

## **Minutes of Tai Tapu School Board of Trustees**

**Date: Monday 22 March 2021 at 6.30pm**

**Place: Pikorua, Tai Tapu School**

### **Meeting Administration:**

**1.1. Present** – Damian Lynch (Presiding Member), Daryl Aitken, Iain Haycock, Phillip O’Callaghan, Andrew Bull, Bernadette May (Principal), Lisa Seeley (Staff Representative), Amy Cradock (Secretary)

**Apologies** – none

### **1.2. Declaration of interests – Nil**

Any declarations of interest should be passed to Amy Cradock.

## **2. Curriculum and Student Learning Update**

### **2.1 Writing**

There has been an improvement in student achievement for writing. The school has been awarded funding for a facilitator to work in the school for 60 hours. The facilitator will scope what the school is currently doing in regards to writing and a learning programme will be developed from this.

The Board requested Bernadette May provide a register of all the funding the school has received.

### **3.1. Minutes of the previous meeting – 15 February 2021**

**Move:** That the minutes of the previous meeting be approved.

**Moved:** Iain Haycock **Second:** Andrew Bull **Carried**

### **3.2 Matters Arising from the previous minutes**

The three actions have been completed.

## **4. Board Strategic Matters**

### 5.1. Principal's Report

An incident occurred where a student stepped on a rope and broke his collarbone. A review was undertaken and the ropes have been removed.

Another student caught their finger in a door and has had surgery on the finger. The school is considering whether the doors should have soft close.

Work is in progress on crowded place planning for lockdowns.

A facilitator will be coming in to work with senior staff on pacing and managing workload.

### 5.2. Finance

The Finance report was noted.

The proposed budget incorporates a year-on-year reduction in administration costs

**Move:** That the proposed budget 2021 be adopted.

**Moved:** Phil O'Callaghan **Second:** Andrew Bull **Carried**

### 5.3. Review of enrolment schemes

The Board agreed to defer this item to the next meeting.

## 6. New/emergent review

### 6.1 2021 Workplan

The identified areas of self-review were noted.

### 6.2 Policies

The four policies; Concerns and complaints, Curriculum Delivery, Child Protection and Finance and Property were noted by the Board. The Board were comfortable with the policies as they stand.

Iain Haycock will review the Protection and Sharing of Intellectual Property (Creative Commons) policy for the next meeting.

### 7.1 Standing Items

- Property

A potential new funding source for the pool (**Rationalisation Funding**) has been identified. The Board agreed they wished to meet with Karren Madden from the Ministry of Education to discuss this.

Bernadette May will arrange for a virtual lunchtime meeting between the Board and Karren Madden.

Logic Group has suggested some items of value engineering on the library and Koru Block upgrade which would allow for more funding to be available for the pool.

The Board agreed to delegate sign-off on the scope of the upgrade to Bernadette May, Phil O'Callaghan and Andrew Bull. The sign-off on scope must be made in line with the principles that it is in line with the design and function previously agreed and must be on-budget.

- HR Checklist 1

The HR checklist was noted.

### **General Business**

- No items of General Business were raised.

### **Meeting closure**

Next meeting – 17 May 2021, Pikorua – Tai Tapu School

Meeting closed; 8.33pm

**Signature:** \_\_\_\_\_

**Presiding Member – Tai Tapu School Board**

**Date:** \_\_\_\_\_