allie regarding her principals report.</p> <p>It was <b>RESOLVED</b> that the Board agreed to approve Allie's principals report.</p> <p style="text-align: right;"><b>Board approved Mark &amp; Miles</b></p> <p>Allie talked to the Health &amp; 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 &amp; one for the Kapa Haka group</p>

	<b>Board approved Shar &amp; Miles</b>
<p><b>2.2 FINANCE</b></p> <p><b>REPORT</b></p>	<p style="text-align: center;"><u>Te Horo School Finance Meeting Minutes November 2023.docx</u></p> <p>Bevan spoke to the finance report and the current budget planning for 2024.</p> <p>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 &amp; roof repairs. Mark Fox to attend the meeting.</p> <p><b>ACTION POINT - Rachael to provide 2023 wastewater costs to Allie for MOE meeting.</b></p> <p>Allie and Bevan talked to Education Services recent communication and recommendations for available funds.</p> <p>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.</p> <p>It was <b>RESOLVED</b> that the Board agreed to approve the finance report.</p> <p style="text-align: right;"><b>Board approved Mark &amp; Paula</b></p>

<p><b>2.3 PROPERTY UPDATE</b></p>	<p>It was <b>RESOLVED</b> that the Board agreed to Co-opt Allen Cottle onto the board until the current ongoing wastewater consent process is completed.</p> <p style="text-align: right;"><b>Board approved Allie &amp; Paula</b></p> <p>Allie updated the Board on what stage the planned upgrade of room 7 &amp; 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.</p> <p>Allie is expecting to hear from Ashby's for more information prior to the December meeting.</p> <p>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.</p> <p>Greater Wellington has a visit planned for the school next week on 6th December.</p>
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	<p>It was <b>RESOLVED</b> that the Board agreed to approve the property report.</p> <p style="text-align: right;"><b>Board Approved Allie &amp; Shar</b></p>
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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.**



<b>ANY OTHER MATTERS</b>	None
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Meeting closed at 8.26pm - Next meeting Thursday 13th December at 7pm