


**MINUTES OF THE TE HORO SCHOOL BOARD  
HELD IN THE CONFERENCE ROOM THURSDAY 27TH APRIL 2023 AT 7.00PM**

Item	Discussion/Decision
1.1 PRESENT	<p>Present: Steve Gadsby, Allie McHugo, Bevan Holloway, Mark Fox, Paula Helms, Allen Cottle.</p> <p>In attendance: Rachael Davies - Board Secretary, Pablo Wolinski - Guest</p>
1.2 APOLOGIES	Sharyn Ollard
1.3 DECLARATION OF CONFLICT OF INTERESTS	<p><b>Paula Helms</b> - member of Paraparaumu College Board</p> <p><b>Steve Gadsby</b> - Steve's wife Ange is as of March 15th now Home &amp; School Chairperson.</p>
1.4 CONFIRMATION OF MINUTES	<p>It was <b>RESOLVED</b> that the minutes of the meeting held on March 22nd be accepted as a true and correct record of the meeting.</p> <p style="text-align: right;"><b>Allie &amp; Bevan Board approved</b></p>
1.5 MATTERS ARISING	<p>Action point schedule was reviewed and updated .</p> <p>Paula talked through the "matters arising" document, Steve explained the new document.</p>
1.6 CORRESPONDENCE	None
2.1 Annual Disclosure of Concern or Interest - All members	Paula provided the Board with an Annual disclosure of interest form that only needs to be filled out annually unless during an individual monthly meeting a conflict arises that a board member needs to address.
2.2 PRINCIPALS REPORT	<p>Allie spoke to her principal's report.</p> <p> Principal's report - April 27th 2023</p> <p>Allie talked to the Staff Wellbeing survey questions, these have been sent to the Board. Allie asked that the Board read through the questions in the document and provide feedback at the next meeting. Allie also informed the Board that staff will be asked to do a survey for the principal's appraisal process.</p> <p><b>ACTION - To be reviewed at the May meeting</b></p> <p>Allie talked the Board through some PB4L changes that have been made, a third duty teacher has been added to the end of lunch times - Staff have noted a trend and recognised the need for extra supervision during this time.</p> <p>Allie informed the Board that Bank staffing has reduced as at the last pay period, as the year progresses she expects this to accumulate.</p>

	<p>There was discussion about Steve’s concern about roll numbers 207?FTE count - Discussion surrounding Paula advised surplus staffing is on the board work plan</p> <p>It was <b>RESOLVED</b> that the Principals report be received and accepted <b>Paula &amp; Mark</b> <b>Board approved</b></p>
<p><b>2.3 FINANCE</b></p>	<p><b>On Call Account</b> - Bevan reported to the Board after investigation that the On Call Account Funds are available following up the concerns during the March meeting in regards to the allocation in 2022 where money was set aside for provision around concerns about the LSM and costs.</p> <p>Steve suggested that the Board need to document historical information surrounding financial information for future Boards, management and administration staff so that there is continuity in place when financial information is required in the future. Steve talked through the decisions and allocations of funds 2021/22 and provision for LSM</p> <p><b>ACTION</b> - Bevan &amp; Rachael May meeting - Information on Bank Accounts, purpose and planning.</p> <p>Bevan spoke to the finance report.</p> <p><a href="#">Te Horo School Finance Meeting Minutes April 2023.docx</a></p> <p><a href="#">837 March 2023</a></p> <p><b>Items of note</b> - None</p> <p><b>Bank staffing</b> As at the end of PP0022024 (18th April) we had total staffing usage of 65.84 for the year, and an entitlement of 68.75 for the same period. Therefore we are credited with 2.91</p> <ul style="list-style-type: none"> <li>• Bevan talked to the Items of significance and provided explanation to items noted on report as not budgeted.</li> <li>• Paula noted that she finds the Education Services financial reports are hard to read and follow.</li> </ul> <p><b>ACTION</b> - YTD Budget review for June</p> <p><b>CREDIT CARDS/ P CARD</b> - The need for the school to have either P cards or credit cards was discussed, Steve raised the concern individual staff members could be personally liable for credit cards.</p>

	<p><b>ACTION-</b> Bevan to investigate credit Card for the Principal and Office Manager</p> <p>It was <b>RESOLVED</b> that the Board the financial report be received and accepted</p> <p style="text-align: right;"><b>Mark &amp; Allie</b></p> <p style="text-align: right;"><b>Board approved</b></p>
<p><b>2.4 PROPERTY UPDATE</b></p>	<p><b>Wastewater consent</b> - Allen informed the board that the wastewater consent has lapsed - Allen talked through the complications of the wastewater reports, he has been working through the process with a water scientist who provided a report for the original consent.</p> <p>Allen talked through his concerns about the water scientist starting the process and bypassing the school and approaching the Ministry of Education directly. His concern lay with the fact that the school had been excluded from information involving the ministry of Education when the school would incur the cost.</p> <p>Allie talked through the new consent requirements - The five requirements for council and information needed to be completed in order to reapply for the consent.</p> <p>Allie explained the School is currently working through the list of requirements required.</p> <p>Allie has requested a meeting with Kayla from MOE.</p> <p>Paula shared her concerns of the water scientist starting the report without the Boards approval especially surrounding the costs.</p> <p>Steve requested that all correspondence relating to the Bore consent now be directed to the Principal and Board moving forward from the Ministry's property adviser.</p> <p>Allen has supplied a sample of waste water as requested.</p> <p>The Board noted that it is the Boards responsibility to document that the next consent will be needed in 2028. There was discussion about notifying the future Board that this will need to be done and how it will be communicated. Paula suggested adding it to the Boards work schedule.</p> <p><b>ACTION</b> - Allen will call Water scientist &amp; Ministry of Educations property advisor tomorrow.</p> <p><b>Painting</b> - Allie brought the Board up to date with where the painting project is at, safety barriers have been erected now that the students are back on site, work is underway but the Painters have discovered damage in the roof and a building report. Allie has requested a meeting with KCP re workmanship</p> <p><b>Generators</b></p>

	<b>ACTION</b> - Mark to send Generator information through to the Board May meeting
<b>2.5 5YA &amp; 10YPP</b>	For matters arising - <b>May meeting</b>
<b>2.6 HEALTH AND SAFETY</b>	<b>Health &amp; Safety</b> - Was included in the principals report and taken as read.
<b>3.1 TERMS OF REFERENCE FOR APPROVAL - PROPERTY, DISCIPLINARY, FINANCE</b>	<p>Paula talked to the Terms of Reference for approval and requirements.</p> <p><b>Finance</b> - Paula talked the Board through requirements for the finance committee to make a quorum that requires Bevan, Allie &amp; Rachael.</p> <p><b>Suspension</b> - Requires two board members (Principal can not be on committee as she presents a report) For suspensions the Principal can not be part of the committee. Paula advised she can chair this committee. Paula also advised that she is happy to talk the Board through processes and responsibilities. Steve noted that involving the senior management would also be important.</p> <p><b>Action</b> - Paula to talk Board through process and Boards responsibilities for the suspension process, <b>May meeting</b>.</p> <p><b>Property</b> - Paula advised Parent representative required (Allen, Mark &amp; principal).</p> <p>Steve suggested for succession planning that two parent reps sit on individual committees.</p> <p><b>Action</b> - Board read through documents provided and Paula talk through at the <b>May meeting</b></p> <p>The Board talked through the new Matters arising format and agreed to move it to its own section so that the meeting flows.</p>
<b>3.2 STRATEGIC PLANNING</b>	The board is required to consult with parents and local iwi. Paula will work with Steve and Allie to pull together a suggested timeframe for consultation and creating the Strategic plan for 2024-2026
<b>3.3 SCHOOL DOC'S SCHEDULE</b>	
<b>3.4 PHYSICAL RESTRAINTS POLICY</b>	<p>Allie advised the Board all but one Staff member have now completed the Physical restraint online module.</p> <p>Allie talked the Board through guidelines and that the next step is some teachers and teacher aides will need to attend a course on how to physically restrain students.</p>

	<p>Paula highlighted the importance of Non teaching staff knowing that they are not allowed to physically restrain. Allie advised that one teacher aide has attended the necessary course and can physically restrain, there is an IEP and parent consent form.</p> <p><b>Action - Allie to bring to Board for approval.</b></p> <p>Allie talked through a recent incident and support provided to the student and family, information included in Principals report. Allie advised that MOE has reviewed and replied that there is no evidence of misconduct. Funding was provided to support this student.</p> <p>Steve raised the concern that the wording surrounding teaching staff and physical restraint incidents - Steve requested that the Board add to the physical restraint policy that teaching staff have the ‘authority to restrain” only after completing the physical restraint module. Steve explained the complications of a historical incident involving lawyers in relation to a physical restraint incident.</p> <p><b>Amendment: Made to clarify Physical restraint guidelines (See May minutes)</b></p> <p>Also noted, non teaching staff need approval from the Board if the Principal forwards the Board.</p> <p>It was <b>RESOLVED</b> that the Board pass the motion to accept and to be reviewed in May after the policy has been updated with additional two sentences as the policy needs to be passed by 7th May.</p> <p><b>ACTION - Allie &amp; Rachael to add updated sentences to policy - May meeting.</b></p> <p style="text-align: right;"><b>Bevan &amp; Mark</b> <b>Board approved</b></p>
<p><b>3.5 REVIEW ALCOHOL POLICY ON SCHOOL GROUNDS</b></p>	<p>The Board discussed the Alcohol at events policy and reviewed school docs policy in preparation of quiz night. Steve queried Liquor licence and sighting the physical document from council, the Board will grant approval upon sighting this document from the Home and School.</p> <p><b>ACTION - Allie and Rachael to update wording in policy - May meeting.</b></p>
<p><b>3.6 DRAFT 3 YEAR BOARD WORK PLAN</b></p>	<p><b>ACTION - May</b></p>
<p><b>3.7 REVIEW OF HALL HIRE POLICY</b></p>	<p>After discussion surrounding policy and insurance criteria, It was resolved that the Board pass a resolution to not hire the School Hall at this stage.</p> <p style="text-align: right;"><b>Paula &amp; Allen</b> <b>Board approved</b></p>
<p><b>3.8 STAFF LEADERSHIP TEAM</b></p>	<p>Discussion surrounding the survey to staff about the Board as an employer, Board wanting to connect the survey to the wellness survey.</p> <p>Board to look through questions and think about topics that the Board may want clarity on.</p>

	<b>Action</b> - to pick a date that the Board can attend a morning tea with the Staff - May meeting
<b>3.9 UNIFORM</b>	<p>Allie talked to the subject of parents approaching her with the subject of student uniform.</p> <p>The board agreed to review School docs and hold consultation regarding the schools current dress code policy.</p> <p>Paula talked to guidelines surrounding consultation within the school community.</p> <p><b>Action</b> to include this in the strategic plan</p>
<b>4. PUBLIC EXCLUDED BUSINESS</b>	Public excluded Business (In committee) 9.02pm - 9.13pm
<b>4.1</b>	Staff health update provided.
<b>5. ANY OTHER BUSINESS</b>	None

	<b>Next Meeting Tuesday 16th May 7pm.</b>	
	Meeting Closed 9.02pm.	