

Minutes of Tai Tapu School Board of Trustees

Date: Monday 13 September 2021 at 6.30pm

Place: Staff Room, 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 – none

3.1. Minutes of the previous meeting – 9 August 2021

Move: That the minutes of the previous meeting be approved

Moved: Iain Haycock **Second:** Phil O’Callaghan **Carried**

3.2. Matters Arising from last minutes

- The action register was noted.

3.3. Correspondence

- **Letter from the Hon Jan Tinetti:** The correspondence was noted.
- **Correspondence regarding the Ladbrooks enrolment scheme:** The Board discussed the changes in zone and agreed the Principal should respond to the consultation requesting an explanation for the changes as the School has the capacity to cater to those affected students - ACTION.

5.1. Principal’s Report

The Principal gave an update on how the school had responded to lockdown. Support was provided to families who requested assistance. Many families were better equipped to deal with this lockdown compared to the 2020 lockdown as the Government had provided internet routers to some families in response to the last lockdown.

The Principal detailed the upcoming professional development plans for staff. The Board cautioned against overloading staff. The development will be staggered to help with staff workload. The writing professional development should be completed before the maths professional development commences.

5.2. Finance

The Finance report was noted.

The spike in working capital is due to the donation and will reduce once this has been spent.

5.2.e. Auditor 2021-2023

The Board agreed for the Presiding Member to sign the Deloitte engagement letter - ACTION

6. New/emergent review

6.1 2021 Workplan

The workplan was amended to reflect the deferments caused by lockdown.

The five policies due for review by the end of the year were delegated to individual Board members:

- School Delegations List - Andrew
- Trustee Register - Phil
- Triennial Review Programme - Andrew
- Financial - Daryl
- Health and Safety - Lisa

The Board Secretary will distribute the respective policies.

Work on the initial budget for 2022 will be actioned by Daryl, Phil and Bernadette.

The Principal will come back to the Board with a recommendation for what to charge for MASH - ACTION.

7.1 Standing Items

Property -

Lockdown has delayed work on the library. The project is about four weeks away from completion and the joinery should be coming this week. As the project has been delayed, the excess funds have not been transferred to the pool project. This, along with the fact the administration block close out report is yet to be processed by the Ministry, means the pool project budget is currently down about \$55,000. The project needs to be signed off by the Ministry before it can commence.

8. General Business

The Principal distributed draft terms dates for 2022. The dates were NOTED.

Meeting closure

Meeting closed; 7.46pm

Next meeting – 1 November 2021, Pikorua – Tai Tapu School

Signature: _____

Chairperson – Tai Tapu School Board

Date: _____