



Taupo Primary School Board of Trustees
April 2022

Minutes

Monday 11 April 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

Location: Virtual Opening:
Present: Zac, Kirsty, Catriona, Sindar, Lynette, Eden, Ben, Robyn (18;15), Sarah (18;33)
Welcome to Manuhiri (Guests)
Apologies:
Quorum:
Minutes Secretary: Emma Ford
Declaration of interests:

Background Documents
[Code of Conduct & Board Handbook \(To Link\)](#)

[Risk Matrix Revisit and Update \(To Link\)](#)

[2022 Draft Work plan](#)

Board Contact Register - [LINK](#)

Housekeeping

[Minutes \(link\)](#)

Approval of February 2022 Meeting Minutes

Moved that the minutes of February 2022 are true and correct

Moved by Catriona , Seconded by Kirsty.

[Election Dates](#)

Date for confirmation is on the 7th September closing date for nominations 5th August

Kim Harvey Is the appointed officer.

[Appointment of Returning Officer](#)

Meeting Date Change 6 June meeting to change to 30 May in Week 5

All confirmed for this date change.

Principal / Senior Leaders Report (PMR)

[Senior Leader Report](#)

The teachers and staff have been fantastic in the uncertain times.

Reading Maths and Writing in Year 5 has come on leaps and bounds. Congratulations to the Teachers.

End Of employment interviews to be done for the Two staff that left at the end of Term 4 2021. Kirsty to conduct.

Well done to all staff over Term 1. It's been a hard one but you got through it. Board keen to talk with CoL lead on Te Ao Maori and Kristy Northcroft from Tuwharetoa. Catriona to contact.

Previously there was a Suggestion of a mid year Ballot. This is no longer required.

Teachers only day to be 1 August.

Student Achievement and Engagement / Curriculum (NAG 1)

As reported above.

NAG 1 Recommendations/ Actions:

1. **ACTION = Lynette, Zac, Catriona and Ben to meet regarding further engagement with Maori whanau and parent voice at board level. DONE**
2. **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. UPDATE MID TERM 2 , THE PROCESS IS NOW UNDERWAY.**
3. **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. ROLL OVER TO THE NEXT MEETING, BEN TO CALL PAUL WILDER (BUILDER) TO SEE IF HE CAN LOOK AT THE BUILDING ALSO . REPORT BACK MID TERM 2**
4. **Kirsty and Zac to discuss how she can assist to facilitate teacher ideas into ground development for educational outcomes ROLL OVER TO NEXT MEETING. REPORT BACK MID TERM 2**
5. **Catriona to contact Jo Dundas and Kristy Northcroft to arrange Board discussion regarding Te Ao Maori and Tuwharetoatanga within Taupo Primary.**

Strategic Planning, Reporting, Self Review and Policies. (NAG 2)(Nag 7)(Nag 8)

2.0 Policy Reviews

HAZARD REGISTER HAS RECENTLY BEEN AUDITED AND NO CHANGES REQUIRED.

Kelly club potentially to be reminded of the Health & Safety review. Due to having a vehicle on site when children were still on site.

Minutes and correspondence from Health and Safety committee to be sent out to Kelly club and the School of Music, this will be done fortnightly.

2.1 Board Assurances

Going forward From term 2, all sports coaches will need to be Police Checked.

10YPP, Annual property Plan, some amendments have been made, the next one is due later in the year, MOE will come around and assess the buildings & look at allocating funds for the next lot of upgrades.

2.3 ERO Update

Leanne Cancelled the Meeting, as they were told not to come on site during the current climate, This will be pushed out later in the year.

NAG 2 Recommendations/ Actions:

1. **ACTION - Zac to look into celebration and reward of the students. Rolling over to the next meeting - MID TERM 2.**
2. **ACTION - Health & Safety Audit to be completed as soon as possible in 2022 Booked for next week. DONE**
3. **ACTION TO CONFIRM THE TEACHER ONLY DAYS FOR 2022 - Term 1 was 1 Feb. Term 2 date to be advised. DONE**
4. **Zac to report back and advise on the best place to put the health and safety information for Kelly club and School Of Music.**
5. **Zac to advise on Board requirements to input into next step in ERO review.**

Personnel / Employment (NAG 3)

3.1 Long Serving Teacher Sensitive Expenditure

A long term staff member is sadly leaving after 16 years, a gift will be arranged for her and presented to her at an assembly. Gift and cost to be advised.

Zac to look at other schools in ref to a gift formula, so this will need to be added to the policy. Based on the research, a recommendation is to be circulated via email prior to next meeting

3.2 Leave Application (Addition to the agenda Monday morning)

A Staff member is looking at 10 days leave in 2023, as the leave is over the 5 days the board needs to approve. This is an unpaid leave. Board is all in agreement, that the leave can go ahead.

NAG 3 Recommendations/ Actions:

Property / Asset Management / Finance (NAG 4)

4.1 - Finance

4.11 Finance Summary Report:

[January](#) & [February](#) Finance report attached to be ratified.

January Report with accounts paid of \$19,486.86

Moved by Eden Second by Ben

February Report with accounts paid of \$112,104.27

Moved by Eden Seconded By Kirsty

4.2 - Property

4.21 Amendment to 10YPP

Approval from BoT to transfer storm water underspend to the ILE upgrade budget. [As per linked correspondence](#)
A small amendment needs to be done, see attached.

Moved by Catriona Seconded by Lynette.

4.22 Back Field Licence To Occupy

Discussion Document

If the council should say they don't want to maintain the backfield, will TPS take up that maintenance option to seek to get an agreement on the toilets, playground etc. Subcommittee of Zac, Catriona and Ben to discuss further with Council and report back.

4.43 Playing Field Update

Rectification Plan

WSP - has put in a proposal on the maintenance.

Looking at splitting the work a third at a time, however this can take over a year to fix.

Ideally it needs to be fixed asap. More talks are required.

The work is not to TPS standard and needs to be sorted asap.

Catriona to check with Sarah Yzendoorn from WSP on Tuesday 12-04-22 to see where the maintenance and retention periods are.

NAG 4 Recommendations/ Actions:

- 1. Action Update on the Backfield.** Subcommittee to update at next meeting
- 2. Action - Catriona to update the board on the field maintenance progress with contractors** next meeting
- 3. ACTION - Follow up on the Tamamutu playspace.** A Meeting with Tony has taken place and a quote is underway. More updates to come

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

5.1 Health and Safety Report

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

[Statistics \(Link\)](#)

No concerns.

5.2 Health and Safety Annual Review

Backfield not included and needs to be added and called zone 5

5.2 School Zone Review

Correspondence

Move to take up option A.

There are some concerns for the future of residential growth & the school zoning. BOT to keep an eye on MOE in ref to the zoning given residential growth in the zone. School can request a review of the zone at any time in the future.

5.3 Ballot Exemption

The board have unanimously agreed By a email ratification of the enrollment of a sibling in the school outside of the Ballot scheme, to start Term 2

5.4 Building WoF (Link) update

A new inspector has been brought in and he has given a revised list of works to be carried out and the Board are happy for him to continue with the work

5.5 Vaccine Mandate Impact and Planning - NZPF summary

Mandates have been lifted,
Subcommittee of Zac and Sindre to work together on this.

5.6 Council Speed Management Review

Taupo School BoT submit in support of lowering speed limit around the school to 30kmh on Ruapehu, Tamamutu, Horomatangi Streets and that Titiraupenga Street have a reduced speed of 30km at start and end of school day only
<https://www.taupodc.govt.nz/council/consultation/speed-management/taupo-central-and-surrounds>

All in agreement in changing the speed Limit.
Council looking at putting speed humps by the crossing, outside the school.

NAG 5 Recommendations / Actions:

1. **ACTION - is to update the terms and agreements with the School of Music and MOE ON GOING, ZAC TO SEND EMAIL.**
2. **ACTION - Principal to advise on WRN Update DONE**
3. **ACTION - Health and safety review to include the Backfield and for it to be called zone 5**
4. **ACTION - Catriona to make submission on Speed Management Review by 13 May**

Compliance / Legal (NAG 6)

6.1 Reporting

[March Roll Return Submitted](#)

All happy

6.2 Audit Requirement

The Taupo School BoT acknowledge receipt of the Statutory Annual Audit Terms of Engagement and have returned a signed copy of the letter to the Auditors as per instructions.

NAG 6 Recommendations/ Actions/ Motions:

1. **Action - Zac to reevaluate correspondence, School of music and Kelly club for Covid compliance.**

Agenda or Deferred Items for Next Meeting

School Docs Policy Reviews for Term 2
Junior School - leader success, challenges and update

Sub Committees / Working Groups with delegations and Details.

- Backfield (Ben, Zac & Catriona) - to discuss terms of LTO with Council
- Vaccination Mandate in H&S (Zac and Sindre) to consult staff and community, obtain feedback, bring recommendation of H&S policy on Vaccine Mandate

BOT NEWS

What can we share in our termly update?

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BOT work hours

Catriona: 25

Eden: 4

Sarah: 4

Kirsty: 5

Robyn: 4

Ben: 5

Lynette: 4

Sinder : 4

Evaluation of Meeting

NZSTA recommended actions

<https://nzstaworkbooks2021.s3-ap-southeast-2.amazonaws.com/Board+Task+Checklist+-+Term+1+2021.pdf>

Date of next meeting/s:

Mon, 21 Feb

Mon, 11 Apr

Mon, 30 May

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

Meeting closed:

Incommittee meeting undertaken