

"Hooked on learning"



Taupō Primary School

Taupō Primary School Board of Trustees
Mid Term 1, 2025

Minutes

Monday 3rd March 2025 - 6pm

Ko te ako te maneatanga

Hooked on Learning

Opening Karakia

Me inoa tato..

Karakia

Spoken by Ngātoroirangi on his arrival to Taupō

Ka ū, ka ū,
Ka ū ki matānuku,
Ka ū, Ka ū,
Ka ū ki matārangi,
Ka ū Ka ū ki tenei whenua, hei whenua
Māu e kai i te manawa o tauhou!
Tū ana

I arrive where an unknown earth
is under my feet.
I arrive where a new sky is above
me.
I arrive at this land.
A resting place for me.
Oh, Spirit of the earth. The
stranger humbly offers his heart
as food for thee.

Administration	Responsible / Moved
Location: Staffroom Present: Ben, Sindre, Zac, Jordan, Kirsty, Robyn Zoom: n/a Apologies: Mel, Jo ? Late arrivals: Welcome to Manuhiri (Guests): Speaking rights: Board advisor - Jo Dundas (not voting rights) Quorum: Minutes: Zac and Robyn Declaration of interests: Additions to Agenda -	PM
Background Documents	
Code of Conduct & Board Handbook Risk Matrix Work plan Board Contact Register If you do a course online or training please add this PLD to this document.	PM
Administration	


<p><u>Welcome to Returning Board Members</u></p> <p><u>Handover of Proceedings for Chair Election</u> PM 2024 term has come to and end and hands over the process for election of 2025 PM to the Principal (who cannot vote) - Zac Taylor</p> <p><u>Election of Board Chair</u> Zac calls for nominations for 2025 Board of Trustees Presiding Member (Board Chairperson).</p> <p>Kirsty nominated Ben, Sindre seconded. Ben accepted the nomination.</p> <p>Zac calls for further nominations.</p> <p>All in favour.</p> <p>Ben duly elected as the 2025 Presiding Member.</p> <p><u>Handover of Proceedings to PM</u></p> <p style="text-align: center;"><u>Election of Roles Within the Board</u></p> <p><u>Deputy Presiding Member Delegations</u> Act as Presiding Member in the absence of the Presiding Member. Monitor and support the Principals Health and Wellbeing.</p> <p>Sindre nominated by Ben and seconded Jordan All in favour</p> <p><u>Treasurer Delegations</u> Alongside the Presiding member, the named treasure has the authority to sign off SUE reports, payment schedules, credit card statements and reimbursement forms.</p> <p>Treasurer - Calls for Nomination Kirsty nominated by Zac, seconded by Sindre</p> <p>All in favour</p> <p><u>Minutes - December Meeting</u> Approval of 11th December 2024 Meeting Minutes</p> <p>Moved that the minutes of 11th December 2024 meeting are true and correct- <i>Moved by: Ben Seconded by: Sindre</i></p> <p><u>Board Honorarium</u> Current Arrangements for discussion: Currently set at \$55 per meeting and \$75 for BoT Chair. Fee's to be paid annually in December. New Board members to see Michelle for appropriate paperwork.</p> <p>2025 Honorarium Arrangements: All in favour for the payment to stay and same as advised by NZSTA.</p> <p>Moved: Ben Seconded: Kirsty All in favour</p> <p><u>Waiata Practice??</u></p>	<p>PM</p> <p>Principal</p>
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https://www.youtube.com/watch?v=gMix6h4R6Ps Lyrics -	
Actions From Previous Minutes:	
1 - Principal / Senior Leaders Report (PMR) / Student Achievement	
Leaders Report Attached Discussions and questions around recent PLD. Positive feedback. BOT members / Kirsty, Ben, Sindre at this stage are hoping to attend.	Zac
Recommendations/ Actions:	
2 - Strategic Planning, Reporting, Self Review and Policies.	
Annual Planning 2025 (Charter) - pg5-7 As per our working meeting on 17th February, attended by Ben, Sindre, Kirsty, Zac, Robyn, Jordan, Jo (late) - apologies from Mel with approval via email. The charter has been approved by the board. Moved Ben, Seconded by Kirsty Cohort Entry Policy Request 1 - Cohort Entry Request - as per December meeting, Robyn has followed up for more details, shared these via email, the board meet informally (working meeting) and discussed the issue face to face, also outlining as a group the benefits of cohort entry. Then through email resolution declined the request to go against policy for late cohort entry. Email resolution carried on 18th February, letter responding send on 18th February. Moved as True and Accurate account of email resolution Moved Ben, Seconded Sindre Request 2 Cohort Entry Request Term 2 2025 For discussion. No real substantial reason. Decline as per last decision, follow school policy. Zac draft, Ben to send when happy.	PM
Recommendations/ Actions: Policy Review and Assurance in week 10 meeting	
3 - Personnel / Employment	
<u>3.1 Chain of Authority in Absence of the Principal</u> In the absence or inability to contact the Principal, the authority to oversee the day to day running of the school and time sensitive decisions is delegated to (at this point in time) the Senior School Deputy Principal (Sarah Sade) and in her absence the Junior School Deputy Principal (Robyn Rutherford). Followed by Trevor Harvey, Clare O'Conner, Hannah Simpson, Jasmine Griffin, Chanelle Wootton. Moved by Ben Seconded by: Sindre All in favour <u>3.2 Staff Resignations</u> As per leaders report <u>3.3 Board Rep For Permanent Appointments</u> Kirsty has indicated she is willing to continue to be on the appointments committee if necessary. <u>3.4 Staff Leave Application</u> As per letter attached for discussion and outcome.	

Approved.	
Recommendations/ Actions:	
4 - Property / Asset Management / Finance	
<p style="text-align: center;"><u>4.1 - Finance</u></p> <p><u>4.11 Finance Summary Report:</u> <u>November</u> <u>December</u> <u>January</u> November 2024 Finance report attached to be ratified.</p> <p>November 2024 Report with accounts paid of \$192, 956.84 <i>Moved by Kirsty Seconded by Ben</i></p> <p>December Finance report attached to be ratified. \$73, 918.69</p> <p>December Report with accounts paid of <i>Moved by Kirsty Seconded by Ben</i></p> <p>January Finance report attached to be ratified.</p> <p>January Report with accounts paid of \$52,851.05 <i>Moved by Kirsty Seconded by Jordan</i></p> <p>4.12 - School Annual Accrual (Link) The Presiding Member and Principal have certified that the people shown on the SAAR report (School Annual Accrual Report 2022) were employed by the Board of Trustees during the year and the totals shown against each person are substantially correct to the best of their knowledge. Individuals showing that were not employed all have a zero balance.</p> <p><i>Moved by Ben Seconded by Robyn</i></p> <p><u>4.13 Principals Delegation of Responsibility</u> Annual Requirement - delegation of responsibility as outlined in the <u>Board Handbook, pg 10</u> <u>and</u> the emergency funding delegation - <i>The Principal (in his absence the Deputy Principal) is delegated the authority to make an emergency payment for the sum of \$5,000.00 outside of approved budgets, without seeking Board of Trustees approval. The expenditure will be notified and minutes and approved at the next board meeting</i></p> <p><i>Moved by, Ben Seconded by, Kirsty</i> All in favour</p> <p><u>4.16 Asset Register</u></p> <p>USEFUL LIFE & METHOD OF DEPRECIATION ANNUAL REVIEW (MOE CIRCULAR 2002/2019)</p> <p>It is a Ministry requirement that schools have a finance policy on fixed assets.</p> <p>Xero4Schools Ltd has the responsibility of asset maintenance and compliance with Financial Reporting Standards. Taupo Primary Schools asset register maintenance is delegated to Xero4Schools Ltd.</p> <p>Xero4Schools Ltd complies with all Financial Reporting Standards.</p> <p>To the best of our knowledge this is up to date and accurate</p> <p><i>Moved by, Zac , Seconded by Robyn</i> All in favour</p>	<p>Kirsty</p> <p>Ben</p>

<p><u>4.14 Photocopy Contract Renewal</u></p> <p>As discussed at the working meeting, quotes were comparable with little difference in pricing. Our current provider has been excellent with no issues. For this reason the board will continue with Canon as our provider. Bring a saving of almost \$500 a month on our current plan, with an additional 2 machines being added around the school.</p> <p>Moved Zac, Seconded Ben</p> <p>All in favour</p> <p style="text-align: center;"><u>4.2 - Property</u></p> <p><u>4.20 Fence Upgrade</u></p> <p>Sindre signed an open waiver on behalf of BOT for the need to go for open tender.</p> <p>Aiming to complete in April holidays,</p> <p><u>4.21 Vision Impaired Upgrade</u></p> <p>Approved but waiting for MoE and WPS to engage contractors,</p> <p><u>4.22 C block Upgrade</u></p> <p>Waiting for official tenders to be completed.</p>	
Recommendations/ Actions:	
5 - School Climate & Environment (Including Health & Safety)	
<p><u>5.1 Health and Safety</u></p> <p>Summary Report (Link)</p> <p>Health and safety update tabled.</p>	
Recommendations / Actions:	
6 - Compliance / Legal	
Recommendations/ Actions/ Motions:	

<p>Agenda or Deferred Items for Next Meeting</p> <p>Policy Review</p> <p>BoT Assurance</p>	Chair
<p>Sub Committees / Working Groups with delegations and Details.</p> <p>Ben, Sindre, Zac - C block upgrade</p>	
<p>BOT work hours</p> <p>Kirsty: 3 hours</p> <p>Robyn: 3 hours</p> <p>Ben: 4 hours</p> <p>Sindre: 3.15 hours</p> <p>Jordan: 3 hours</p> <p>Mel: 0 hours</p>	Minutes Sec
	Chair

<p>Date of next meeting/s: 2025 Meeting Schedule 17th Feb - Working Meeting - Strat Planning 3rd March - Week 5 7 April Week 10 26 May Week 5 23 June Week 9 ?????? Stand alone DATA MEETING ????? 11 August Week 5 15 September Week 10 3 November Week 5 15 December Week 10/11 - with DATA??????</p>	<p>Chair</p>
<div data-bbox="164 600 1114 1138"> <div data-bbox="345 663 971 709"> <h1>Karakia Whakamutunga (End)</h1> </div> <div data-bbox="224 793 488 968"> <p><i>Kua mutu a mātou mahi Mō tēnei wā Manaakitia mai mātou Ō mātou hoa Ō mātou whānau Āio ki te aorangi</i></p> </div> <div data-bbox="560 724 721 1062">  </div> <div data-bbox="755 793 995 968"> <p><i>Our work has finished for the moment Care be upon us all Our colleagues Our families Peace to the universe</i></p> </div> <div data-bbox="1089 1102 1101 1117"> <p>6</p> </div> </div>	

Meeting closed: 7:14pm