



Taupo Primary School Board of Trustees  
September 2021 (End of Term 3 Meeting)

# Minutes

28 September 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: Staff Room Opening: 6pm Present: Ben, Kirsry, Sarah, Catriona, Zac, Eden, Robyn. Welcome to Manuhiri (Guests): Sarah Sade - Curriculum Overview Apologies: Quorum: Minutes Secretary: Emma Ford Declaration of interests: none Board Contact Register - <a href="#">LINK</a> Risk Matrix Assessment <a href="#">link</a>. No Amendments.</p>	BoT Chair	2 mins
<p><b>Housekeeping</b> Ratification of Previous Minutes - August (<a href="#">Link</a>)  Some things added, Action- Add cyber insurance to the risk matrix Action - get cyber insurance 4.4 Add zac to talk to suzy in ref to the fence and charges.  All these have been added in the August meeting minutes.  Based on conversation a plan is to make the actions more clear so the BOT can identify the actions that still need to be completed, will be marked in <b>RED BOLD</b>, all completed will be in <b>BLUE</b>. This will make it easier going forward.  Moved by Catriona and Seconded by Robyn  <a href="#">Questions for Board Meeting</a>  ■ BOT Handbook 2021 - for Taupo Primary.docx.pdf</p>	Chair	10 mins
<b>Principal / Management Report (PMR)</b>		
<p><a href="#">Management Report Link</a>  Camp, working with the covid levels, TPS looking at just doing the Three full day trips rather than the sleep overs, this will still need Parent help.  No further questions on the management report.</p>	Zac	10 mins
<b>Student Achievement and Engagement / Curriculum (NAG 1)</b>		

*NAG 1 Recommendations/ Actions from previous meeting:*

1. **Action to get an update on the PB4L for the September meeting.** PB4L - to be advised of the next PB4L meeting. - Within Sept Management Report - Long term plan - see 2.1 below information to be discussed in this meeting **COMPETED**
2. **ACTION - Team leaders reporting as part of data reporting to the bot - Due to Covid lockdown now scheduled for the last meeting of the year, Robyn has been in discussions with her team and this will be CARRY FORWARD**
3. **ACTION - Meeting with Dylan about marae visits, but seek Miriamas permission to make sure she is ok with that. Not yet completed, Aim to have this done early next term. Catriona to touch base wednesday 25th August 2021 waiting on a response on this not mentioned in this meeting CARRY FORWARD.**
4. **ACTION - Board to receive information on our School Curriculum concepts to be presented Term 3 week 10. Keep information as a reminder to do term 4. CARRY FORWARD**
5. Curriculum presentation to take place in week 10 with the view of having any paperwork a week in advance. **COMPLETED**
6. Action on the positives and challenges via email, next week. In this meeting **COMPLETED.**

**1.1 Senior School Curriculum Overview - Reading, Writing, Maths & Best Practice**  
[Digital Copy Link](#) (pretty tricky to follow, so hard copy is also sent home)

Overview presented by Sarah Sade,  
This presentation is on how the teachers are now putting a new planning concept in place. All information is available via the link or hard copy.

Overview, on the presentation, Note this review is still under development.

The previous curriculum planning for numeracy and literacy was done via group learning plans and this was not working to its full potential.  
TPS have been working on a new concept where the plans are structured on what is more suggested of planning and what is expected to be seen as planning. This gives the overall content a sanderized platform over the whole school learning.

These new concepts are in place within the senior part of the school, all the Senior Teachers can base work from the same templates. Planning has been endorsed by the Ministry Of Education.  
All of this new information has taken effect from the start of 2021, and it is ongoing.

The data mining is done towards the end of the year, in preparation for the following year. The curriculum book will be updated yearly.  
There are different ways that the data is collected, class, cohort and Etap.

The board would like to thank Sarah for the excellent presentation on this topic.

**1.2 As per Management Report**  
[Community Engagement Plan](#)

*More community engagement for Senior students, think about drafting a list on what activities are on throughout the year, to get the parents more engaged.  
Idea is to jot on the whiteboard in the staff room of future events. Draft ideas over the whole school, get staff engaged, Action is to get a plan of the 2022 activities for the whole school.*

**1.3 Distance Learning Summary**

Suggestion is to get a PMI out to the parents and teachers to get some feedback on the distance learning.

*Engagement when in a Covid level Four and Three, Potential to hold Parent/teacher google meet interviews.*

<p><b>Document has been shared in reference to how to help Students and Families, on their return to school after a national lockdown. This document is linked to the September agenda.</b></p> <p><a href="#">Link</a></p> <p><a href="#">learning in covid Environment MoE</a></p> <p><b>1.4 Co-op meeting for BOT</b> There has been some interest from a few parents to join the BOT, contact information will be gathered and an arrangement will be made to meet with the candidates.</p> <p>At this time we have one Vacancy for the BOT and we have Two co-opted spaces</p> <p>Possible suggestion on how to get parents engaged is to set up a zoom or Google meet stream to one of the meetings, if they do not wish to join in person.</p>		
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**Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)**

<p><b>NAG 2 Recommendations/ Actions from previous meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>ACTION - Possibly set up another date for another Hui. Kapa Haka rehearsal? Looking at international day OR week around term 4. . CARRY FORWARD</b></li> <li>2. <b>Action - bring a draft of the annual plan, for the whole school activities.</b></li> <li>3. 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. <b>COMPLETED</b></li> <li>4. Sarah to look at the process and skills matrix in ref to appointing new board member, <b>COMPLETED</b></li> <li>5. Remove link to behaviour management plan in this Behaviour policy. School values and expectations link.... This is not TPS. <b>COMPLETED</b></li> <li>6. <b>ACTION - Confirm time frame on the co-op meetings.</b></li> <li>7. <b>ACTION - Catriona is to gather contact info for the potential candidates for the new board member then arrange possible meetups.</b></li> <li>8. <b>ACTION - Board member to be available for the PB4L meetings, to relay back.</b></li> <li>9. <b>ACTION - Zac to email the ERO representative to ask what is the board's role on this.</b></li> </ol>		
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<p><b>2.1 PB4L - Peer Mediation (School Culture)</b></p> <p><a href="#">Link</a></p> <p><a href="#">Action Plan moving forward</a></p> <p>Key areas that need to be addressed will be done by Zac and Sue. Peer mediation, this will be the PB4L Lead team, This is an opportunity to create a restorative culture for kids and staff. The concept has been around for a while now and by doing this will help the children talk to each other in a restorative way. The leaders will also be using the same type of language out in the play zones to help mediate any issues that may arise.</p> <p>At this stage this is a concept. The BOT are keen to get the ball rolling on this.</p> <p><b>2.2 ERO - Visits Term 4</b></p> <p>Verbal update.</p> <p>Two meetings have been booked for next term around discussing with the leadership team around the data,trends and patterns. These Two meeting are to be in agreeance,to work alongside ERO, on priority or a piece of the school approach. This is more collaborative and co constructive. This will be ongoing meetings with the leadership team.</p>		
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**Personnel / Employment (NAG 3)**

<p><b>NAG 3 Recommendations/ Actions from Previous Meeting:</b></p>		
<p><b>3.1 Deputy Principal Appointment</b>  Update on Process, EEO, and outcome.  Ratification of Permanent Position in SLT.  All Processes and steps were taken into account while doing interviews, and Robyn Rutherford was appointed.  The Board has ratified this and are happy with the decision.</p> <p><b>3.2 Potential Positions for 2022</b>  Due to at least Two being permanent, select a board member to be on the interview panel.  Potentially Two or Three Fixed term Positions, interviews should be completed by the november Board meeting. Zac and Eden to conduct the interviews.</p>		
<p><b>Property / Asset Management / Finance (NAG 4)</b></p>		
<p><b>NAG 4 Recommendations/ Actions from Previous Meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>Action to add cyber safety to the risk matrix COMPLETED</b></li> <li>2. <b>Take up cyber insurance COMPLETE</b></li> <li>3. <b>ACTION -Up date on tree planting around the field by the end of this term. Robyn to look into this. In progress, Questions that came up, do we add some more activities eg, Paths, bridges etc. another meeting and more research on this update next meeting. CARRY FORWARD</b></li> <li>4. <b>Up date on 10YPP budget and recommendations, for next meeting catriona to talk to Suzy. Follow up within tonight's meeting COMPLETE</b></li> <li>5. <b>Talk to WSP to check who is looking after the field on the long term maintenance. COMPLETE</b></li> <li>6. <b>ACTION - Auditors = Clarify in increase in hours and to see the fees are fixed</b></li> <li>7. <b>ACTION - Take advice on when the students can use the back field.</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="#">August</a>  August Finance report attached to be ratified.  August Report with accounts paid of \$27,308.77  Moved by Kirsty Seconded by Ben</p> <p><b>4.12 Changes to Bank / Credit Cards:</b></p> <ul style="list-style-type: none"> <li>• Removal of Kirsty Tatero from any elements of school banking and accounts, including cancelation of her Credit card -</li> <li>• Requesting a new user and Approval of school credit card for Robyn Rutherford as a newly appointed Deputy Principal.</li> </ul> <p>Robyn to complete Terms and agreement for a credit card as per School Policy prior to application being made.</p> <p>Moved by Kirsty Darvill Seconded Eden Stevenson.</p> <p><b>4.13 Officer of the Auditor General - Appointed Audit Summary and Fees:</b>  <a href="#">Link</a></p> <p>Appears to be a very small increase in fees in comparison to other schools in NZ ie other schools have seen upwards of \$1000 increase.  Signed and sent back for engagement.</p>		

## 4.2 - Property

### 4.20 Taupo Market Request

Saturday market have been given notice from their current site and have approached the board to see about hosting the weekly market on the back field, Toi Ohomai, are fully supported in any decision we make.

However there are issues with the market as they struggle with the grass quality, due to vehicles parking, this could cause an issue.

Taking on board all the facts, the BOT have talked at length about this and have decided to decline the offer.

[Link - Proposal](#)

[Link - H&S Plan](#)

[Link - letter of support received today 28th Sept](#)

### 4.21 10YPP Amendments (Link)

New projects to be approved in concept and signed off and sent back to WSP.  
Toilet block by Romm 15 (Block B) Three gender neutral toilets and a teacher toilet.  
Cost \$180,000

The second option is, doors and frames to Block A,  
Self closing gates and doors to the whole school.  
Doors and locks \$132,000 for key fobs (key less)

This quote was done by WPS.

BOT agrees to the locks but would like WSP to provide a couple more quotes.

Other projects that were suggested are more of a general maintenance and will be funded by the BOT or PTA.

[link - WSP response re keys](#)

### 4.22 New Project Manager Update

Suzy is now leaving and Kate Ford is now on board, and is now on the transition to take over

### 4.23 Taupo Town Centre Transformation Project Update

A pedestrian crossing was delayed due to Covid, this is now back on track and work is due to start in the next week or Two.

### 4.24 Back Field Boundary Rectification and Implications (Link)

it's been noticed that the boundary to the back field needed to go back,  
Some plants will be dug up and moved within the boundary.

### 4.25 Storm Water Completion (Link)

The junior school is now not flooding and is working really well.

### 4.26 Town Graffito Mural on Hall (Link)

[Examples of the work](#)

Tane is a local artist and has done some great art work around town, It is known to graffito that the school Hall may be reclad in the next few years, which they are ok with.

The Idea is to have Tane look at doing a forest scene.

They have the full support of the board.

### 4.27 Main Field update

Catriona to report verbally on meeting of 25th August

<p>We need to address the matter on the field not being fully grassed. The fencing is to be confirmed with a plan by the end of this term.</p>		
<b>School Climate &amp; Environment (Including Health &amp; Safety) (NAG 5)</b>		
<p><i>NAG 5 Recommendations / Actions from Previous Meeting:</i></p> <ol style="list-style-type: none"> <li>1. <b>ACTION</b> - is to update the terms and agreements with the School of Music and MOE ON GONG</li> <li>2. <b>ACTION</b> - Report back on how numbers on the busses are monitored. ON GOING.</li> <li>3. <b>ACTION</b> - to find out about the field not being fully grassed.</li> </ol>		
<p><b>5.1 Health and Safety</b>  All information received  <a href="#">August / September Report</a>  <a href="#">Stats</a></p> <p><b>5.2 Covid Level 3 Protocols</b> (<a href="#">link</a>)  <a href="#">Level 3 Organisation</a>  Update and discussion if needed</p> <p><b>5.3 Covid Level 2 Protocols</b> (<a href="#">Link</a>)  Update and discussion if needed.</p> <p><b>5.4 Buses</b>  This is an ongoing issue and is to be revised</p> <p><b>5.5 School of Music Arrangement Review</b>  Verbal update</p> <p>Margot is now the senior adviser, and is to sight the paperwork, she is talking with the out of school educational programs adviser to come up with some sort of agreement. This is still an ongoing discussion and will be updated in due course</p>		
<b>Compliance / Legal (NAG 6)</b>		
<p><i>NAG 6 Recommendations/ Actions from previous meeting:</i></p>		
<p><b>5.1 Ballot 2022</b>  Discussion and Numbers set.  Requesting up to 15 out of zones. This is for the entire school year.  Possibility of a second ballot</p> <p><b>5.2 In zone and Out of Zone School Process Review</b>  Link - School Docs  Enrollment form &amp; Declarations  Further coms and follow up emails before Bright beginners.</p> <p><i>An amendment to the ballot is to get parents of the out of zone children, to confirm their address when applying and when the child is due to start school.</i></p>		

<p><b>Agenda or Deferred Items for Next Meeting</b>  <b>Term 4 Week 5</b></p> <ul style="list-style-type: none"> <li>- playground report</li> <li>- Junior school curriculum presentation - successes and accelerative initiatives week 5 term 4.</li> </ul>		2 mins
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<b>Term 4 Week 9/10</b> <ul style="list-style-type: none"> <li>- <b>Draft annual plan</b></li> <li>- <b>Draft Budget</b></li> <li>- <b>Achievement Reporting from team leaders</b></li> </ul>		
<b>Sub Committees / Working Groups with delegations and Details.</b>		
<b>BOT NEWS</b> What can we share in our termly update? <ul style="list-style-type: none"> <li>•</li> </ul>	Chair	4 mins
<b>BOT work hours</b> <b>Catriona: 10</b> <b>Eden: 4</b> <b>Sarah: 20</b> <b>Kirsty: 20</b> <b>Robyn: 10</b> <b>Ben: 20</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 <b>17.30 in committee meeting, Then 6pm for board meeting</b> Suggested last Meeting is Tues 7 Dec.  Term 3 Powhiri 3rd september	Chair	2 mins

**Meeting closed: 21.40**