



Taupo Primary School Board of Trustees
June 2021 (Middle of Term 2 Meeting)

Minutes

8 June 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
<p>Location: Staffroom Opening: 6pm Present: Zac, Ben, Kirsty, Sarah, Robyn, Catriona & Eden Welcome to Manuhiri (Guests) Kirsty Tatere, Clare O'Connor - Speaking rights for Structured Literacy Update and Junior school update. Apologies: Nil Quorum: Yes Minutes Secretary: Emma Ford Declaration of interests: Board Contact Register - LINK</p>	BoT Chair	2 mins
<p>Housekeeping Ratification of Previous Minutes - April (Link) ■ BOT Handbook 2021 - for Taupo Primary.docx.pdfink Catriona is no longer on the Atamata Board, now logged in the declaration of interest at the last board meeting. Speaking rights are to Kirsty Tatere and Clare O'Connor Actions From Minutes - April NAG 1 Recommendations/ Actions: Zac and Catriona, to set up a meeting with Dylan about marae visit, but seek Miriamas permission to make sure she is ok with that. No chance to do this action, to be moved to action for the next meeting. Zac to update the board with information on PB4L. in this report Emails showing Board decision in March 2021 on bund location to be uploaded into correspondence folder completed Whanau Hui not actioned, date to be confirmed to be undertaken in Term 2 NAG 2 Recommendations/ Actions: Zac talks to Peter to see if setting up a computer for the families is doable. to be moved to action for the next meeting</p>	Chair	10 mins

<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. Research confirms that a board policy needs to be drafted and adopted, delegation must occur from board.</p> <p>NAG 4 Recommendations/ Actions A survey re change in parking has been sent out to the staff to get their opinion. This information will be forwarded to TDC This has been submitted to the council, verbally on the 22nd. Submission in support of Horomatangi Road closure was done on the 11th May 2021.</p> <p>NAG 5 Recommendations / Actions: Trees to be assessed around the school to make sure they are safe. This has now been done by arborist and reported to Zac.</p> <p>WRN update, as of 8/6/2021 there is one more job to do on the 9/6/2021 then the work will be completed to get the building warrant of fitness.</p> <p>Emergency procedures are to be updated to include the new route for students when evacuating, due to new emergence gate location. Also been completed by Zac</p> <p>ACTIONS NOW UPDATED IN APRIL.</p> <p>Moved by Catriona Secoded by Kirsty</p>		
Principal / Management Report (PMR)		
<p><u>Management Report Link</u></p> <p>See link for official report and for any changes made. 2C No real update on this item. 5B has not been updated on the report. Side note is for zac to update. 5C family fun day, is there an update? Thoughts around to have it around the parent day in term 3. Will need to be in the community plan.</p>	Zac	10 mins
Student Achievement and Engagement / Curriculum (NAG 1)		
<p>1.1 Structured Literacy - Junior School Update by Kirsty Tatere</p> <p>Kirsty and Claire are talking about the new reading program, (Decodable Readers) All information will be within a file for the BOT to look though. Robyn also gave a talk on the Heggerty program, which is being rolled out everyday to the junior classes. They are pleased with how the program is working and they can see positive results with the students.</p> <p>Claire did a demonstration on how the reading program is done within the class.</p> <p>The BOT are really impressed on how the program is being rolled out and look forward to seeing data at the end of the year.</p>	Kirsty	30 minutes
<p>NAG 1 Recommendations/ Actions: Zac & Catriona set up a meeting with Dylan in reference to Marae visits. Set up a whanau Hui also.</p>		

<p>Is there an Update Plan for funday and Kapa Haka ? Management meeting, action for the Te Reo Maori curriculum concepts to be presented Term 3 week 10.</p>		
Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)		
<p>2.2 Policy Reviews</p> <ul style="list-style-type: none"> ● Protected Disclosure No changes to this policy ● Reporting To Parents Items discussed on this topic and some things have been changed / added on the attached Review. ● Visitors Advice is needed from the BOT on how and when to approach regular visitors to do a police vet. If they are to visit the school on a regular basis they could be classed as a volunteer. The wording on this will be formulated and added in the minutes and the policy in due course. ● Cyber Insurance was brought up and the BOT are going to look into options regarding this issue. ● Evacuation Wednesday 9th June 21, the school, will be holding a lockdown practice, Harrison Tew will be on hand to guide the school through this procedure and to Give feedback. ● Emergency Kits, All kits to be looked at and updated if required. <p>2.3 Board Assurances As per attached document</p>		
<p>NAG 2 Recommendations/ Actions: BOT to look into Cyber Insurance and money in the bank insurance. Ministry guidance and adversary.</p>		
Personnel / Employment (NAG 3)		
<p>3.1 Teacher Awarded an Assessors Secondment</p>		
<p>3.2 Teacher Applying for Leave - (Incommittee)</p>		
<p>NAG 3 Recommendations/ Actions:</p>		
Property / Asset Management / Finance (NAG 4)		
<p style="text-align: center;">4.1 - Finance</p> <p>4.11 Finance Summary Report: March (link) April (Link) March Finance report attached to be ratified.</p> <p>March Report with accounts paid of \$67,138.76 Moved by, Kirsty Seconded by, Eden</p> <p>April Report with accounts paid of \$125,070.54 Moved by, Kirsty Seconded by, Robyn</p> <p>4.12 Annual Audited Accounts Management Letter Audited Accounts</p> <p>The 2020 Annual audited accounts and Audit management letter, Prepared by Owen McLoud (our Ministry of Education appointed auditors) have been tabled for discussion and approval. The 2020 audited accounts and findings have been accepted by the board, with the accounts ready to be uploaded to the school website.</p>		

<p>Moved: Catriona Seconded: Kirsty</p> <p>BOT has received information via the Auditor general that the Three year period is coming to an end and they are asking if they are looking for new auditors. . BOT need to advise whether they would like to request a new auditor, this needs to be done by the end of June.</p> <p>Sarah and Kirsty are to attend Nz star Finance workshop and will bring a recommendation to the board for Auditors. This is to be done Via Email.</p> <p style="text-align: center;"><u>4.2 - Property</u></p> <p><u>4.2 Field Regrassing and Bund Update</u> <u>WSP update 3 June on Field - Mulch, Drainage & planting</u> <u>Financial Statement To Date</u> <u>Variations 1 - Planting Variations 2- Drainage</u> <u>Variations To Be Minuted</u> Bund to north end of field and tree removal - \$11,582.33 Planting of East side of bund to be carried out by Contractors - \$3,290.34 Raised Gardens due to surface roots - \$8,550.91 Relocation of service gate to south end of bund - \$3,177.00 Extension of temporary fencing time - \$2,011.70 Additional Drainage - \$9,272.00 Hydro Much for Grass Growth (\$4,250) & Planting for noise along classroom end of Titiraupenga Street (\$1,408.50)- \$7,857.53 (inclusive of overheads etc).</p> <p>Zac did a walk round with Suzy to point out what is required for an update. Block 4 and 5. However the budget wont cover the amount required. The money could go towards The toilets on the corner of room 15.</p> <p><u>4.21 Finalisation of Drainage and Concrete (Finance Summary)</u> New drain has been put into place just outside the staff room window.</p> <p><u>4.22 Taupo Town Centre Transformation (TTCT) Update</u> Pedestrian Mall / Cul de sac Result - (Correspondence Link)</p> <p>Road Closure, Student Pathways and Bus Park Update (useful image for discussion)</p> <p>Road closure is to take place and a meeting with Downers has taken place to discuss when and how long the road will be closed. It is estimated to be closed for around Ten weeks.</p> <p>Another issue is to work out where the school bus is to stop. One suggestion is for them to park at the front of the school. This is currently an ongoing conversation.</p>		
<p><i>NAG 4 Recommendations/ Actions:</i> Sarah/Kristy to bring recommendation on new auditor request Plan Up date on tree planting around the field by the week 5 term 3 Robyn / Kirsty to look into this. Check with WSP For maintenance on the back field and the spec for the long term maintenance. Up date on 10YPP budget and recommendations, for next meeting catriona to talk to Suzy.</p>		
<p>School Climate & Environment (Including Health & Safety) (NAG 5)</p>		
<p><u>5.1 Health and Safety</u> April Report No actions April Stats No actions</p>		

May Report No actions May Stats No actions 5.2 Update On Birch Trees The trees are looking good and show no internal rot, arborist is to return annually to report and update. 5.3 Re WRN Electrician has completed the work and will send an Invoice to Wormold to the ministry to be signed off.		
NAG 5 Recommendations / Actions: None		
Compliance / Legal (NAG 6)		
6.1 Bus Funding Agreement for Taupo School Buses Correspondence Agreement Board Chair to sign alongside all other board chairs. 6.2 Charter and role returns were submitted on time for review. She was impressed with the charter and review.		
NAG 6 Recommendations/ Actions/ Motions: Catriona to sign Bus Agreement Zac to seek advice about the limited numbers on busses. Zac to action live streaming for Eden on the Term 3 meetings.		

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: 15 Eden: 4 Sarah: 5 Kirsty: 5 Robyn: 4 Ben:4	Minutes Sec	4 mins
Evaluation of Meeting <i>Proposal that General evaluation of meeting to be completed on survey monkey.</i>	Chair	2 mins
Zac would like to thank the BOT for the support, flexibility & flowers, over the last week. Date of next meeting/s: Tues, 23 Feb Tues, 13 Apr Tues, 8 Jun Mon 5 Jul Tues, 24 Aug Tues, 28 Sept	Chair	2 mins

<p>Tues, 16 Nov Suggested last Meeting is Tues 7 Dec. Term 2 Powhiri= 11th june 9.15</p>		
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Meeting closed: 20.30