



Taupo Primary School Board of Trustees  
February 2021

# Minutes

Tuesday 23 February 2020 - 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
<b>Location: Staffroom</b> <b>Opening: 6pm</b> <b>Present: Catriona, Eden, Sarah, Kirsty, Zac &amp; Robyn</b> <b>Welcome to Manuhiri (Guests)</b> <b>Apologies: Ben Westerman</b> <b>Quorum:</b> <b>Minutes Secretary: Emma Ford</b> <b>Declaration of interests:</b> Nothing this meeting.	BoT Chair	2 mins
<b><u>Welcome of New and Returning Board Members</u></b> Ben Westerman. Emma Ford as Secretary.	BoT Chair	2 minutes
<b><u>Handover of Proceedings for Chair Election</u></b> Bot chair formally acknowledges the end of their term and hands over the process for election of 2021 board chair to the Principal (who cannot vote) - Zac Taylor	BoT Chair	2 minutes
<b><u>Election of Board Chair</u></b> Zac would like to thank Catriona for all her hard work that was done during 2020. Calls for nominations for 2021 Board of Trustees ChairPerson. Catriona nominated all Board members seconded Calls for further nominations for Chairperson Catriona nominated BOT seconded Vote or announce unopposed.	Zac Taylor	5 minutes
<b><u>Handover of Proceedings to Board Chair</u></b>	BoT Chair	4 minutes
<b><u>Minutes (Link)</u></b> a) Approval of December 2020 Meeting Minutes <b>Moved</b> that the minutes of December 2020 meeting are true and correct - Moved by: Zac, Seconded by: Eden.	BoT Chair	6 minutes
<b><u>Election Of Officers</u></b> Treasurer = Kirsty Property = Eden.	BoT Chair	5 minutes
	Bot Chair	2 minutes

<p><b><u>Code of Conduct &amp; Board Handbook (Link)</u></b></p> <p>This handbook is available to all BOT members.  Members are to read the handbook and notify Catriona by next Tuesday (2nd March 2021) with any changes. This handbook is a working Document which can and will be worked on throughout the year of 2021.  All need to agree to this COC,  All BOT Members are in agreement to this.</p> <p>Robyn suggested for any changes to be documented in the minutes.  Portfolio is going to be removed and is to be done separately and to be archived</p> <p><b><u>Casual Vacancy By Selection</u></b></p> <p>At this time the casual Vacancy is still open.</p> <p>Three parties are still looking to come into the BOT,  BOT are looking for someone to fulfill the Maori gap. Zac is thinking about inviting Christina Morecroft to join the BOT meetings for 2021 as an adviser, to help move things forward.</p> <p>Another suggestion is to have Bi- election to gain some new diversity with the BOT members.</p> <p>If the criteria for a bi-election can be met the board are happy to do this.</p> <p>Or possibility to award the position to the person who was next on the original election list.  All agreed to seek advice and guidance, from Kim Harvey, then for Kim to notify the board on the best step forward.</p> <p><b><u>Allocation of Portfolios &amp; Risk Matrix</u></b></p> <p>Nothing that is concerning for this time round so all agreed to move this item until the next meeting.</p> <p><b><u>Board Honorarium</u></b></p> <p>Currently set at \$55 per meeting and \$75 for BoT Chair.  Fee's to be paid annually in December.  New Board members to see Michelle for appropriate paperwork.</p>		
<b>Principal / Management Report (PMR)</b>		
<p><b><u>Verbal Update on Start of Year.</u></b></p> <p><b>Classes =</b> Sizes of the classes are around about the same as last year, TPS currently 3 heads more than 2020 Term 1 intake, Maori intake is slightly down from previous years.  New entrant classes are currently around 11 students which is slightly more than expected, however a third N/E class is expected around mid term Two.  TPS have experienced lots of walkins and have been told they need to go into a ballot, however no child has been declined. There is currently a wait list of 3-4 children.  One main concern is the ECE TRANSITIONS are not fluid and some information is being missed, concern is, the school may miss individual needs of the child/children. Some suggestions are to have the teachers go to the centers to help with this.</p> <p><b>Staff =</b> Two new teachers have settled in really well.  The beginning of the school year TPS had a teacher only day, which included Team building, which was a hit. Zac thinks that the overall staff team is relaxed and happy going forward. The new Team leaders are taking on some great advice and may even do some advance study.</p> <p><b>Support Staff Funding =</b> Orrs funding and in class support funding have not come through and unfortunately TPS are unable to get more T/As in at this time. These are still a few funding avenues that can be explored but the amount that comes though is not enough to cover T/A cost etc. In class support funding has declined over the last few years also.  If this becomes an ongoing issue BOT may look into other ways to help get the T/A staffing up. However there are a few Volunteers helping out in the mean.</p> <p><b>Beginning Teacher support =</b> TPS has mentor teachers to give help and advice, NZEI are to help also, with an advice and guidance program and there will be adequate release for</p>	Zac	15 minutes

<p>them to keep on top of the work. This is all in place.</p> <p><b>Covid 19 and Readiness (Level 2 Operation Link)</b> = Unfortunately the family fun night was postponed and a staff meeting was put in its place, this was to go over the procedures if Taupo should go into Level 3. All teachers seem to be on board and ready. Packs will be ready for an easier transition. Zac is confident that there are enough devices to go home with students.</p> <p>So How ready are TPS?  Are the staff ready and do we have enough??  Do we have enough devices?  All these sanrios need to be inplace and planned out, over all levels.  Zac and Catrina to have another catch up to make sure every possibility is covered.</p> <p><b>School Management and Organisation - budget, monitoring, assessment etc.</b>  <b>PLD application</b></p> <p>PLD applications are in and there has been no response as of yet. It's hit and miss if these will be accepted. These are made for the curriculum design and curriculum fluency which is inline with the new national priorities.</p> <p>The assessment of reporting of the junior school will be done by Kirsty T  And senior school will be done by Sarah S.</p>		
<b>Student Achievement and Engagement / Curriculum (NAG 1)</b>		
<p><b><u>1.1 2021 School Camp - (Link)</u></b>  Approval of School Overnighter / Camp  Year 6 is off to whakaipo bay at the end of March. This will consist of 90 children. It is an overnight camp, unfortunately the risk Management is not available as of yet they are working on the fine details, this information will be available ASAP.  This camp is to teach life skills and have a fun time.</p> <p>Sarah, May know someone in the fire department that could go out and do a fire safety lesson at the camp to teach the children on fire safety. She will investigate this and get back to BOT</p> <p>The BOT all agreed that the Whakaipo Bay camp can be approved.</p>	Zac	5 minutes
<b>NAG 1 Recommendations/ Actions:</b>		
<b>Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)</b>		
<p><b><u>2.0 Analysis of Variance (AoV)</u></b></p> <p>The BOT would like to Thank Sarah Sade, for her detailed and delivered reports.</p>	Zac	5 mins
<p><b><u>Math (Link)</u></b>  <b><u>Reading (Link)</u></b>  <b><u>Writing (Link)</u></b></p> <p>The AoV as tabled in the December 2020 meeting is accepted for submission to the Ministry of Education.  Moved by: Kirsty , Seconded by: Catriona .</p>	Zac	5 Minutes
<p><b><u>2.1 Annual Plan / Charter (Link)</u></b></p> <p>As tabled in December, the amendments to the strategic plan and annual plan and formatting has been finalised. Acknowledgement of works still to do within the background and history sections of the school is this charter material or school prospectus information? This is a draft edition at this time and zac would like to know what the school is really about. There are a few things that have been removed as they did not in keeping with the diverse learners that TPS has.  The BOT would like to have more Maori engagement/ consultation around 3 values concepts that were strong within the community consultation.</p>		

<p>A conversation needs to happen to finalize and engage more diverse opinions on this. Zac would like this to happen within the next three weeks including support from Christine Morecroft and an Afternoon tea where Maori Whanau are invited to Talk, listen and share.</p> <p>Aim 3 Needed to be clarified and worked on and have some appropriate wording inserted. That has now been completed.</p> <p>3B Is an action plan for engagement, for all parties and all levels.</p> <p>1C &amp; 1D Looking at exhilarating reading for the juniors and how to break that down to a target to report on and also with Years 2-6 Writing.</p> <p>2B is underway and so far things are going good. Sarah has played a big part with this and the Teachers are mostly happy with this.</p> <p>PB4L needs to be reestablished, Sue Forsyth is now back to Four days a week to help with getting PB4L up together. This will take time as Sue is busy with applications etc.</p> <p>All the other aims are the same as December 2020.</p> <p>Moved by: Sarah , Seconded by: Eden</p>		
<b>NAG 2 Recommendations/ Actions:</b>		
<b>Personnel / Employment (NAG 3)</b>		
<p><b><u>3.1 Chain of Authority in Absence of the Principal</u></b>  In the absense or inability to contact the Principal, the authority to oversee the day to day running of the school and time sensitive decisions is delegated to the Deputy Principal (Sarah Sade) and in her absence the Assistant Principal (Kirsty Tatere). Followed by Robyn Rutherford then Helen Beijeman.  Moved by: Sarah , Seconded by: Kirsty .</p> <p><b><u>3.2 Principal Appraisal Summary (Link) - in committee</u></b>  This is confidential and not a public document.</p>	Zac	3 mins
<b>NAG 3 Recommendations/ Actions:</b>		
<b>Property / Asset Management / Finance (NAG 4)</b>		
<p style="text-align: center;"><b><u>4.1 - Finance</u></b></p> <p><b><u>4.11 Finance Summary Report:</u></b> <a href="#">November (Link)</a> <a href="#">December (Link)</a>  November and December Finance report attached to be ratified.</p> <p>November Report with accounts paid of \$67032.39  Moved by, Robyn Seconded by, Kirsty</p> <p>December Report with accounts paid of \$92220.48  Moved by, Robyn Seconded by, Kirsty</p> <p><b><u>4.12 - School Annual Accrual (Link)</u></b>  The Board Chair and Principal have certified that the people shown on the SAAR report (School Annual Accrual Report) were employed by the Board of Trustees during the year and the totals shown against each person are substantially correct to the best of their knowledge. Individuals showing that they were not employed all have a zero balance.</p> <p>Moved by, Catriona Seconded by, Robyn</p>	<p>Zac</p> <p>Zac</p> <p>Zac</p> <p>Catriona</p> <p>Zac</p>	<p>10 minutes</p> <p>1 minutes</p> <p>1min</p> <p>2 min</p> <p>6 mins</p>

<p><b><u>4.13 2021 Budget (Link)</u></b>  The mandate after the December budget was to keep the values around the same, and have some clarification of the maori money, some codes have been changed to clearly show what Kirsty T for running the junior school and Sarah S for the running of the senior school.  Maori mersion has come from teaching Te Reo and Te Hunga around 30mins per day. The budget is up from previous years.  Budget Approved.  Moved by, Catriona Secoded by, Robyn</p>	<p>Catriona</p>	<p>2 mins</p>
<p><b><u>4.14 Principals Delegation of Responsibility</u></b>  Annual Requirement - delegation of responsibility as outlined in the Board Handbook, pg 8 <b><u>and</u></b> the emergency funding delegation - <i>The Principal (in his absence the Deputy Principal) is delegated the authority to make an emergency payment for the sum of \$5,000.00 without seeking Board of Trustees approval. The expenditure will be notified and minutes and approved at the next board meeting</i>   Moved by, Catriona Secoded by, Sarah</p>	<p>Zac</p>	<p>2 mins</p>
<p><b><u>4.14 Asset Register</u></b>   USEFUL LIFE &amp; METHOD OF DEPRECIATION ANNUAL REVIEW (MOE CIRCULAR 2002/2019)   It is a Ministry requirement that schools have a finance policy on fixed assets.   Xero4Schools Ltd has the responsibility of asset maintenance and compliance with Financial Reporting Standards. Taupo Primary Schools asset register maintenance is delegated to Xero4Schools Ltd.   Xero4Schools Ltd complies with all Financial Reporting Standards.   With the removal of the bus shelter the asset register is up to date to the best of our knowledge.   The Board approves the removal of the old bus shelter from the asset register - asset 380003 under buildings.   Moved by, Sarah Secoded by, Kirsty</p>	<p>Zac</p>	<p>4 mins</p>
<p><b><u>4.15 Emergency Expenditure</u></b>  The Principal approved unbudgeted expenditure for repairs and maintenance during the painting of C block - estimates for necessary plans were between 4-5k. Actual figure is just over 5K including gst. We hope to claim this against our 5YA property funds.  Moved by Eden Secoded Kirsty.</p> <p style="text-align: center;"><b><u>4.2 - Property - Recommend we Defer this to an informal working meeting DTBA</u></b></p> <p><b><u>4.21 School Repaint</u></b></p> <p><b><u>4.22 Historical Water Damage - Girls Toilet C Block - as per 4.15</u></b></p> <p><b><u>4.23 Classroom Upgrade Update</u></b></p> <p><b><u>4.24 Drainage and Resurfacing Update</u></b></p> <p><b><u>4.25 Field Regrassing Update</u></b>  Recap, the reason for choosing the bund was to reduce the traffic noise.  Suzie Archer is to get a bond tender and the preferred to get the documentation done on wednesday 24/02/2021 (they have recommended) this is all within budget. Camex did the drainage work (who were really good to work with )  The Main thinking that needs to be discussed is the BUND. The cost of this bund would cost \$35k this includes the irrigation, planting and moving of the dirt. The Bund would start</p>		

<p>from the corner of Tamamutu St with a gap for the emergency field gate and stop at the gate on the corner of Rm21. There are Two size choices, which are 1m high or 1.5m high. The plans show that the planting and trees would need to go to accommodate it. TDC have agreed to put towards the cost of the bund and we can invoice them for a sum of \$10k.</p> <p>Question was asked “how much field space will be lost if the bund is put into place” Answer “the bund would be 7 meters wide which is roughly to the edge of the sand pit.</p> <p>Question “will the bund have plants” Answer “Yes the bund will have plants and irrigation”</p> <p>The other option is to plant trees and plants to make the fence line thicker, this could also help reduce the noise of the traffic, the downfall would be that the children may not be able to play in the areas for sometime, this is to let the trees and plants get purchase and be strong enough to withstand play.</p> <p>The vision is to have children play on the bund and have a better play space..</p> <p>Unfortunately the emergency gate can not be moved as it's the main entrance for the emergency services and access to the field etc..</p> <p>The decision is still to be made on the bund, the best thing to do at this point is to have a walk around the field to get a better perspective on the subject..</p>		
<b>NAG 4 Recommendations/ Actions:</b>		
<b>School Climate &amp; Environment (Including Health &amp; Safety) (NAG 5)</b>		
<p><b><u>5.1 Health and Safety (link)</u></b> Health and safety update tabled.</p> <p><b><u>5.2 Grounds Hireage</u></b> Request for the local campervan association to hire TPS courts over Easter break. Around 15-17 camper vans at a cost of \$7 per person. Local church is wanting to use the Back field for their annual easter egg hunt, all agreed they can use as it's a public ground,</p> <p><b><u>5.1 Plans for Consultation and Community Engagement.</u></b> Family fun night will go ahead and a date just needs to be confirmed. Plans for Term 1 and Term 2 are to be rolled out in the coming weeks.</p> <p>The BOT are looking to invite Maori Whanau to a Hui, so they can communicate to the board to see how the school is running. This will probably be done off site.</p>	<p>Zac</p> <p>Zac</p> <p>Catriona and Zac</p>	<p>3 mins</p> <p>5 mins</p> <p>10 mins</p>
<b>NAG 5 Recommendations / Actions:</b>		
<b>Compliance / Legal (NAG 6)</b>		
<p><b><u>6.1 Teacher Aide Pay Equity Claims</u></b> To date all teacher aides are on correct grades or have progressed into new pay grades as per the collective pay matrix. All Ministry of Education TAPEC databases have been checked, completed and sent back where necessary.</p>	<p>Zac</p>	<p>3 minutes</p>
<b>NAG 6 Recommendations/ Actions/ Motions:</b>		

<b>Agenda or Deferred Items for Next Meeting</b>	Chair	2 mins
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<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> Catriona: 8 Eden: 4 Sarah: 4 Kirsty: 4 Robyn: 4 Ben: 1	Minutes Sec	4 mins
<b>Evaluation of Meeting</b> <i>Proposal that General evaluation of meeting to be completed on survey monkey.</i>	Chair	2 mins
<b>Date of next meeting/s:</b> Tues, 23 Feb Tues, 13th Apr Tues, 1 Jun Tues 6 Jul Tues, 24 Aug Tues, 28 Sept Tues, 16 Nov Suggested last Meeting is Tues 7 Dec.  Term 1 Powhiri      24th March 2021 NZSTA BOT training      - March 15 <sup>th</sup> 6pm (see attached email)	Chair	2 mins

**Meeting closed: 21.15**