



Taupo Primary School Board of Trustees
April 2021 (End of Term Meeting)

Minutes

Tuesday 13 April 2021 - 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, Kirsty, Sarah, Sarah Sade, Ben, Robyn. Welcome to Manuhiri (Guests) Sarah Sade, Speaking rights. Apologies: Quorum: Minutes Secretary: Emma Ford Declaration of interests: Catriona is no longer on the Anamta board. Sarah Sade has the speaking rights. Board Contact Register - LINK	BoT Chair	2 mins
<p style="text-align: center;">Housekeeping</p> Ratification of Previous Minutes (Link) Amendment Moving and selection of officers in previous minutes was not moved or seconded. This has now been moved by Sarah and seconded by Robyn. The claim against the 5YA will be in the next 5YA review, in the next year and a half or when the next project arises so Suzy can add it. 4.25, Bund decision is still to be made at the last meeting, since then conversations via email have concluded that the bund will have no gap, also discussed and finalized as the height and width. Emails will be uploaded into the correspondence folder. 4.1 Kristy Nortcroft has now been changed to Kristy Northcroft. The Three concepts on 2.1 have been amended. Zac changed. Moved by Catriona Seconded by Kirsty. Code of Conduct / Handbook - Link Ben has agreed to the code of conduct. BOT would rather no have portfolios actively use sub committee when needed for specific projects Property will continue have a sub committee Work Plan Adoption	Chair	10 mins
Principal / Management Report (PMR)		

<p>2.1 Board Vacancy Election vs selection update and next step. Kim looked into the options on this and a bi election could take as long as a normal election and there would be a cost. Or choose the next top person who was in the last election. Suggestion is to ask at the Hui to see if there is any interest in anyone joining the board.</p> <p>2.2 Policy Reviews</p> <ul style="list-style-type: none"> • Home Learning <p>No feedback to this</p> <ul style="list-style-type: none"> • Finance and Property Management <p>No feedback to this.</p> <p>2.3 Board Assurances EEO - Zac is the EEO officer.</p> <p>Police vetting for all volunteers within the school when they come regularly And will be checked no matter what age.</p> <p>Typo, all non emergency medication will be stored in the office. Following new advice and guidance with the MOH</p> <p>Moved Catriona Seconded by Sarah.</p> <p>Overview of Review for 2021</p> <p>2.4 Community Engagement Update</p> <p>Teachers will add to the yearly plan as the year rolls on. Parent and teacher evenings went well.</p> <p>Suggestion: has been put forward to have a computer set up somewhere, so that families can come in to view their child's information on SeeSaw.</p> <p>Week 9-10 Matariki is to take place.</p>	Chair	5 mins
<p>NAG 2 Recommendations/ Actions: Zac talks to Peter to see if setting up a computer for the families is doable.</p>		
<p align="center">Personnel / Employment (NAG 3)</p>		
<p>3.1 Fixed Term Appointment - Room 1 Room one is going to open ahead of schedule and this provides a cost within the budget. This is due to more high needs students.</p> <p>3.2 Principal Performance Agreement Zac has given Catriona his performance agreement for 2021.</p> <p>Performance has been given to Catriona</p>		
<p>NAG 3 Recommendations/ Actions Board is to research who is to appoint the appraisal for the year 2022 as not clear if the chair is responsible or someone needs to be nominated.</p>		
<p align="center">Property / Asset Management / Finance (NAG 4)</p>		
<p align="center">4.1 - Finance</p> <p>4.11 Finance Summary Report: January (Link) February (Link) January and February Finance report attached to be ratified.</p> <p>January Report with accounts paid of \$32,373.16 Moved by, Kirsty Seconded by, Sarah</p>		

<p>February Report with accounts paid of \$216,431.83 Moved by, Kirsty Secoded by, Sarah</p> <p>The extra staffing was utilised to engage a teacher with assessment for learning. It was also used to create a pocket of the middle leaders released for term 1.</p> <p>4.12 Additional Funding from Taupo District Council Correspondence Link - Phill King Link to correspondence is in ref to the grant that will be given to us by the council, it will be invoiced when instructed by council and when received, our accountant will tag it to a separate grant code.</p> <p style="text-align: center;"><u>4.2 - Property</u></p> <p>4.2 Field Regrassing and Bund Update The alterations to the field is well under way, the bund is in place and should be finished within the next few days, all fences will be taken down and the turf will be put down. Access to the field will still be off limits for a few months, to give it time to grow.</p> <p>4.21 Taupo Town Centre Transformation (TTCT) Update - Link to addition info</p> <p>Link above. Looking at getting Horomatangi St closed off earlier to help the children cross over to the back field easier. The BOT are happy for the TDC to close Horomatangi St. Parking is going to be changed around the school. A survey has been sent out to the staff to get their opinion. This information will be forwarded to TDC</p>		
<p>NAG 4 Recommendations/ Actions: To do a submission to the TDC in ref to the street Closure.</p>		
<p>School Climate & Environment (Including Health & Safety) (NAG 5)</p>		
<p>5.1 Health and Safety February Report February Stats Issue to some Tree around the school hall. An arborist is to come in and assess all the trees around the areas around the school.</p> <p>March Report March Stats</p> <p>Failed the fire wrm, however it is to be reassessed and an update will be given in due course.</p> <p>5.2 Boiler Service and Assessment Nothing new to report</p> <p>5.3 Emergency Gate Relocation Correspondence Link - Scott Devonport Request that the evacuation plan is to be updated, due to the gate being moved. Permission has been granted to move the emergence gate. From the top of the field to the lower end of the school</p>		
<p>NAG 5 Recommendations / Actions: Trees to be assessed around the school to make sure they are safe.</p> <p>Emergency procedures are to be updated to include the new route for students when evacuating, due to new emergence gate location WRN up date this month.</p>		
<p>Compliance / Legal (NAG 6)</p>		

6.1 Roll Return (link) 429 students predicted around 485 around term 4 2021 6.2 AoV and Charter Submitted Been submitted the same time as the role return.		
NAG 6 Recommendations/ Actions/ Motions:		

Agenda or Deferred Items for Next Meeting	Chair	2 mins
Sub Committees / Working Groups with delegations and Details.		
BOT NEWS What can we share in our termly update? •	Chair	4 mins
BOT work hours Catriona: 30 Eden: 4 Sarah: 6 Kirsty: 7 Robyn: 5 Ben: 5	Minutes Sec	4 mins
Evaluation of Meeting <i>Proposal that General evaluation of meeting to be completed on survey monkey.</i>	Chair	2 mins
Date of next meeting/s: Tues, 23 Feb Tues, 13 Apr Tues, 1 Jun Tues 6 Jul Tues, 24 Aug Tues, 28 Sept Tues, 16 Nov Suggest last Meeting is Tues 7 Dec. Term 2 Powhiri - TBC	Chair	2 mins

Meeting closed: 20.50