



Taupo Primary School Board of Trustees  
November 2021 (Mid Term 4 Meeting)

# Minutes

16 November 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><b>Location: Staff Room</b> <b>Opening: 6pm</b> <b>Present: Ben, Kirsty (online), Sarah (online), Catriona, Zac, Eden, Robyn.</b> <b>Welcome</b> to Manuhiri (Guests): Lynette, Speaking rights have been advised, 19.46 Sindra has joined the meeting. Speaking rights have been advised. <b>Apologies:</b> <b>Quorum:</b> <b>Minutes Secretary: Emma Ford</b> <b>Declaration of interests:</b> none <b>Board Contact Register - <a href="#">LINK</a></b> <b>Risk Matrix Assessment <a href="#">link</a>. No Amendments.</b></p>	BoT Chair	2 mins
<p>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.</p>		
<p style="text-align: center;"><b>Housekeeping</b></p> <p><b>Ratification of Previous Minutes - September (<a href="#">Link</a>)</b></p> <p>PB4L still needing an update, Zac has amended this.</p> <p>Moved by Catriona and Seconded by Robyn</p> <p><a href="#">Questions for Board Meeting</a></p> <p>■ BOT Handbook 2021 - for Taupo Primary.docx.pdf</p>	Chair	10 mins
Principal / Management Report (PMR)		
<p><b><a href="#">Management Report Link</a></b> Looking at reducing the numbers of meetings for teachers due to workload. Teachers are looking at the data and are happy with the way things are going, progress is being made throughout. Engagement needs to be looked at more. What can be done etc? Zac has looked into this and is trying to get an understanding on where the other schools are at. This needs to be looked at more and added into the management report.</p>	Zac	10 mins

Student Achievement and Engagement / Curriculum (NAG 1)				
<p><b>NAG 1 Recommendations/ Actions from previous meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>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 Team leaders will be coming to new meeting to do their reports 7th december</b></li> <li>2. <b>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. Catriona to try and make contact again</b></li> <li>3. <b>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 At this stage robyn and zac are getting all the information together, this takes time but may have some more information by Term 1. Looking at adding to the annual plan on week 5 term 1</b></li> <li>4. <b>Action Zac to add a plan to the management report, in ref to more engagement and activities.</b></li> </ol>				
<p><b>1.1 Junior School Curriculum Celebrations - Robyn Rutherford</b></p> <p>Robyn, showing the BOT some powerpoints in ref to stats over the last 16 weeks, there has been great progress overall, copies of the powerpoint have been shared with the BOT. also sharing some up and coming programs and ideas for the next school year. One of these things is transitions for new entrant children, and transitions when the children move classes in the new school year.</p> <p>Looking at a level of need for new entrant students and collecting data and statistics.</p> <p>Thank you Robyn for the hard work you have done on this topic.</p>				
<p><b>1.2 End Of Year Celebrations in Covid Level 2</b></p> <p>Still thinking about having a picnic on the field, the year 6 dinner could still possibly go ahead and possibly a dance party in the hall instead of going to the movies. Because of the number of people (100 limit) due to covid there are a few things to work out. Question is to work out how to involve the parents, and possibly live stream it.</p>				
<p><b>1.3 Senior Camp / Trips</b></p> <p>Nothing has been canceled at this stage, Teachers have been asked to leave as is for now, until more information is given by the government.</p> <p>If the school is to go off site the parents would need to be vaccinated again due to covid, there are lots of things to sort out.</p>				
<p><b>1.4 PB4L</b>, meeting booked in for the 30th november meeting time 15.15 Open invitation.</p>				
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 DONE</b></li> <li>2. <b>Action - bring a draft of the annual plan, for the whole school activities. TBD on 6/12 at start planning day. Being built with the teacher planning day Carry forward</b> To be confirmed at the strategic planning, Board are invited</li> <li>3. <b>ACTION - Confirm time frame on the co-op meetings.</b></li> <li>4. <b>ACTION - Catriona is to gather contact info for the potential candidates for the new board member then arrange possible meetups.</b></li> <li>5. <b>ACTION - Board member to be available for the PB4L meetings, to relay back.</b></li> <li>6. <b>ACTION - Zac to email the ERO representative to ask what is the board's role on this. DONE</b></li> </ol>				

<p>7. <b>ACTION - Health &amp; Safety Audit to be completed as soon as possible in 2022</b></p> <p>8. <b>ACTION - Hazard Board to be update with Covid requirements for 2021</b></p> <p>9. <b>ACTION TO CONFIRM THE TEACHER ONLY DAYS FOR 2022</b></p>		
<p><b>2.1 ERO - Update (including BAS for week 6)</b>  First official meeting with the Ero partner, she will be on board for 3 years. Discussions were made in reference to where the school is at and what the approaches look like so she can build a better picture of the overall running of the school.  The next meeting will follow up on data and trends in more detail, so the leadership team can develop a focus on development over the next 3 years. Ero will then give an indication on how much they want to be involved. Ero will be there to monitor and give advice when needed.</p> <p>The board is invited to the next meetings with ERO Nov 23 regarding assurance, also Dec 8 re Data.</p> <p><b>2.2 <a href="#">School Docs Board Assurances</a></b>  See link,  Literacy support has been added to the assurances.  Audit dec 2021  Covid will be added to the Hazard form.</p> <p>3x Teacher only days were included within the 2021 school year (1 in January and 2 during year for whanau hui), in accordance of the collective contact and will be added on to the school management system total.</p> <p>Moved by Catriona and seconded by Ben</p> <p>2022 First day of school 2nd feb, approx last day is the 14th of december.  2 x Collective teachers have only one day left and need to get them used by June 2022.</p> <p><b>2.3 <a href="#">Policy Review</a></b></p> <p><b>2.4 Strategic Planning Day - 6/12/2021</b>  Board members are welcome to come along to this meeting Dec 6.  Agenda will be made, this will have a list of things that will be discussed.  Will be undertaking consultation with the community also.</p>		
<b>Personnel / Employment (NAG 3)</b>		
<b><i>NAG 3 Recommendations/ Actions from Previous Meeting:</i></b>		
<p><b>3.1 Staff Appointments</b>  Jasmine griffin is now a permanent teacher in the school  Kate pearce has also accepted a permanent roll</p> <p>Moved by Zac Seconded By Eden</p> <p>Chanelle Wooten - Has accepted the role of a fixed term Teacher for Term 1 2022.</p> <p>2x beginning teachers have been appointed to cover fixed term.  One will cover cover steam and digital  One to cover Janice who is doing teacher release.</p> <p>Madeline Evens &amp; Phoebe Kearney.</p>		

### 3.2 Vaccine Assurance / Register Assurance

The school admin team have used the MoE recommended templates to collect and collate staff vaccine status. All staff that are vaccinated have provided sufficient evidence of this. The BoT chair has cited evidence of the Principal status. 2 staff members are yet to be vaccinated.

The School of Music have shared their register with the office and are compliant. Dental nurses working on site have all been checked and comply.

Contractor status is being collected prior to site entrance.

Kelly club status has been collected and comply

Systems are being developed to collect and check parent volunteer status in preparation for the up and coming school trips after the 16th November.

The BOT would like to thank Kerry Issac and Michelle Golebiowski for all their administration work on this matter.

[NZSTA Vaccination Mandate Advice 5 November](#)

### 3.3 Delegations of Responsibility Reminder

Reminder of pre-existing delegations, as per February 2021 Meeting. Excerpt from meeting.

#### 4.14 Principals Delegation of Responsibility

Annual Requirement - delegation of responsibility as outlined in the Board Handbook, pg 8 and the emergency funding delegation - *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*

Moved by, Catriona Seconded by, Sarah

Exert from old handbook

The responsibilities of the principal are to:

1. Meet the requirements of the current job description
2. Meet the requirements of their employment agreement including the 4 areas of practice from the Principals' Professional Standards
3. Act as the educational leader and day to day manager of the school within the law and in line with all board policies
4. Participate in the development and implementation of their annual performance agreement, and participate in their annual review process
5. Develop, seek board approval of, and implement an annual plan that is aligned with the board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
6. Use resources efficiently and effectively and preserve assets (financial and property).
7. Put good employer policies into effect and ensure there are effective procedures/guidelines in place.
8. Allocate pay units for appropriate positions.
9. Ensure effective and robust performance management systems are in place for all staff which include performance management reviews, attestations for salary increases and staff professional development
10. Employ, deploy and terminate relieving and non-teaching staff positions.
11. Employ teaching staff as per the appointments policy.

<p>12. Communicate with the community on operational matters where appropriate.</p> <p>13. Refrain from unauthorised public statements about the official position of the board on controversial social, political, and/or educational issues</p> <p>14. Keep the board informed of information important to its role.</p> <p>15. Report to the board as per the boards reporting policy requirements.</p> <p>16. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000</p> <p>17. Appoint, on behalf of the board, the Privacy Officer and EEO Officer.</p> <p><b>3.4 Vaccine Mandate Impact (In Committee)</b></p>		
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**Property / Asset Management / Finance (NAG 4)**

<p><i>NAG 4 Recommendations/ Actions from Previous Meeting:</i></p> <ol style="list-style-type: none"> <li><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. Ongoing</b></li> <li><b>ACTION - Auditors = Clarify in increase in hours and to see the fees are fixed THE FEES ARE FIXED REGARDLESS OF TIME SPENT. DONE</b></li> <li><b>ACTION - Take advice on when the students can use the back field. Done</b></li> <li><b>Action - include for consideration budget for lawn mowing contractor</b></li> </ol>		
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<p align="center"><b><u>4.1 - Finance</u></b></p> <p><b>4.11 Finance Summary Report:</b> <a href="#">September</a>  <b>September Finance report attached to be ratified.</b></p> <p><b>September Report with accounts paid of \$34,314.55</b>  <b>Moved by KIRSTY Seconded by Catriona</b></p> <p><b>4.12 2022 Device Purchases</b>      Seeking pre approval to spend capital funds from 2022 prior to budget approval. Devices need to be ordered now so they will arrive in time for next year. Estimated expenditure is 25K.      Moved by Zac Seconded By Catriona</p> <p align="center"><b><u>4.2 - Property</u></b></p> <p><b>4.21 MoE Designation of Spaces</b>      Room 5 has been reclassified as a classroom not a multipurpose space      Talk to Kate Ford WSP in ref to TYPP funding etc</p> <p><b>4.22 Main Field update</b>  <a href="#">Camex WSP meeting minutes 10 Oc</a>      The field has had a few fixes done and in the last Two days the students have been using it, But on a rotation basis, teachers need to book a slot.      Zac has been talking to the groundsman from Nui on the best plans to keep up with the field.</p> <p><b>4.23 School Boundary Beautification Project (Tamamutu St)</b>      Kirsty and Robyn have come up with a plan and approached Zac. Works to use funds from Council.      He has suggested that they ask the groundsman to tidy up some areas, as it could be too much work for Ray. Quotes to be obtained.</p> <p><b>4.24 Toi Ohomai Redevelopment</b>  <a href="#">Toi Ohomai Draft Redevelopment Plans</a></p> <p>THE CURRENT PLAN IS IN HAND AND A MEETING HAS BEEN SET UP TO TALK</p>		
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<p>ABOUT THE PLAN with Toi Ohoamai</p> <p><b>4.25 10YPP and MoE Property Evaluation</b>  <a href="#">MoE Property Visit Minutes 24 Sept 2021</a></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 - is to update the terms and agreements with the School of Music and MOE ON GONG</b></li> <li>2. <b>ACTION - Report back on how numbers on the busses are monitored. DONE</b></li> <li>3. <b>ACTION - to find out about the field not being fully grassed. DONE</b></li> <li>4. <b>ACTION - BUDGET ON THE BOUNDARY BEAUTIFICATION ( GET QUOTES)</b></li> <li>5. <b>ACTION - CLEAN UP OF THE BUND AND BOUNDARY (CATRIONA )</b></li> </ol> <p><b>ACTION TOI OHOMAI REDEVELOPMENT UPDATE</b></p>		
<p><b>5.1 Health and Safety</b>  <a href="#">October/November Report Stats</a></p> <p>NO CHANGES</p> <p><b>5.2 Playground Safety</b>  <a href="#">Report 1 - Junior Playspace - small</a>  <a href="#">Report 2 - Junior adventure Playground</a>  <a href="#">Report 3 - Senior adventure playgrounds</a></p> <p>MORE BARK HAS BEEN PUT DOWN ON THE PLAYGROUND, THE SLIDE IS BEING FIXED AND RAY HAS THE EQUIPMENT TO REPAIR THE OTHER ITEMS.</p> <p><b>5.3 Bus Capacity</b>  <a href="#">Bus Network Response</a></p> <p>As detailed in response, Bus Network plans year to year only</p>		
<b>Compliance / Legal (NAG 6)</b>		
<p><i>NAG 6 Recommendations/ Actions from previous meeting:</i></p>		
<p><b>6.1 Ballot 2022 Report -</b>  <a href="#">Ballot info update</a>  ONLY 15 PLACES AVAILABLE.  14 siblings out of zone were accepted &amp; one name was pulled out,, constable Tash was there to oversee it and the numbers were sent to the MOE</p> <p>The board has approved an amendment to the ballot, Two families have now been accepted.  This takes the total to 18 new students.  Details will be in the ballot folder.</p> <p><b>6.2 Ballot Exemption Request</b>  As per above</p> <p><b>5.3 Vaccine Compliance / PHO Compliance</b></p> <p><a href="#">Health Order</a></p>		

<b>Agenda or Deferred Items for Next Meeting</b>		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> <li>- <b>Attendance Reporting (links to underachievement?)</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? •	Chair	4 mins
<b>BOT work hours</b> <b>Catriona: 12</b> <b>Eden: 8</b> <b>Sarah: 4</b> <b>Kirsty: 4</b> <b>Robyn: 4</b> <b>Ben: 4</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. venue TBC	Chair	2 mins

**Meeting closed: 20.50**

**In Committee Meeting**