



Taupo Primary School Board of Trustees  
February 2022

# Minutes

Monday 21 February 2022 - 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

**Location: Virtual Opening: 6pm**  
**Present: Catriona, Eden, Zac, Robyn, Sarah, Ben, Kirsty.**  
**Welcome** to Manuhiri (Guests), Lynette Tana (speaking rights until ratification of full members)  
**Apologies: Sindre**  
**Quorum:**  
**Minutes Secretary: Emma Ford**  
**Declaration of interests:**

BoT Chair

### **Welcome of New and Returning Board Members**

BoT Chair

### **Handover of Proceedings for Chair Election - Info From NZ STA**

### **Election of Board Chair - Until The Board Meeting Proceeding 2022 Triennial Elections**

The Presiding Member Catriona Eagles outlined that in a Triennial Election year, elections are normally held in May and NZSTA advise that it is not required to re-elect the Presiding Member in a triennial year due to the short period between Feb and May. In a normal year, Presiding Members are re-elected in the first meeting of the year. However due to Covid, elections this year will not be held until September. Catriona Eagles stated that she was interested to stay in the position until Sept elections however only if the board was agreed in light of the unique circumstances of 2022 with the delay of elections until September. However if the board wished to run an election at this meeting, Catriona agreed to handover proceedings to the Principal as required for an election to be held. This process would provide for full transparency in the position of Presiding Member. All Board Members unanimously agreed that for Catriona to remain as Presiding Member until next election in September 2022. Catriona thanked them for their support in this role.

BoT Chair

Zac Taylor

### **Ratification of New Members**

#### **Selected**

To fill vacant positions until the 2022 election, Sindre Stoeten was proposed to fill the vacant parent elect position.

Moved Catriona Seconded Robyn

BoT Chair

### **Co-opted**

Lynette will be the Co-opting member to help represent Maori voices at a board level. Length of Co-option for the 2022 school year.

Moved Catriona Seconded Ben

BoT Chair

BoT Chair

### **Minutes (Link)**

a) Approval of December 2021 Meeting Minutes

Bot Chair

<p><b>Moved</b> that the minutes of December 2021 meeting are true and correct -  Moved by: Ben, Seconded by: Sarah.</p> <p><b>Election Of Officers</b>  Treasurer = Kirsty has now stepped down from this role - Thank you Kirsty for your hard work in this role.  Eden Stevenson will now take over this role going forward.</p> <p>Property = Kirsty is keen to work with this to facilitate Teacher voice in grounds development. Discussion on this with Zac are required.</p> <p><b>Code of Conduct &amp; Board Handbook ( To Link)</b>  All agreed.</p> <p><b>Risk Matrix Revisit and Update (To Link)</b>  Nothing to add</p> <p><b>2022 Draft Workplan</b>  Received by board. This is a working document. It also allows for three meetings in Term 4 if required.</p> <p><b>Board Honorarium</b>  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 / Senior Leaders Report (PMR)</b>	
<p><b>Senior Leader Report (To Link)</b>  Nothing to add, all are happy with this report..</p>	Zac
<b>Student Achievement and Engagement / Curriculum (NAG 1)</b>	
<p>As reported above.</p> <p>Prioritise Health and safety point 5.2</p>	Zac
<p><b>NAG 1 Recommendations/ Actions:</b></p> <ol style="list-style-type: none"> <li>1. COMPLETE / 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. Cartiona to try and make contact again - Dylan has left the work he has been doing and is likely to be unavailable to support. completed .</li> <li>2. ACTION = Lynette, Zac, Catriona and Ben to meet regarding further engagement with Maori whanau and parent voice at board level.</li> <li>3. 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 Work being done on this and is ongoing, Carry over to Term 1 Week 10.</li> <li>4. Action Zac to add a plan to the management report, in ref to more engagement and activities. Move forward to the next meeting.</li> <li>5. Follow up with Sarah Sade on her ideas about sound proofing so we can see if we can make some plans. Room 16 and 17 - Modern learning. Move to the next meeting.</li> <li>6. Kirsty and Zac to discuss how she can assist to facilitate teacher ideas into ground development for educational outcomes</li> </ol>	

Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)	
<p><b><u>2.0 Annual Plan / Charter (To Link)</u></b> As tabled in December, the amendments to the strategic plan and annual plan and formatting has been finalised. This approach is designed to have flexibility and responsiveness towards not only identified needs but the climate we find ourselves in week by week! Term by term working streams or plans will be identified and reported on through ongoing review, inquiry and collaborative reflection.</p> <p>All members are happy Moved Catriona Seconded by Ben.</p> <p><b><u>2.1 ERO Update / Direction (To Link)</u></b> <b><u>ERO Board Assurance Report Dec 2021</u></b> Compliance on this has now been done. Meeting to take place in early March.</p> <p><b><u>2.2 AoV Submission</u></b> <b><u>Reading (Link)</u></b> <b><u>Writing (Link)</u></b> <b><u>Maths (Link)</u></b> 2021 AoV for adoption and provision to Ministry Moved by Catriona, seconded by Sarah</p>	Zac
<p><b><i>NAG 2 Recommendations/ Actions:</i></b></p> <ol style="list-style-type: none"> <li>1. <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 Complete</li> <li>2. <b>ACTION - Confirm time frame on the co-op meetings. Discussions have been happening with interested parties. Catriona and Kirsty talk to iwi about how we frame the positions and proceed with the process of co-option. Complete</b></li> <li>3. <b>ACTION - Catriona is to gather contact info for the potential candidates for the new board member then arrange possible meetups. Complete.</b></li> <li>4. <b>ACTION - Board member to be available for the PB4L meetings, to relay back. Complete</b></li> <li>5. <b>ACTION - Zac to look into celebration and reward of the students</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> <li>7. <b>ACTION - Health &amp; Safety Audit to be completed as soon as possible in 2022 Booked for next week.</b></li> <li>8. <b>ACTION - Hazard Board to be updated with Covid requirements for 2021 ongoing, Complete.</b></li> <li>9. <b>ACTION TO CONFIRM THE TEACHER ONLY DAYS FOR 2022 - Term 1 was 1 Feb. Term 2 date to be advised.</b></li> </ol>	
Personnel / Employment (NAG 3)	
<p><b><u>3.1 Chain of Authority in Absence of the Principal</u></b> In the absence 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 (at this point in time) the Senior School Deputy Principal (Sarah Sade) and in her absence the Junior School Deputy Principal (Robyn Rutherford). Followed by Helen Beijeman then Danielle Collard. Moved by: Catriona , Seconded by: Eden.</p>	Zac
<p><b><i>NAG 3 Recommendations/ Actions:</i></b></p>	
Property / Asset Management / Finance (NAG 4)	
<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</a> <a href="#">December</a> November and December Finance report attached to be ratified.</p>	

<p>November Report with accounts paid of \$35,578.42 Moved by, Kirsty Seconded by, Robyn</p> <p>December Report with accounts paid of \$49,704.88 Moved by, Kirsty Seconded by, Lynette</p>	
<p><b><u>4.12 - School Annual Accrual (Link)</u></b> The Presiding Member and Principal have certified that the people shown on the SAAR report (School Annual Accrual Report 2021) 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, Kitsy.</p>	Catriona
<p><b><u>4.13 2022 Budget (Link)</u></b> Budget to be retabled for final approval. This year, the budget is more focused on funding more T/A and manpower. Discussion around the room, fully supported funding Teacher Aides, will require some clever thinking regarding resources however the school is well resourced. Board agreed at this time funds are best spent on more adults teaching in class. Moved by,Zac Seconded by, Ben</p>	Zac  Catriona
<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></p> <p>Moved by, Kirsty Seconded by, Eden</p>	Zac
<p><b><u>4.15 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. To the best of our knowledge this is up to date and accurate Moved by, Zac Seconded by, Sarah</p>	
<p><b><u>4.16 Treasurer Delegations</u></b> First Resolution - In addition to the Presiding Member, the Treasurer (Eden Stevenson) can audit and sign SUE reports to assist with business continuity. Second resolution - Due to possible absences resulting from Covid 19 the Treasurer has the authority to sign off large payment amounts to assist School administrator and Principal in business continuity during the Covid-19 pandemic. Moved by Catriona Seconded by Sarah.</p>	Zac

## 4.2 - Property

### 4.21 Cyclical Maintenance Plan

Painting (all non urgent) from 2021 to be deferred to 2022 with a possibility of linking it into 5YA works. Painting season coincided with field works creating dust across the school site.

Moved by Catriona seconded by Eden.

### 4.22 Field Update

Zac had a meeting with Rebecca Wong , in regards to the new field. Rebecca was not overly happy with how the field looked. Catriona and Zac have been talking to WSP and Cemex in regards to fixing the issues.

This is an ongoing conversation and an update will be given in due course.

### 4.23 Back Field Licence To Occupy

#### Discussion Document

An ongoing discussion in the back field on what the future plans are. Things that the board needs to consider is the vision we have for the field? How do we maintain the upkeep of the playgrounds etc if taken over from Council?. Board requested to read the discussion document and bring thoughts to the next meeting for direction.

### 4.24 Tamamutu Fence Playspace Space Upgrade Update

Kerry the Gardener has confirmed that the spraying was done on the 1st Feb and that the planting of the native plants has now been completed.

An area has been taped off to keep the students off as this area has been sprayed, it is likely that this area will be out of bounds for a while longer to give the plants a chance to establish.

Robyn and Kirsty to Talk to Tony in ref to outside furniture and possibly the edging. (follow up required)

Robyn spoke to Liz from Greening Taupo, to help maintain the areas and possibly involve the students on design.

Reference

[10Ypp projects detail](#)

[10YPP amendment](#)

### **NAG 4 Recommendations/ Actions:**

- 1. 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  
First cost was \$8000 - do we have to lock in ongoing maintenance?  
Brassell and CW landscaping ( Catriona to seek additional quotes ) complete
- 2. Action** - include for consideration budget for lawn mowing contractor - Seeking cost on the upkeep of the lawns. Complete
- 3. ACTION** - Six month review- on budget review.
- 4. Action Update on the Backfield.**
- 5. Action** - Catriona to update the board on the field maintenance progress with contractors
- 6. ACTION** - Follow up on the Tamamutu playspace.

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

### 5.1 Health and Safety

[Summary Report \(Link\)](#)

[Statistics \(Link\)](#)

Health and safety update tabled. No questions raised by Board

Zac

Zac

### 5.2 Covid Operational Planning Phase 1 (Link)

Thank you to all staff for their extra hard work, the communication has been great with school community. Had good buy in from staff and parents. This is an ongoing document and is subject to change.

### Operational Planning Phase 2

Draft Planning. Seeks to minimise spread within school to provide adequate teaching resource as possible. This will change subject to MoE and MoH advice and staffing

[Covid Response Planning - Learning Pathways \(Link\)](#) background document for information

[Active Case Actions \(link\) and Update](#) background document for information

<p><a href="#">Managing Staff in Phase 2 - info</a></p> <p><b>5.3 School of Music</b> Discussions have been had with TSOM regarding their proposed operations at current Covid Levels. TSOM to commence 28 Feb. Key discussion points were the number of people on school grounds and the use of wind instruments inside. TSOM have reflected these matters in their protocols - limiting parents from school ground, requiring masks where possible and teaching wind instruments outside. Principal is happy with their protocols at this time.</p> <p><b>5.4 Kelly Club</b> Kelly Club have Covid Procotols in place which are reflective of the school's wishes.</p> <p><b>5.5 Building WoF (Link)</b> Another full suite of actions despite full compliance last time. This matter has been raised with MoE as to why many of these actions have not been raised in previous assessments. Principal to update at next meeting.</p>	
<p><b>NAG 5 Recommendations / Actions:</b></p> <ol style="list-style-type: none"> <li><b>1 ACTION - is to update the terms and agreements with the School of Music and MOE ON GONG</b></li> <li><b>ACTION - BUDGET ON THE BOUNDARY BEAUTIFICATION ( GET QUOTES) get one more quote for the project. Complete</b></li> <li><b>ACTION - CLEAN UP OF THE BUND AND BOUNDARY (CATRIONA ) Zac has engaged the lawn guy to do it now regardless of the outcome of the contract. complete</b></li> <li><b>ACTION TOI OHOMAI REDEVELOPMENT UPDATE - meet with new boss. Relationships underway, nothing will happen in a hurry. Complete</b></li> <li><b>Action - Principal to advise on WRN update</b></li> </ol>	
<p><b>Compliance / Legal (NAG 6)</b></p>	
<p><b>6.1 Vacaine Status and Mandatory Boosters (link)</b></p> <p>Staff are compliant and reminders to staff for boosters are sent out. School of music and Kelly Club are all fully vaccinated.</p>	<p>Zac</p>
<p><b>NAG 6 Recommendations/ Actions/ Motions:</b></p> <ol style="list-style-type: none"> <li><b>Action - Zac to reevaluate correspondence, School of music and Kelly club.</b></li> </ol>	

<p><b>Agenda or Deferred Items for Next Meeting</b> School Docs Policy Reviews for Term 1</p>	<p>Chair</p>
<p><b>Sub Committees / Working Groups with delegations and Details.</b></p>	
<p><b>BOT NEWS</b> What can we share in our termly update? •</p>	<p>Chair</p>
<p><b>BOT work hours</b> Catriona: 10 Eden: 3 Sarah: 4 Kirsty: 5 Robyn: 4 Ben: 4</p>	<p>Minutes Sec</p>
<p><b>Evaluation of Meeting</b> NZSTA recommended actions <a href="https://nzstaworkbooks2021.s3-ap-southeast-2.amazonaws.com/Board+Task+Checklist+-+Term+1+20">https://nzstaworkbooks2021.s3-ap-southeast-2.amazonaws.com/Board+Task+Checklist+-+Term+1+20</a></p>	<p>Chair</p>

<a href="#">21.pdf</a>	
<b>Date of next meeting/s:</b> Mon, 21 Feb Mon, 11 Apr Mon, 6 Jun Mon, 4 Jul Mon, 22 Aug Mon, 26 Sept Mon, 14 Nov or 7 Nov and 21 Nov Suggest last Meeting is Mon 5 or 12 Dec. NZSTA BOT training	Chair

**Meeting closed: 20:04**