



Taupo Primary School Board of Trustees
December 2020

Minutes - Ratified

Tuesday 8th December 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: Larte Opening: 6.20pm Present: Robyn, Kirsty, Sarah, Tom, Eden, Catriona, Zac Welcome to Manuhiri (Guests) Apologies: Phil Quorum: Yes Minutes Secretary: Zac Declaration of interests: Nil Speaking Rights: Nil	BoT Chair	2 mins
<u>Amendments To The Working Meeting List</u> Board handbook <u>Minutes</u> a) Approval of November Meeting Minutes Add Kirsty to speaking rights. Moved that the minutes of November Meeting 2020 are true and correct - Moved by: Catriona E , Seconded by: Sarah E.	BoT Chair	4 minutes
<u>Housekeeping</u> Member resignation from the Board. Tom's resignation from the board as of this meeting. Acknowledgement of the work and effort, humour and stability brought to the board. Tom reflected on the changes of the board over time, and the leadership Catriona has brought to the meetings and directions. Gift given and received. The board resolves to fill the casual vacancy by selection. Advert to go in the paper for next week. Acknowledgement of Phil not re-standing after the end of his co-option. Gift to be delivered by Catriona. New members are officially 11 December. Zac and a board member to try and have coffee with new members next week.	BoT Chair	10 mins
<u>Board work plan</u> Add Iwi and consultation planning - under advisement of Iwi and the consultation plan developed with SLT and possibly MAC.		

<p>Addition of Target lens reporting termly. PTA partnerships.</p> <p>Board Handbook</p> <p>No suggestions at this point in view. Sunday night any suggestions to Catriona for a draft 2021 book to be presented.</p>		
Principal / Management Report (PMR)		
<p>Annual Aims</p> <ul style="list-style-type: none"> Including the effect size sheet into the BOT google doc for future referral. ZT to locate and share into the BOT folder. <p>Eden S- has volunteered for every Wednesday lunch time starting term 1 he will come and lead an activity.</p> <p>Reviewed and discussed the strategic and annual 2021 plan.</p> <p>Work to do - reviewing / simplifying the history and excess data / information within the document. With a focus on how we can get our students, whanau and community hooked on learning in an inclusive learning environment.</p> <p>Concepts and direction approved for further in depth development.</p>		
Student Achievement and Engagement / Curriculum (NAG 1)		
	Zac	15mins
NAG 2 Recommendations/ Actions:		
Personnel / Employment (NAG 3)		
<p>Team Leaders - Sarah Sade Year 6 - Amy Webster Year 4-5 - Danielle Collard</p> <p>Kirsty Tatere Year 3 - Catherine Kearns Year 2 - Helen Beijemen Year 0/1 - Robyn Rutherford</p>	Zac	5 mins
NAG 3 Recommendations/ Actions:		
Property / Asset Management / Finance (NAG 4)		

<p>4.1 - Painting Contractor Engaged Sub committee agreed on the Quote from Karl Dodunski Painter and Decorator Total figure \$47,000</p> <p>Declaration of Perceived Conflict of interest. Karl submitted his quote in accordance to the scope of works provided to other companies. Karl was the first quote to be received and had no insider knowledge of other companies who were approached. His quote remained at its original figure and was approved at the figure (he had not opportunity to amend his quote). He will no longer be an employee of the school when any money changes hands. Karl will sign and attest to these assureities to negate any perceived conflict of interest.</p> <p>ZT / CE / ES Meeting with Suzy tomorrow 10.12.20 - hand over key / playing field information etc CE to send the council an invoice for the bund.</p>	Zac	5 mins
NAG 4 Recommendations/ Actions:		
School Climate & Environment (Including Health & Safety) (NAG 5)		
<p>Risk Matrix</p> <p>Accepting the draft Matrix and will allocate jobs early in 2021 - Work plan will have dates added.</p>	Catriona	10 mins
Compliance / Legal (NAG 6)		

<p>Agenda or Deferred Items for Next Meeting</p> <p>Working meeting ? ZT to look into this.</p> <p>Feb 23rd - principal performance review, final budget, final annual plan</p>	Chair	3 mins
<p>Sub Committees / Working Groups with delegations and Details.</p> <p>Cyclical Maintenance - Still to be addressed</p>		
<p>BOT NEWS What can we share in our termly update?</p> <ul style="list-style-type: none"> • 	Chair	4 mins
<p>BOT work hours Catriona: Tom: 10 Eden: 4 Sarah: 4 Kirsty: 3 Robyn: 3 Phill: FA</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:	Chair	2 mins
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Meeting closed: