


TE HORO SCHOOL BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON WEDNESDAY 22nd MARCH 2023 AT 7.00PM

| Item | Discussion/Decision | Responsibility | Timeframe |
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| 1. ADMINISTRATION | | | |
| 1.1 PRESENT | Sharyn Ollard, Steve Gadsby, Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Rachael Davies | | |
| 1.2 APOLOGIES: | Allen Cottle | | |
| 1.3 DECLARATION OF CONFLICT OF INTERESTS: | <p>Paula Helms - Current member of Paraparaumu College Board</p> <p>Steve Gadsby - Steve's wife Ange is as of March 15th now Home & School Chairperson.</p> | | |
| 1.4 CONFIRMATION OF MINUTES | The Board agreed that the minutes from the February meeting are a true and accurate account of the meeting. | | |
| 1.5 INWARDS CORRESPONDENCE | <ul style="list-style-type: none"> - Painting Quotes - x 2 painters - See Property - Home & School Quiz night - Fundraising Quiz night & alcohol on school grounds request <p>Decision - Board approved Home & Schools proposal to host Quiz night pending KCDC alcohol licence approval.</p> <p>*Note Review of Alcohol policy at April meeting and decision re hall hire.</p> <ul style="list-style-type: none"> - MOE communication - Physical restraint incidents 03/03 & 20/03/2023 <p>Allie talked to the two items of recent Physical restraint.</p> <p>Learning Support from MOE has communicated that the restraint met the criteria and that Staff worked in good faith, time frames all correct and follow up procedures in place.</p> <p>Steve Gadsby talked through sensitivities surrounding past restraints</p> <p>Board talked through confidentiality and process of sharing information within the Board moving forward</p> | | April meeting |
| 2. MONITORING AND DECISIONS | | | |
| 2.1 PRINCIPALS REPORT | | | |

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| | <p>Allie spoke to her principal's report.</p> <p>Attendance - Allie has phoned parents of students regarding attendance sitting under 75% and discussed support and attendance expectations moving forward.</p> <p>ERO - School has received the unconfirmed ERO report, it is now available to the Board to read through, school meet BAS . ERO to be back in touch to re; next steps</p> <p>Annual report - now being prepared to send by 31st March</p> <p>Bevan asked re: analysis of variance bullet points - how do we know which interventions were successful?</p> <p>Long term reliever - Adam Dewe now appointed as a long term reliever in Room 9 for the rest of 2023.</p> <p>Raukawa Marae visit - Planned for tomorrow discussed protocols, timeframes and attendance of the Board.</p> | | |
| <p>2.2 FINANCE REPORT</p> | <p>Bevan spoke to the finance report</p> <p>W Te Horo School Finance Meeting Minutes 17th March 2023.d...</p> <p>Finance meeting - Held Friday 17th March</p> <p>February reports from Ed Services due to Email technical difficulties at their end. Report to be emailed to the board when available.</p> <p>Items of note -</p> <p>Bank staffing from 2022 - \$15,000 as expected - will be repaid to MOE</p> <p>Waste water report \$8000 - Allen Cottle to talk to this April, needed for consent</p> <p>Allie talked through our recent water issue & plumbers bill expense</p> <p>Bevan talked to bank account enquiry Feb ASB On call Account</p> | | |
| <p>2.3 PROPERTY UPDATE</p> | <p>Plumbing & Water Tank - Issues discussed, Allie explained that now after four visits from the Plumber and one from the Electrician this is now hopefully resolved. It appears that there has been a slow leak over time underneath rooms 4,5 & 6.</p> <p>A water tank indicator has now been purchased from Farmlands and installed to alert the school to future water shortages at an earlier time as no water would result in school closures.</p> <p>Painting Quotes- Allie talked to the Quotes two provided to paint the School, the Board discussed both quotes talking through Health and safety, future planning and the benefits of painting Roof at the same time.</p> <p>Decision - Pending clarification of ASB bank enquiry, preference for Kapiti Coast Painters.</p> | <p>Bevan to contact Fred Mecoy for historical</p> | <p>April meeting</p> |

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| | <p>Board agreed to use \$70,000 On Call Account + Cyclical maintenance account \$67,764.70 and include painting the roof.</p> <p>Allie to talk to Allen and talk through quote details and information.</p> <p>5YA & 10YPP - for discussion April meeting</p> | information and Rachael to contact Ed Services | |
| 2.4 HEALTH AND SAFETY | <p>Health & Safety (Allie and Rachael)</p> <p> Health and Safety Document March 2023</p> <p>Items of note -</p> <p>Physical restraint - Staff currently completing Physical restraint modules and Admin are recording certificates and a list of dates when each staff member has completed the module.</p> <p>Steve queried Training for Physical restraint and explained the need for the recording of training and follow ups.</p> <p>Emergency Preparedness - Can of food request in newsletter 22/03</p> <p>Generators - Mark working on quotes for generators and queried appliances that would be needing to be run in case of emergency this is to ensure the generator will be able to support the hall.</p> | | |
| 3. DISCUSSION | | | |
| 3.1 PAULA'S PORTFOLIO | <p>Paula will be providing information/feedback individually to Board members on content & documentation.</p> <p>Steve talked through the three year cycle and agenda's, elections and managing decisions of the Board and how Paula's knowledge will support the Board with this.</p> <p>Discussion - Allie motioned that Paula chairs behaviour committee to review documentation and provide guidance and feedback</p> <p>Paula queried 28 days notice re notifying Paraparaumu College Board</p> | Allie to advise | |
| 3.2 ERO VISIT - UNCONFIRMED REPORT | <p>ERO report - The ERO report has been returned to MOE after a few small changes</p> <p>Awaiting ERO confirmed report - the next steps will be woven into the Strategic Plan</p> | | |
| 3.3 STRATEGIC PLANNING | <p>Discussion re goals</p> <p>Community feedback & Student voice</p> <ul style="list-style-type: none"> - Survey going out to parents next week (Week Nine) online & pen and paper for students | | |

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| | <p>Staff to meet and develop input, Leadership team and teachers meeting working on this.</p> <p>Local curriculum values, learning opportunities covered and how students progress as they move through the school</p> <p>Pathways, inclusivity</p> <p>Timeline discussed for Collating ideas, developing new a strategic plan</p> | Allie, Steve & Paula | Mtg 14th April |
| 3.4 APPRAISAL PROCESS | <p>Principal's Appraisal -</p> <p>Return to formal structure appraisal process for 2023.</p> <p>Allie advised Mark Sweeney is responsible for the assurance aspect of the appraisal process.</p> <p>Mark will be sending out surveys after the Chair approves the questions/focus to Staff & Students term two - And Mark will be working with Allie to develop her leadership skills.</p> <p>A next step for Allie is joining a professional learning group - Allie attended today along with other local Principals from the Kapiti /Levin region.</p> <p>Steve and Allie explained that Chris Wells from the MOE had advised the Board it should use a recognised company for the Principals Appraisal, Paula discussed combining mentoring and appraisal with the same company, Allie explained budget constraints.</p> <p>Board discussed importance of Leadership opportunities for leadership team and succession planning for other staff - Steve noted a next step could be inviting the leadership team to attend Board meetings and asked Board to consider the pathway forward - Follow up April meeting</p> | | |
| 3.5 STAFF SURVEY -- LEADERSHIP/NZCER STAFF SURVEY TIMING | <p>Steve talked about the 2021 staff survey and complexities.</p> <p>Paula questioned the purpose of the survey, Allie clarified it is to gather information from the staff and check wellbeing, and Steve explained that is to 'check in' on how the Board is doing as an employer and allows the Board follow up.</p> <p>Allie has suggested that School use NZCER survey (10 week timeframe for responses)</p> <p>Decision - Board agreed to concentrate on Principals appraisal and staff survey first and follow up with check in with Staff wellbeing.</p> <p>Steve suggested Invitation to the board to attend morning Tea's in the Staff room next term to focus on and improve Board/Staff relationships moving forward.</p> | Allie to follow up questions | |
| 4. IN COMMITTEE | | | |
| 4.1 | <p>Staff health update</p> <p>In committee 8.27pm - 8.30pm</p> | | |
| 5. ANY OTHER BUSINESS | | | |

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| | Next Meeting 27th April 7pm. Meeting Closed 8.34pm. | | |
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