


TE HORO SCHOOL BOARD OF TRUSTEES
MINUTES OF THE MEETING HELD ON THURSDAY 23RD FEBRUARY 2023 AT 7.00PM

Item	Discussion/Decision	Responsibility	Timeframe
1. ADMINISTRATION			
1.1 Present	Allen Cottle, Sharyn Ollard, Steve Gadsby, Allie McHugo, Bevan Holloway, Mark Fox, Rachael Davies Guest - Paula Helms		
1.2 Apologies:	None		
1.3	Introduction of Paula Helms, discussion regarding possible selecting of her as a temporary Board member until December 2023. Paula works for NZSTA as a Governance advisor. Paula talked through the process of how Board selection works once a vacancy becomes open after a Board member has resigned. Discussion about Board options over electing a new member or selecting a temporary member. Paula Left the meeting at 7.20pm and the Board then discussed options moving forward. Steve motioned to select Paula as a temporary member until December 2023. Shar seconded the decision.		
1.4 Declaration of Conflict of Interests:	1. conflicts of interest for 2023 noted. Mark Fox - Hannah Fraser's (Staff member) husband Bevan Holloway - Wife Nicola Holtom on Home & School Committee Steve Gadsby - Wife Ange Gadsby on Home & School Committee		
1.5	Positions appointed for 2023 Board Chair - Steve Gadsby Board Deputy Chair - Bevan Holloway Finance - Bevan Holloway Property - Allen Cottle & Mark Fox Health & Safety - Mark Fox Board all in agreement		
1.6	Discussion and agreeing 'back-ups' for each portfolio to cover succession planning		

1.7 Confirmation of minutes	The Board agreed that the minutes from the December meeting are a true and accurate account of the meeting.		
1.8 Inwards Correspondence	ASB Term deposit - See Finance		
2. MONITORING AND DECISIONS			
2.1 PRINCIPALS REPORT	<p>Principal Report - February 2023.docx</p> <p>Allie spoke to her principal's report.</p> <p>Current role 189 Students - No attendance issues.</p> <p>Discussion surrounding ERO visit and focus.</p> <p>Bevan asked about our Teacher aides supporting 19 Students, how does this compare to previous years.</p> <p>Bank Staffing trending down but as expected there will be a balance to repay to MOE by pay period 25.</p> <p>Allie advised the Board that they are welcome to attend Teacher only day at Raukawa Marae 23rd & 24th March - Information to follow.</p> <p>Monday 24th April Teacher only day - Staff working on NZ histories.</p>		
2.2 FINANCE REPORT	<p>Finance Report (Bevan)</p> <p>Te Horo School Finance Meeting Minutes 10th February 2023</p> <p>Bevan spoke to the Finance report.</p> <p>November & December reports presented, January still to be presented at the March Board meeting along with February 2023.</p> <p>Discussion about Term deposit that was refixed 8th January 2023 for further 3 month term. To readdress at the March meeting.</p> <p>Steve questioned and the board discussed 186% use salaries in the December report - Board discussion followed.</p> <p>Steve questioned dates - November & December reports - Query Ed services.</p> <p>Steve acknowledged Allie's great work surrounding last year's budget and controls resulting in a much better result than expected.</p>	<p>Bevan to investigate on call account - money moved to support salaries and if it has been used</p> <p>Rachael to call Ed Services</p>	
2.3	Allen spoke to the Property report.		

	<p>Discussion surrounding property projects for the year - We currently are waiting on quotes for repainting of the outside of the school buildings.</p> <p>Board queried if Junior Block should be painted given the deterioration and age of the block and concerns surrounding it no longer being fit for purpose.</p> <p>Allie shared that the Home and School Committee focus for 2023 is working toward upgrading the area outside room 7 & 8 - Focusing on Decking and Shade and beautifying that area.</p> <p>Water Tank issues discussed - Allen explained that the water indicator had been damaged at the time of the tornado last year and not showing correct levels in the water tanks recently.</p> <p>Allen to organise Plumber to investigate Pump & water tank issues.</p>	Allen - Plumber	
2.4	<p>Health & Safety (Allie and Rachael)</p> <p> Health & Safety Report February 2023</p> <p>Allie spoke about emergency preparedness and food storage, suggesting that students bring in one can each (Annually) and these are stored in wheelie bins in the school hall - Future Newsletter item.</p> <p>Discussion about Investigate pricing for a generator to power pumps for water tanks in a case of emergency and no power.</p> <p>Covid cases in the School - 1 x student with covid & 1 x Staff member with covid.</p> <p>Fire Drill held Tuesday 21/02</p>	Mark to investigate	
3. DISCUSSION			
3.1	<p>ERO visit - observations from Allie and Steve.</p> <p>Steve talked through his observations, Steve explained that Allie was incredibly well prepared. Visit involved Compliance, health and Safety & curriculum.</p> <p>After this visit Ero will select their future focus points and revisit the school.</p> <p>Allie talked through the visit, (first step) discussions with the team & classroom observations happened today.</p> <p>No recommendations or areas of concern - Goal is evidence of assessment being used for teaching and learning.</p> <p>ERO to continue with ongoing pop in visits revisiting goals previously set.</p>		
3.2			

	<p>Board discussed 10YPP</p> <p>Moved that the Board accept the 10YPP as it stands - Motioned by Steve & seconded by Allen.</p>		
3.3	<p>Strategic Planning for Annual Plan for 2023 & Action plan for 2024.</p> <p>Allie explained that Allie, Wendy & Danielle have spent time planning and working on strategic aims.</p> <p>Focus is Growing great learners & relationships with staff, students and whanau.</p> <p>Goals - to meet NELPS, People & future learners</p> <p>Meeting with the UDL team & suggesting having a workshop with the community in the school hall.</p> <p>Board to read and bring ideas to the March Board meeting.</p> <p>Board discussed involving new parents in this process and that it's a great time to engage potential future board members.</p>		
3.4	<p>Board agreed on the following dates for 2023 + 1st for 2024</p> <ul style="list-style-type: none"> ● Wednesday 22nd March ● Thursday 27th April ● Tuesday May 16th ● Thursday June 29th ● Thursday August 24th ● Thursday September 21st ● Thursday October 26th ● Thursday November 23 ● Thursday December 14th <p>2024</p> <ul style="list-style-type: none"> ● Thursday February 22 2024 		
4. IN COMMITTEE			
4.1	Staff health update		
5. ANY OTHER BUSINESS			
	<p>Next Meeting 23rd March 7pm.</p> <p>Meeting Closed 9pm.</p>		