



Taupo Primary School Board of Trustees
July 2021 (End of Term 2 Meeting)

Minutes

5 July 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, Catriona, Kirsty, Robyn, Ben, Eden & Sarah Welcome to Manuhiri (Guests) Apologies: Quorum: Minutes Secretary: Emma Ford Declaration of interests: none Board Contact Register - LINK</p>	BoT Chair	2 mins
<p>Housekeeping Ratification of Previous Minutes - June (Link) A request to change one item from June, Now been completed By Emma. (ref Nag4 Planting trees) Questions for Board Meeting ■ BOT Handbook 2021 - for Taupo Primary.docx.pdf Actions From Minutes - June 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. Not yet completed, Aim to have this done early next term. Whanau Hui to be undertaken in Term 2. Completed Update on Community Engagement Plan for funday and Kapa Haka (June Mgmt Report Action 5b). Completed In management report. Board to receive information on our School Curriculum concepts to be presented Term 3 week 10. Keep information as a reminder to do next term NAG 2 Recommendations/ Actions: Zac talks to Peter to see if setting up a computer for the families is doable. Not yet completed.</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 process/policy needs to be drafted and adopted, delegation must occur from board. Catriona/Sarah/Zac to draft. Looking to get this done by week Five Term 3</p> <p>Board to receive information on Cyber Insurance and money Security insurance with Ministry guidance and adversary. More information from TTS to be brought to the table at the next meeting. Questions to ask TTS, involve, Risk, measures, cost,</p> <p>Crime extension cover, min \$250,000 Indemnity, with crime extent cover of \$150,000 adding a premium of \$1047 plus GST</p> <p>Questions to TTS: what more can TPS do to protect its cyber networking?What are TTS thoughts on this ?</p> <p>NAG 4 Recommendations/ Actions Sarah/Kirsty to bring recommendation on process for selection of auditor. In the finance Two Nz Star course,this matter was not covered, Kirsty to follow this up. Missed the date to respond to action completed.</p> <p>Up date on tree planting around the field by the end of this term. Robyn to look into this. Moved to next meeting</p> <p>Check with WSP For maintenance on the back field and the spec for the long term maintenance. Follow up with in tonight's meeting</p> <p>Up date on 10YPP budget and recommendations, for next meeting catriona to talk to Suzy. Follow up within tonight's meeting</p> <p>NAG 5 Recommendations / Actions: None</p> <p>NAG 6 Recommendations / Actions: Catriona to sign a Bus Agreement. This has been completed</p> <p>Zac to seek advice about the limited numbers on busses. Zac requested this issue to be brought up at the next bus committee meeting.</p> <p>Zac to action live streaming for Eden on the Term 3 meetings. Meetings have been put in place for the next Two meetings</p>		
Principal / Management Report (PMR)		
<p>Management Report Link</p> <p>All items discussed in the report, all agreed and happy with the report, no changes were made.</p>	Zac	10 mins
Student Achievement and Engagement / Curriculum (NAG 1)		
<p>1.1 As per Management Report Community Engagement Plan link here in next agenda/minutes</p>		

<p>NAG 1 Recommendations/ Actions:</p> <p><i>question TTS, What more can TPS do to protect their database.</i></p> <p>Data Meeting to be held Around week Two Term 3 to go over the new data.</p> <p>PB4L - to be advised of the next PB4L meeting.</p> <p><i>Zac and Robyn to investigate Team leaders and teachers to assess and present their data to the board. In discussion with Sarah Sade. report back a plan for the next meeting. Maybe a case study can be done.</i></p>		
Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)		
<p>2.2 Maori Consultation Hui</p> <p>Positive feedback was given, around 10-12 people were present. Board to look at the attached link, add any more information Once done it is to go to the office for responses to be circulated to whanau for additional feedback.</p> <p>Lots of interaction was made at the Hui which was very encouraging</p> <p>Looking into doing another Hui in the future as the last one was a great success</p> <p>Consultation Record 2021</p> <p>Looking at getting some more interest in people joining the board, Touch base with the existing people who applied. Plus put a notice in the next newsletter to generate interest.</p>		
<p>NAG 2 Recommendations/ Actions: Possibly set up another date for another Hui.</p> <p>Looking at international day OR week around term 4.</p> <p>Early next term, week one, possibly put a notice in the News letter around a co-op meeting to see is interested in joining the board.</p>		
Personnel / Employment (NAG 3)		
<p>3.1 Leadership Update</p> <p>For the appointment of a new Senior Leader, the School Board delegates the recruitment and appointment process to Zac Taylor as Principal. The Board agrees to be represented on the appointment committee with the committee being Zac Taylor, an independent educational adviser only for advice and guidance (name) and Kirsty Davill/Ben Westerman/Sarah Eyre as available.</p> <p>Moved Catriona Seconded Ben</p> <p>For the senior leadership structure, Zac Taylor as Principal proposes a change in structure to that of two Deputy Principals, The board endorses and supports this change in senior leadership structure.</p> <p>Moved Catriona Seconded Robyn</p> <p>3.2 Appointment of New Teachers</p> <p>Chanelle Wotton and Tracey Burly are to join the TPS team and open room Four New entrants class.</p> <p>Robyn is now going to be acting assistant principal for the remainder of the year.</p>		
<p>NAG 3 Recommendations/ Actions:</p>		
Property / Asset Management / Finance (NAG 4)		

<p style="text-align: center;"><u>4.1 - Finance</u></p> <p>4.11 Finance Summary Report: May May Finance report attached to be ratified.</p> <p>May Report with accounts paid of \$265,007.56 Moved by, Kirsty Seconded by, Catriona</p> <p style="text-align: center;"><u>4.2 - Property</u></p> <p>4.2 Field Regrassing and Bund Update questions to WSP re field Catriona asked questions (see link)_She is yet to receive a reply.</p> <p>4.22 10YPP Update 10YPP Update 10YPP data Looking at the doors on room 1-2-3 possible replacing and self closing. Toilets at room 15 need to be looked at. Inquire about resurface the concrete area.</p> <p>4.23 Pedestrian Mall Ref roberts Street action Group Incorporated. A notice of appeal in relation to a decision of the council to declare, pursuant to section 336(1) of the act, the section of the lake Terrace between Tongario St and Ruapehu St as a Pedestrian mall, which was filed with the environment court on 21st June 2021 They are required to serve the appeal on every person who made a submission with respect to this decision.</p>		
<p>NAG 4 Recommendations/ Actions: Consult with teachers to see if they have any smaller projects that need to be attended to. Bring the amended 10YPP to the next meeting.</p>		
<p>School Climate & Environment (Including Health & Safety) (NAG 5)</p>		
<p>5.1 Health and Safety All information received Junes Report Information received No concerns June Stats No concerns.,</p> <p>5.2 Mural Towncentre Taupo email Talks have been made to find someone to do a Mural on the side of the Hall. A parent is keen on this.</p>		
<p>NAG 5 Recommendations / Actions:</p>		
<p>Compliance / Legal (NAG 6)</p>		
<p>6.1 Roll Return Completed and submitted. Coincidentally the number on return day is the number we have been staffed for for this year. Everything is on track.</p> <p>6.2 Bus Agreement Questions re Bus Contract The contract is now taken over by the boards, the committee of Five principals will oversee it. This includes eight different school boards.</p>		

NAG 6 Recommendations/ Actions/ Motions:		

Agenda or Deferred Items for Next Meeting Updated Emergency Procedures Manual Mid Year Review Principal Performance Mid year Finance review.		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: 14 Eden: 6 Sarah: 6 Kirsty: 7 Robyn: 6 Ben: 6	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, 8 Jun Mon 5 Jul Tues, 24 Aug Tues, 28 Sept Tues, 16 Nov Suggested last Meeting is Tues 7 Dec. Term 3 Powhiri 3rd september	Chair	2 mins

Meeting closed: 19.50