



Taupo Primary School Board of Trustees
October 2020

Meeting Minutes

TUESDAY 3 RD November 2020 - 6pm

Ko te ako te maneatanga
Hooked on Learning

Opening Karakia Me inoa tato..

Kia hora te marino,
Kia whakapapa pounamu te moana,
Hei huarahi ma tatou i te rangi nei
Aroha atu, aroha mai,
Tatou i a tatou katoa.
Amine

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
Bind us all together!

Administration	Responsible / Moved	Timeframe
Location: Staffroom Opening: 6pm Present: Catriona, Zac, Eden, Sarah, Kirsty, Robyn, Tom Welcome Apologies: Phil Quorum: Minutes Secretary: Emma. Declaration of interests:	BoT Chair	2 mins
<u>Amendments To The Agenda</u> <u>Minutes</u> a) Approval of September Working Meeting Minutes Moved that the minutes of September Working Meeting 2020 are true and correct - Moved by: Catriona Seconded by: Robyn <u>Board Member Acknowledgement</u> Phil has decided not to continue in the board and will finish at the end of the year. Thank you Phil for the hard work you have done.	BoT Chair BoT Chair	2 minutes 5 mins
Principal / Management Report (PMR)		
<u>Management Report</u> A Great amount of data for the at risk children. Results have shown that the programs have been effective even with the Covid 19 interruption, this was based on six months of program, not a complete school year. At this time there are over 100 children in the programs, a plan for next year is to take 40 children and base data on them, making it easier for the board to go through the information and act on the most at risk children, second language and multicultural children. This will make it easier to follow the selected children throughout the school years to monitor their progress to see if the children are progressing. This could also identify the Teacher who has also made good progress on teaching programs, all this information could help fellow staff members. Overall Zac is happy with the progress. Board is interested in how SLT and teaching team might be preparing educationally for the possibility of another Covid lockdown/year. What does progress & educational achievement look like in less than a normal year? Zac and team to consider this in 2021 planning.		

Student Achievement and Engagement / Curriculum (NAG 1)		
At Risk, Targeted Learning Programmes Report Attached in the Management Report		
NAG 1 Recommendations/ Actions:		
Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)		
2.0 Curriculum Review - Update Curriculum Survey to go out this week, 14 key areas will be asked and parents will pick 3. The key words were Capable/Ready, Confident/Happy, Honest/integrity,Excited/Independent,Kind/Caring, Knowledgeable,Leaders, Proud/determined, Respectful/Responsible, Cooperative/Key players. Congratulations to Sarah Sade DP for the draft Ideas, curriculum concepts for Marau Maori Plan and success in the concept being taken to other schools . If another pandemic should hit, TPS are looking at purchasing Chrome books from year 4. The theory is they can take the Chrome books home and do home learning. Zac is looking at the budgets to see if this concept will be viable.	Zac Zac	3 mins 15mins
2.1 Policy Review Classroom Release Time = No recommendations to change, Salary Units/ Management Allowances = No recommendations to change. Privacy = Monitor lease.		10min
2.2 Board Assurance Statements Reading Recovery - N/A Appointment Procedure = No questions all assured. Appraisal of Staff = Not changing approach this year just need to make sure all things are correct and are done by the end of the year. Attestation = No change board happy. Provisionally Certified Teachers =committed to getting a mentoring training plan in place Teacher Registration, Certification and Police Vetting = Moving to annual (was every 3 years) Police vetting will still remain every 3 years. SUE report = All been signed. Evacuation and Emergency = Plan to have someone look at the emergency food boxes, change any out of date food, this will help to keep on top of it. They were changed after we returned to school after the pandemic. Length of School Year = School closes on the 11th December, Technically We lost 3 days of school due to holidays being moved due to Covid19, but this was an on paper reduction not a physical reduction. The dates Will stay the same. Moved by Zac seconded by All.		
NAG 2 Recommendations/ Actions:		
Personnel / Employment (NAG 3)		
3.0 Ratification For Permanent Positions 2021 Interviews were conducted over the last week to employ more teachers. 4 Permanent and 2 Fixed. Verbal offers and email offers are going out this week. Board would like to thank the interview panel for the hard work and extra mile they went over this time.	Zac	3 mins
NAG 3 Recommendations/ Actions:		
Property / Asset Management / Finance (NAG 4)		

<p>4.1 - Financial Reports</p> <p>4.12 August Financial Summary Report August Finance Report Discussion of August Finances. Amounts are August \$120,014.40 Moved by: Tom Dickie, Seconded by: Kirsty Darvill.</p> <p>4.13 September Financial Summary Report September Finance Report Discussion of September Finances. September Finances and accounts Approved with a payment of \$241,520.42 Moved by: Tom Dickie, Seconded by: Sarah</p> <p>Financial report to include comparison between cash reserves for staffing and bank staffing balance.</p> <p>Tom would like to thank Michelle for her ability to balance the books.</p>	Tom	10 mins
<p>4.2 - Property Updates</p> <p>4.21 Transport Strategy Update.= Catriona had an update meeting, they heard how passionate TPS are with the town center and the roads etc this was received well and Catriona waiting to hear back from them. Another meeting took place with the project managers for the road upgrades, they are to take place on Ruapehu & Horomatangi Streets Another roundabout and Humps will be put into place, this is to help slow traffic. This is to take place asap.</p> <p>4.22 Blocks N & H and ILE Outdoor Space = Construction of the new canopy was found to be incorrect, Wade Construction have taken liability of this and are to amend this,at their own cost in full and the work is currently being completed. The additional poles are to be removed also.</p> <p>Wade has lodged with Council for a Code of Compliance Certificate for the classrooms, awaiting Council on this.</p> <p>4.23 Top Field & Drainage Update Storm water – will be put out to tender tomorrow, and the Playing field RFP will be via GETS – putting out to tender late November with a view to appointing a contractor in January.</p> <p>Need to check, regarding the playing field is that the mowing and fertilizing cost for the first year is in the project cost. However the water irrigation won't be in that budget it will need to come out of the 2021 budget. 2022 budget the cost will increase as it will then include mowing and water, Michelle has made notes on this.</p> <p>4.24 Toi Ohomai Update,Their plan is to continue though on getting consent and to a point where they can go into consent and into tender then pause the proposal. Catriona to talk to Toi Ohomai to discuss the upcoming plans for TPS to continue to use the field.</p> <p>4.25 LTO with TDC Catriona to talk to the council recording the rights to occupy.</p> <p>4.26 10YPP to be amended for the cost that has occurred With the storm water and playing field and the buildings. Out of the \$1.8 Million the remaining projects (block 4 & 5 and hall reclad) we are down to \$100k for the hall and \$198k for 4 & 5.</p> <p>4.27 Mural – Proposed mural didn't go ahead. Towncentre Taupō decided the artist needed a different space to work in and she heard some of the reservations we had about the imagery. The idea is still on the table so hopefully next year we will have more lead in time, and TCT will look to find artists who do imagery more fitting with the school environment ie abstract or nature or more child friendly. My thinking on exclusions are mythology, spirituality and adult themes.</p>	Catriona / Zac	20 mins

<p>4.3 - Cyclical Maintenance Update and Approval of new painting plan. The sub committee has got a new proposed order of painting in regards of the quality of the buildings. No problem with finance. The board accepts recommendation from the sub committee as follows: Commencing the painting of blocks in the following order, A exterior, C exterior, C interior,G exterior, H exterior, H interior. Painting will commence next year. Plan prepared by the panel and the accountant. Moved by Zac seconded by Catriona.</p>		
NAG 4 Recommendations/ Actions:		
School Climate & Environment (Including Health & Safety) (NAG 5)		
<p>5.1 Health and Safety Addition, Back field, some minor things have been notified to Zac he has been in touch with Toi-Ohomai to see if we can fix at our expense,, Waiting on a reply. All paperwork for RAMS are with zac and available to view. Tom to review. Vaping to be included in the smoke free zone and non smoking policy Accepted by Catriona seconded by Eden.</p>		5 mins
Compliance / Legal (NAG 6)		
<p>6.1 - Ballot 25 spaces and 27 applications Resolved to accept them all.</p> <p>6.2 - MidTerm Board Elections 6 applicants for the board, 3 positions to fill. List of nominees are located at the school reception.. Nominations are now closed.</p>	Zac	3 mins

<p>Agenda or Deferred Items for Next Meeting Nov 24th/Dec 8th - draft budget, end of year data, draft annual plan, Feb 23rd - principal performance review, final budget, final annual plan</p>	Chair	3 mins
<p>Sub Committees / Working Groups with delegations and Details. Cyclical Maintenance - Still to be addressed</p>		
<p>BOT NEWS What can we share in our termly update? •</p>	Chair	4 mins
<p>BOT work hours Catriona: 10 Tom: 4 Eden: 3 Sarah: 4 Kirsty: 18 Robyn: 18 Phill: 0</p>	Minutes Sec	4 mins
<p>Evaluation of Meeting <i>Proposal that General evaluation of meeting to be completed on survey monkey.</i></p>	Chair	2 mins

Date of next meeting/s: November 24th 6pm school lunchroom.	Chair	2 mins
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Meeting closed: 8pm