

**MINUTES OF THE TE HORO SCHOOL BOARD**  
**HELD IN THE CONFERENCE ROOM THURSDAY 24TH August 2023 AT 7.00PM**

Item	Discussion/Decision
1.1 PRESENT	<p>Present:, Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Sharyn Ollard</p> <p>In attendance: Rachael Davies - Board Secretary</p> <p>Apologies: Steve Gadsby, Allen Cottle</p>
1.2 APOLOGIES	None
1.3 DECLARATION OF CONFLICT OF INTERESTS	Nothing additional, all Declaration of Conflict of interest forms now returned & recorded.
1.4 CONFIRMATION OF JUNE MINUTES	<p>The Board agreed that the minutes from the June meeting are a true and accurate account of the meeting.</p> <p>Amendment to June minutes, Bevan asked the Board to clarify credit card limits earlier set out during the June Board Meeting.</p> <p>The Board agreed that the office manager's (Rachael Davies) credit card limit be \$1000 and principal's (Allie McHugo) credit card limit be \$2000, with a combined total limit of \$3000. Rachael to seek approval for all purchases from the Principal or deputy principal in Allie's absence.</p> <p>Amendment to June minutes, Paula asked for clarification on a sentence on page 8, Moores meadow trust. After discussion it was deemed this was an admin/ grammar error.</p> <p>Note after amendments to be made and approved.</p> <p>It was <b>RESOLVED</b> that the minutes of the meeting held on June 29th be accepted as a true and correct record of the meeting.</p> <p style="text-align: right;"><b>Board approved Mark &amp; Paula</b></p>
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> <li>- Moores Meadow update from Maddy &amp; KCDC remittance for Donation Communication to Moore's Meadow.</li> </ul> <p>Moore's Meadow trust to attend the next meeting in September to provide a trust update.</p> <ul style="list-style-type: none"> <li>- BDO Completion communications - Has been signed off and returned to BDO with the correct dates as per auditors instructions.</li> <li>- KCDC - Lab results - Allen following up Bore communications for Bore consent renewal.</li> </ul>

## 2.1 PRINCIPALS REPORT

### PRINCIPAL'S REPORT TO BOARD OF TRUSTEES - August

Allie spoke to her principal's report.

Allie informed the board that there is a MOE teacher only day - Curriculum refresh is planned for other local schools involved in the Kahui Ako.

Allie asked the Board to approve Friday 17th of November as a teachers only day. Allie informed the Board that the planned teachers only day topics would involve Staff consultation and working toward building the local curriculum.

It was **RESOLVED** that the Board agreed to approve the Teacher only day to be held on Friday 17th of November.

Allie informed the board of where the school is at with the next property project (Upgrade of rooms 7 & 8) Allie discussed the proposed funding information and some of the work that will be involved. Teachers have been consulted for their ideas. Paula inquired about layout and exit doors.

Allie talked through policy for review and assurances to the board, these included inclusive education, Maori Education and learning support. Allie informed the board that those policies will need to be reviewed during the schools Strategic planning process. Paula reminded the board that School docs will include those policies, and that school docs will update according to MOE.

Paula thanked Allie for her assurances of the Swimming Pool, searches surrender and retention of property, physical restraint & stand down suspension and exclusion.

Allie informed the board that attendance remains really good. She has needed to make contact with several families within the past month but after making contact their attendance has increased.

Paula asked if it could be broken down by term, so the board had a comparison to reflect on by each term.

Allie informed the board that the whole school was currently at 87.9% attendance and that Year 3 highest attending group. Allie talked to attendance codes.

The board all agreed that they were happy with reporting and said well done to all staff & students.

Allie provided a Kahui Ako update - she informed the board that the Kahui Ako is a collection of schools working together and that she meets with other Otaki school leaders once a term as principals, funding teaching units & goals. Allie informed the board that the Kahui Ako has recently appointed a teacher to teach across all Otaki schools (as the MOE doesn't fund Maori or Te kainga) and he is going to grow Raukawa tanga within the school, and teach waitata and to provide stories that Te Horo School is allowed to use.

Allie also informed the board that the school will be involved in a collective around

waterways and will possibly be working with Katihiku Marae to develop local waterways.

**Board approved  
Paula & Shar**

## 2.2 FINANCE

[Te Horo School Finance Meeting Minutes August 2023.docx](#)

Bevan spoke to the finance report.

The Board discussed the Finance committees report and reported actual funds from Education services.

The school's recent painting project has finished and final payments have been made to Kapiti Coast Painting. The Board discussed the Painting project, the roof painting and repairs and that costs had gone over budget. Bevan informed the board that the roof had been on the capital works list and the board discussed their earlier decision to repair the roof and use the funds from the ASB online call account funds (after building reports undertaken) as total replacement was not necessary.

Updates to cyclical maintenance discussed regarding the report from Education Services. Allie informed the board of some historical understanding of cyclical maintenance finance as informed by Ed Services during their recent visit. The Board discussed getting cyclical maintenance reviewed and updated.

Allie has been in touch with the MOE property person to see if there is any avenue for retrospective funding for the roof repairs.

The board agreed that the budget 2024 needs to be tight & carefully planned.

Bevan informed the Board that he will be attending the meeting with Education Services on the budget planning for 2024.

Bevan talked to two recent payroll issues with Ed Pay. Previous attestation reviews have not been completed during 2020 & 2021 and this has resulted in recent back pay to two teachers as they had been incorrectly attested. Funding for this comes from the school's bank staffing. Allie has worked hard to accumulate a bank staffing credit, Ed pay and education services have confirmed that the funding to cover the back pay will be deducted from there.

Ricoh printer communications were discussed and Paula reminded the board the printer is a management decision.

Home & school buses, curtains in hall, sewing machines, nature school 2024.

Paula suggested that the Board look into applying for grants toward funding technology & Teaching resources.

Allie informed the board that MOE have been approached for funding re Bore consent and associated costs.

**ACTION POINT- Look into grants/ Allie to approach a school parent to find out if they may be interested in supporting the school with some applications.**

**ACTION POINT - Allie to approach a school parent about donating towards funding for garden to table for 2024.**

	<b>Board approved Paula &amp; Mark</b>
<b>2.3 PROPERTY UPDATE</b>	<p>In Allen's absence Allie talked to the property update.</p> <p>Allie informed the board that during the last school holidays the school had three alarm speakers stolen, these have now been replaced by Wormald.</p> <p>Allie discussed with the board the recent visit from Beca regarding the bore consent and that the school is now awaiting news after their visit on the outcome.</p>
<b>2.4 ANY ADDITIONAL HEALTH &amp; SAFETY MATTERS</b>	<p>Mark spoke to the Health and Safety report. He recently met with Allie and he has reviewed camp documents (Overnight stays) Mark has now taken over this job from Steve and will continue to review EOTC documents.</p> <p>Paula questioned if Camp/ overnight stays need to be reviewed by the board and Allie confirmed that all camp documentation has to be reviewed by board.</p> <p>Allie informed the board that the Library has been allocated as a meeting place in the event of a traumatic incident, this will be amended in all documentation.</p> <p>Mark to take over from Steve and sign all EOTC documents in future.</p> <p>Allie informed the board that Tag and testing has been completed this year, a large amount of items were returned faulty. Previously this has been done by the previous caretaker for which he had training. Board agreed moving forward that a professional be used for tag and testing.</p> <p>Motion - It was resolved that the Board agreed to always use a professional for maintenance work - <b>Board approved Paula &amp; Allie</b></p> <p style="text-align: right;"><b>Board approved Shar &amp; Allie</b></p>
<b>2.5 CONFIRMATION MID YEAR REVIEWS COMPLETED</b>	Completed
<b>3.1 SCHOOL DOCS REVIEW</b>	Done.
<b>3.2 ATTENDANCE REPORT</b>	Covered in the Principal's report.

<b>3.3 STUDENT WELLBEING SURVEY</b>	<b>ACTION POINT - Strategic Planning to cover, Paula and Allie to meet.</b>
<b>3.4 AUDIT ADDRESS ANY ISSUES</b>	Bevan and Allie talked to recent communication from BDO regarding the uniqueness of Moore’s meadow trust and the importance of record keeping and all decisions being minuted correctly.
<b>3.5 RENEW COPYRIGHT LICENSE BY 31ST AUGUST</b>	This has been completed.
<b>3.6 MIDTERM ELECTIONS</b>	<p>Paula spoke to the Board about continuing with the mid term cycle and asked the Board to consider whether the school should continue with them or change to electing a new board every three years. Paula talked through the negatives, mainly being that not everyone is not learning together and the positives being that the whole board doesn’t change every three years.</p> <p>Paula explained that the Board focus should always be looking toward the next election. Strategic planning was discussed by the board in relation to board cycles.</p> <p>Upcoming this year in November mid term elections - Term ending for Paula Helms &amp; Allen Cottle.</p> <p>Paula asked the board to consider next steps for new board members to encourage and think about engagement. Paula asked the board to consider how the board would engage and encourage new members. Paula will supply the board with resources for engaging new board members. MOE hasn’t confirmed a date for the next school board elections.</p> <p>Bevan suggested board communications to the school community.</p> <p>It was resolved by the Board to start communications in fortnightly newsletters - Bevan to add to school fortnightly newsletter.</p> <p><b>ACTION POINT - Motion to use online company CES - Allie suggested</b></p> <p><b>ACTION POINT - Newsletter communications Allie &amp; Rachael</b></p>

<p><b>3.7 STRATEGIC PLANNING COMMUNITY &amp; STUDENT CONSULTATION QUESTIONS</b></p>	<p>Allie informed the board of engagement questions from her meeting MOE earlier in the day. Wellbeing for students to be added.</p> <p>Time frame - To be sent out to the board 31st August.</p> <p><b>ACTION POINT - Allie &amp; Paula to meet and report back to the next Board meeting.</b></p>
<p><b>4. MATTERS ARISING</b></p>	<p>None</p>
<p><b>5. ANY OTHER BUSINESS</b></p>	<p>None</p>

Meeting closed 8.37pm - Next meeting Thursday 21st September