



Taupo Primary School Board of Trustees  
August 2021 (Middle of Term 3 Meeting)

# Minutes

24 August 2021 - 6.30pm  
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><b>Location:</b> via google meet. Due to covid 19 level 4 lockdown  <b>Opening:</b> 6.30pm  <b>Present:</b> Ben, Kirsry, Sarah, Catriona, Zac, Eden, Robyn  <b>Welcome</b> to Manuhiri (Guests)  <b>Apologies:</b> N/A  <b>Quorum:</b>  <b>Minutes Secretary:</b> Emma Ford  <b>Declaration of interests:</b> none  <b>Board Contact Register</b> - <a href="#">LINK</a>  <b>Risk Matrix Assessment</b> <a href="#">link</a>                      some slight changes on who is doing what.                      Added in some litigation on MOH and MOE advice.</p>	BoT Chair	2 mins
<p style="text-align: center;"><b>Housekeeping</b></p> <p><a href="#">Ratification of Previous Minutes - July (Link)</a></p> <p>No additions or amendments                      Moved Catriona Seconded by Kirsty.</p> <p><a href="#">Questions for Board Meeting</a></p> <p>No further questions.</p> <p>■ BOT Handbook 2021 - for Taupo Primary.docx.pdf</p>	Chair	10 mins
Principal / Management Report (PMR)		
<p><a href="#">Management Report Link</a></p> <p>Email sent out by zac to Board members in ref to the recent Covid-19 movements</p> <p>☰ Covid Level 4 Response August 2021</p> <p>Everything seems to be running well during the covid lockdown, Devices and school work hard packs are being rolled out, additional questionnaires were sent out to parents on 24/08/2021 asking if they need devices or hard copies for homeschooling.</p> <p>The staff are supporting each other the best they can, some teachers without young</p>	Zac	10 mins

<p>children are picking up some extra to help others with young children, this seems to be working well. The junior school is making programs to support learning, this is working well</p> <p>Looking at having regular meetings with all staff members, to see what can be done to assist and to celebrate the good points, within the pandemic.  <i>Next week provide by email a report on the positives and challenges</i></p> <p>Question was raised in ref to the PB4L          What is the next step, now that SENCO is on extended leave etc?          How will it be coming into the school?          These questions will be answered in the long term plan.</p>		
--	--	--

<b>Student Achievement and Engagement / Curriculum (NAG 1)</b>		
--	--	--

<p><b>NAG 1 Recommendations/ Actions from previous meeting:</b></p> <ol style="list-style-type: none"> <li>1. Action to get an update on the PB4L for the September meeting. PB4L - to be advised of the next PB4L meeting. - <i>Within Report - Long term plan</i></li> <li>2. 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. Light discussions on this, no plan as of yet. Update possibly next term. (term 4 week 5)</li> <li>3. 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. <i>Not yet completed, Aim to have this done early next term.</i> Catriona to touch base wednesday 25th August 2021</li> <li>4. Board to receive information on our School Curriculum concepts to be presented Term 3 week 10. <i>Keep information as a reminder to do term 4</i></li> <li>5. Curriculum presentation to take place in week 10 with the view of having any paperwork a week in advance.</li> </ol>		
---	--	--

<p><b>1.1 As per Management Report</b>  <a href="#">Community Engagement Plan link here in next agenda</a></p> <p><i>Thoughts on this information, the reason why events are cancelled should be Made visible to all so know the reasons etc.</i></p> <p>Would be good to see the children on stage to do the Kapa Haka performances that they have practiced. Possibly have a small number of parents, brought in, in stages to watch. This will depend on Covid Levels.</p> <p>Thoughts are on appointing another member for the board, all agree that a advert should be put in the newsletter/newspaper.  <i>Sarah is happy to look into the process and skills matrix and let the board know what she finds.</i></p>		
---	--	--

<b>Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)</b>		
---	--	--

<p><b>NAG 2 Recommendations/ Actions from previous meeting:</b></p> <ol style="list-style-type: none"> <li>1. Possibly set up another date for another Hui. Kapa Haka rehearsal? Looking at international day OR week around term 4. <i>Check in next meeting</i></li> <li>2. Early term 3, week one, possibly put a notice in the News letter around a co-op meeting to see is interested in joining the board. <i>Check in next meeting</i></li> <li>3. Zac talks to the computer guy, to see if setting up a computer for the families is doable. <i>Not yet completed. But the ball rolling on this will keep the board informed.</i></li> <li>4. Sarah to look at the process and skills matrix in ref to appointing new board member,</li> </ol>		
--	--	--

<p><b>2.1 Policy Reviews</b>  <a href="#">Review Summary Sheet</a>          No concerns  <a href="#">Concerns and Complaints</a>          No concerns  <a href="#">Behaviour Management</a>          Non Teaching staff (such as Teacher aids) are to get authority to restrain any child within the school. However Restraint It is not encouraged by any staff member. This is part of the MOE guidelines</p> <p>Moved by Zac Seconded By Ben</p> <p><i>Remove link to behaviour management plan in this policy. School values and expectations link.... This is not ours.</i></p>		
--	--	--

<p><b>2.2 Policy Assurances</b>  <a href="#">Review Summary Sheet</a>  Board assured on all matters</p> <p><b>2.3 Whanau Hui Feedback and Invite to BoT Info Evening</b></p> <p><b>2.4 Appointment of Appraiser Process</b>  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. <b>Research confirms that a board process/policy needs to be drafted and adopted, delegation must occur from board.</b>  <b>Catriona/Sarah/Zac to draft. Looking to get this done by week Five Term 3</b></p>		
<b>Personnel / Employment (NAG 3)</b>		
<b>NAG 3 Recommendations/ Actions from Previous Meeting:</b>		
<p><b>3.1 Principal Appraisal Update</b>  The mid year commentary has been sent though and this will be discussed in the committee.</p> <p><b>3.2 Update on Senior Leadership position vacancy</b>  Verbal update on progress towards interviews provided</p>		
<b>Property / Asset Management / Finance (NAG 4)</b>		
<b>NAG 4 Recommendations/ Actions from Previous Meeting:</b>		
<ol style="list-style-type: none"> <li>1. Board to receive information on Cyber Insurance and money Security insurance with Ministry guidance and adversary. Question TTS, What more can TPS do to protect their database rather than Cyber Insurance..</li> <li>2. 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.</li> <li>3. Up date on tree planting around the field by the end of this term. Robyn and Kirsty to look into this. <b>Moved until september meeting</b></li> <li>4. Up date on 10YPP budget and recommendations, for next meeting catriona to talk to Suzy. <b>Follow up within tonight's meeting</b></li> <li>5. <b>Action for someone to talk to suzy in ref of the fence.</b></li> <li>6. <b>Action to take out cyber insurance,</b></li> <li>7. <b>Action = add cyber insurance to the risk matrix.</b></li> </ol> <p style="text-align: center;"><b><u>4.1 - Finance</u></b></p> <p><b>4.11 Finance Summary Report:</b> <a href="#">June</a> <a href="#">July</a>  June Finance report attached to be ratified.</p> <p>June Report with accounts paid of \$60,694.89  Moved by Kirsty Secoded by Ben</p> <p>July Finance report attached to be ratified.</p> <p>July Report with accounts paid of \$34,417.04  Moved by Kirsty Secoded by Robyn</p> <p><b>4.12 Mid Year Budget Review:</b>  Presentation of new budget. Verbal run down. Formally tabled in week 10 meeting for ratification?  All happy to adopt the budget now.  Moved by Kirsty Secoded by Sarah.</p>		

## **4.2 - Property**

### **4.21 Update**

[questions to WSP in July 2021](#)  
[response from WSp dated 6 August](#)

TPS has not been charged for any extra things, the fence is staying up and not being charged for the extra time.

Catorina has a meeting on wednesday 25th august with suzy, Catorina will give an update via email as soon as possible. This will include information on the TYPP.

Pedestrian crossing is close to being put in.

Intention is to put a higher fence to stop any items going over the fence.

Catriona will look into what Toi Hoimai is doing in regards to the back field.

### **4.3 Cyber Security Insurance**

Board to receive information on Cyber Insurance and money Security insurance with Ministry guidance and adversary. Question TTS, What more can TPS do to protect their database rather than Cyber Insurance.. No further recommendations on this and are yet to forward zac to the person who is now in charge of the TPS account. No information has been given to Zac on where the information is backed up. However all board members are happy to get the insurance, because they feel that it is something TPS needs to protect themselves against Cyber issues in the future. *Action to add Cyber Safety Insurance to Risk Matrix*

*4.4 Talk to suzy in ref to the Fence and any additional charges.*

## **School Climate & Environment (Including Health & Safety) (NAG 5)**

### ***NAG 5 Recommendations / Actions from Previous Meeting:***

1. Talk to WSP to confirm that the contractor is looking after the field under long term maintenance contract.

### **5.1 Health and Safety**

All information received

[July Report](#)

[July Stats](#)

Nothing new to add, all happy

[August Report](#)

[August Stats](#)

Nothing new to add.

### **5.2 Emergency Response Folder**

[The new emergency procedures documentation](#)

This document was done by an independent company, this will tell you how to run a lockdown and evacuation.

Training sessions run Twice year for students and Teachers. They are run with a person from the independent company and will guide them through any changes that may be needed.

### **5.3 Bus Network Group**

Signing of the Constitution of Bus Network Group

Catriona will get this done as soon as the covid levels drop

One thing that needs to be addressed is the Number of children on the busses, its is becoming a concern on some routes around Taupo that there are more children using the service.

*Zac/Ben has agreed to ask the Bus company some questions regarding this.*

### **5.4 School of Music Police Vetting**

Amend policy to specify school of music in wording.

If the school is hosting the school of music, the school is to police vet all staff.

The teachers at the school of music program have all been vetted and have all come back ok, they have opted to do the paperwork.

Action for TPS board is to update the terms and agreements with the School of Music.		
<b>Compliance / Legal (NAG 6)</b>		
NAG 6 Recommendations/ Actions from previous meeting:		

<b>Agenda or Deferred Items for Next Meeting</b>  Curriculum development. Ballot, what numbers will look like. Etc		2 mins
<b>Sub Committees / Working Groups with delegations and Details.</b>		
<b>BOT NEWS</b> What can we share in our termly update? •	Chair	4 mins
<b>BOT work hours</b> <b>Catriona: 10</b> <b>Eden: 4</b> <b>Sarah: 6.5</b> <b>Kirsty: 7</b> <b>Robyn: 4</b> <b>Ben: 6</b>	Minutes Sec	4 mins
<b>Evaluation of Meeting</b>		
<b>Date of next meeting/s:</b> 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.	Chair	2 mins

**Meeting closed: 21.30**