

**MINUTES OF THE TE HORO SCHOOL BOARD
HELD IN THE CONFERENCE ROOM TUESDAY 16TH MAY 2023 AT 7.00PM**

Item	Discussion/Decision
1.1 PRESENT	<p>Present: Steve Gadsby, Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Allen Cottle, Sharyn Ollard</p> <p>In attendance: Rachael Davies - Board Secretary</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 APRIL MINUTES	<p>Allen asked that some of the wording surrounding the correct issuer of the Bore consent and provider of the report be corrected from the discussion on the Bore consent in the April minutes.</p> <p>ACTION - Rachael to amend and email updated minutes to the Board for approval.</p> <p>Action point relating to Bevan & Paula meeting to review finance reporting is now met.</p> <p>Steve and Allie have had a meeting during the past month to revisit the Boards discussion and the criteria surrounding physical restraint policy. The Board revisited the April discussion and the language/wording used during that meeting. Steve explained that his intent was always to protect/support the staff if they have an incident that involves Physical restraint. Steves concern was surrounding non teaching staff. Allie reiterated to the Board under the Education act qualified Teachers have the ability to Physically restrain under the correct circumstances. The result of this is that the School is now aligned with the legislation in the School docs policy.</p> <p>Also noted by the Board that during future meetings Board members are encouraged to query language used by others if there is any confusion.</p> <p>ACTION - Rachael to amend and email updated minutes to the Board for approval.</p> <p>Note after amendments to be made and approved It was RESOLVED that the minutes of the meeting held on April 27th be accepted as a true and correct record of the meeting.</p> <p style="text-align: right;">Steve & Paula Board approved</p>
1.5 CORRESPONDENCE	<ul style="list-style-type: none"> ● Campbells Water Centre

	<p>Pool pump maintenance - Allie talked to the recent quote provided by Campbells Water Centre, she explained that the work was now required as it was last done 2017. Campbell's recommends that a service on the pump be done every five to six years. Allie asked the board to consider whether this is a 2023 or 2024 requirement.</p> <p>The Board agreed due to Health and safety reasons to go ahead, due to the high use of the School pool during the summer months and recommended work to be done Late term 3.</p> <p>ACTION - Allie & Rachael to contact Campbell's Water Centre and discuss how long they will honour the quote and timeframes.</p> <p>It was RESOLVED that the Board agreed to get work done possibly in term 3 if the quote is still valid prior to the summer season so that the Pool is ready for term 4.</p> <p>ACTION - Add to work plan for 2025 to be carried through to 2028 when the Pool pump will need further servicing.</p> <ul style="list-style-type: none"> ● Attendance information <p>Allie informed the Board that she is expecting a visit from the Ministry of Education tomorrow. She explained the reason for the visit is the Ministry's current focus on attendance. This is a country wide focus at this time.</p> <p>Allie talked through her document that she has put together for tomorrow's visit. The Ministry now has a Truancy officer for the Otaki area - Te Horo School does not currently need their services.</p> <ul style="list-style-type: none"> ● Home & School April Meeting Minutes <p>Steve talked about the fact that the Home and School Committee used to regularly send their minutes to the Board to keep everybody informed and up to date with events within the Home & School Committee and it was nice to see this return.</p> <p>Meeting Minutes 27 Apr 2023.docx</p>
<p>2.1 PRINCIPALS REPORT</p>	<p>Principals Report - May 16th 2023</p> <p>Allie talked to her Principal's report, she informed the Board that she is seeking approval of SAPS forms. This is an initial approval now required prior to planning overnight camps, this is a new extra step with EOTC documents.</p> <p>Paula asked that the Board review all the EOTC policies in School docs for all EOTC activities.</p> <p>Allie informed the Board that there are a lot of new EOTC planning documents that have come out, and shared her concern that the School needs to be using the correct documentation for all EOTC activities including camps and day trips.</p> <p>Steve encouraged the Board to make sure that understood the language and to make sure that the Board were comfortable with the School Docs policy, ensuring that all correct forms are being used and that the Board are comfortable with the</p>

	<p>content.</p> <p>Paula queried if the Board understood what delegations under EOTC that the Board has delegated to Principal.</p> <p>Paula recommended that moving forward the School Docs policies be included in the Board pack each month - These are a governance task for the Board and Paula recommends that the Policies for review, to be included in the Board pack.</p> <p>ACTION - Board EOTC review - June meeting.</p> <p>Paula brought to the Board's attention that there is a need for the Board to review Allie's delegation list.</p> <p>ACTION - Steve, Paula & Allie to meet to form a Principals delegations list. To be stored in Board drive and reviewed annually on the five year work plan.</p> <p>Allie addressed Paula's concerns on the Schoolwide reading, writing and mathematics targets report- Paula asked that no group reported is smaller than 6 students to ensure students aren't identified.</p> <p>Paula raised concern that Staff EAP is reported in the principals report. Discussion surrounding EAP and numbers - Allie explained how this has been reported historically and that this is accessed individually by staff and remains confidential. The Boards preference is for this to remain included in the principal's report.</p> <p>Allie brought to the Boards attention that she and Allen have had a meeting with the Schools MOE property adviser and that they are recommending that BLOCK L should be removed and rooms 7 & 8 should be upgraded. Next step is that the Board look at employing a new property manager. Allie has plans to meet with a new company next week and has been in touch with others.</p> <p>Allie invited the Board to attend MOE a meeting on June 7th. This is a "Property 101" meeting and may provide more insight and understanding to future property projects.</p> <p>Allie advised that she meet with her appraiser today. She had her review and next steps in the appraisal process is to set goals and work from there.</p> <p>Feedback from the Staff has been reflected in positive light and Shar confirmed that there was a good feeling within the Staff with all looking to the future.</p> <p>It was RESOLVED that the Principals report be received and accepted</p> <p style="text-align: right;">Paula & Shar Board approved</p>
<p>2.2 FINANCE</p>	<p>April Financial report not yet delivered due to the earlier date of this meeting</p> <p>Bevan reported to the Board an update regarding the School Bank accounts and current uses.</p>

☰ Finance Update May 2023

Bevan talked through his bank account update and provided the Board with information and an understanding about the School accounts and their current use.

After investigating Bevan recommended that future funding for property projects get allocated to the Cyclical maintenance account when Operations grants are received from the Ministry so that financial tracking of projects is clearer for the Finance committee and Board.

Bevan informed the Board that there is a remaining portion of approximately \$26,000 left to pay toward the Painting project.

Property/Tech - From sale of old school house - Steve explained the historical use of this account - Board agreed that there is a need to make a decision on the technology account funds and for what purpose these are to be used in the future.

The Board agreed that if these are available funds and that the funds need to be used rather than accumulated, The Board agreed that next steps are for Allie to consult teaching staff and provide the Board with ideas on how the funds could be best used by teachers and students.

Allie and Shar informed the Board that the Ipads currently being used in the junior school and being under utilised. The Cyber safety controls that have been installed by norrcom controls are too tight. Not user friendly for staff or students.

ACTION - Allie to compile list of requests after consulting the Teaching staff.

Steve suggested next steps are to form a plan to tidy up accounts and timelines for use of funds versus accumulating funds and if so for what purpose. This something that can be included in the annual folder and work plan so that the Board has a clear summary.

ACTION - Update finance section of workplan.

CREDIT CARDS - Bevan has been to ASB and obtained the necessary forms to apply for an ASB Credit card.

The Board agreed that an application for two credit cards be made with a combined limit of \$3000.00. One for the Principal and one for the Office Manager. Internal Controls for Office manager were discussed as Allie informed the Board that the Office Manager had no authority to purchase.

The Board supported the Credit card application for the Office Manager with the understanding that the credit card can only be used after gaining approval by the Principal or acting principal in Allies absence.

Purchases would be supported by the budget - emergencies of over \$3000 are to be board approved.

PURCHASE OF NEW STAFFROOM OVEN - Allie informed the Board that the School

	<p>Staffroom oven needs replacing. The Board agreed to approve the purchase of a new oven. The Board understood that this is an item that has not been budgeted for in the 2023 year. New oven to be added to the asset register.</p> <p>ACTION - Board agreed that Allie has the authority to purchase this unbudgeted item to the amount of \$1500.00 - \$1600.</p>
<p>2.3 PROPERTY UPDATE</p>	<p>ACTION - Allen will call Water scientist & Ministry of Educations property advisor tomorrow.</p> <p>Allen went over the MOE visit with the property advisor, the highlights. Awaiting reports from Warwick Plumbing & O’Connell Drainlaying regarding the consent process and next steps, Allen talked through information provided by the water scientist.</p> <p>The Board discussed succession planning in regards to Allens position on the Board possibly coming to an end. Steve highlighted concerns surrounding “holding of information” and the importance of recording this information for future Board and Administration staff</p> <p>Allie informed the Board that she has been recording information relating to Room 11 & 12 for future proofing.</p> <p>ACTION - Allen & Rachael to follow up Drainlayer & Plumbers reports.</p> <p>Painting - Allie brought the Board up to date with where the painting project is at, still awaiting the Roof report - and are planning to meet with Painting management for a update on where the project is at and timelines</p>
<p>2.4 5YA & 10YPP</p>	<p>Admin needs signed 5YA - Already forwarded to MOE</p> <p>ACTION - Rachael to follow up</p>
<p>2.5 ANY ADDITIONAL HEALTH & SAFETY MATTERS</p>	<p>Health & Safety noted in Principals Report</p> <p>Only other item was an incident involving a high needs student.</p>
<p>2.6 REVIEW & APPROVAL OF GOVERNANCE POLICIES</p>	<p>Paula spoke to the Board and encouraged the Board to read the policies and to let her know if they are conceptually happy with them.</p> <p>ACTION - Paula to personalise and adapt to Te Horo school Board - June Meeting</p> <p>Steve thanked Paula for her hard work on updating the Terms of Reference.</p> <p>It was RESOLVED that the Board conceptually agreed - Paula to reshare with the Board.</p>

<p>2.7 PRINCIPAL PGC GOALS FOR APPROVAL</p>	<p>Allie spoke to her goals from her Appraisal meeting.</p> <p>Allie talked through goals for her and the teaching surrounding work load time and actively managing work loads for teachers.</p> <p>Next steps - Context - markers - Plan appraisal review is done Board have something to measure it against.</p> <p>ACTION - Allie to provide a plan for the Board so that when the Appraisal process is done the Board have something to measure it against.</p>
<p>2.8 CONFIRMATION OF STAFF SURVEY QUESTIONS</p>	<p>The Board discussed goals and clarity from last staff survey feedback from the last survey lacked clarity on who was the employer? Board or Principal. Resulting in that survey being unsuccessful, Steve highlighted that the new surveys are used to ask the right questions surrounding wellness and that they will provide focus so that the Board can communicate to Staff that they have listened and that the Board is able to form a work plan toward gaining results.</p> <p>Bevan asked for Shars opinion from a staff point of view, in terms of useful and relevant questioning.</p> <p>Paula suggested a sub committee be formed to consider the most useful questions and for that sub committee to present this information back to the Board.</p> <p>ACTION - Mark to formulate 25 questions alongside Steve - June meeting</p>
<p>2.9 CONFIRMATION OF ANNUAL REPORT TO MOE BY 31ST OF MAY</p>	<p>Report has been provided to the Ministry of Education has been sent</p> <p>Action - Annual report Website Rachael</p>
<p>2.10 WEBSITE</p>	<p>Board discussed upgrading the School website and committing funds to an upgrade, all agreed that this was long overdue. All were in agreement that the School needed something user friendly, with a new theme. Shar suggested that it would be helpful to differentiate between Te Horo School in the far north. Possibly signifying by using local images that relate to the Kapiti Coast.</p> <p>Board agreed to commit no more than \$10,000 toward upgrade (capped at) - Bevan access to quotes and report back to the Board.</p> <p>ACTION - Bevan to investigate and source quotes.</p>
<p>3.1 ATTENDANCE REPORT</p>	<p>Covered in discussions section.</p>
<p>3.2 MAORI STUDENT FOCUS</p>	<p>Identified earlier in the Principals report.</p>

3.3 APPROVAL OF TERMS OF REFERENCE	Covered.
3.4 SCHOOL DOCS REVIEW FOR TERM 2	Covered.
3.5 BOARD 3 YEAR BOARD WORK PLAN	Note document To be reviewed as it's an evolving document. ACTION - Steve, Paula & Allie to meet.
3.6 SENIOR LEADERSHIP TEAM	Leadership team to be added to Work plan ACTION- Paula, Steve and Allie to meet.
3.7 MATTERS ARISING	The Board Discussed the work plan and agenda and matters arising format and the best place for this to sit during the meeting so that subjects aren't covered twice or lost.
4. PUBLIC EXCLUDED BUSINESS	None
5. ANY OTHER BUSINESS	

Meeting closed 9.03pm - Next meeting Thursday 29th of June.