

Minutes of Tai Tapu School Board of Trustees

Date: Tuesday 5 April 2022 at 6.30pm

Place: Online

Meeting Administration:

1.1. Present – Damian Lynch (Presiding Member), Daryl Aitken, Iain Haycock, Andrew Bull, Bernadette May (Principal), Lisa Seeley (Staff Representative),

Apologies – Phil O’Callaghan

1.2. Declaration of interests

None

2.1 Staff Wellbeing Report

The Principal gave a verbal update on staff wellbeing.

- Bernadette has leveraged the Strengths/Challenges/Opportunities/Threats tool from Springboard Trust to guide the wellbeing assessment and another tool to help a “Stop, Stay, Start” assessment
- The assessment has identified Covid-19 as a key driver of wellbeing and workload levels
- Staff are collaborating to proactively manage workload and to support each other
- Bernadette feels well supported by the team

The Board acknowledge the great work that has been undertaken to maintain wellbeing.

The Board encouraged staff, via Bernadette, to make the most of the upcoming school holidays to rest and recharge.

2.1 Minutes of the previous meeting – 6 December 2021

Move: That the minutes of the previous meeting be approved

Moved: Iain Haycock. **Seconded:** Daryl Aitken. **Carried**

3.2. Matters Arising from previous minutes

- The Principal confirmed the strategic plan had been sent to the Ministry of Education on time

3.3. Correspondence

The Presiding Member advised that a range of Tai Tapu School Board of Trustees documentation has been shared with Ladbrooks Scholl to support their transition to a new Principal.

4.1 Board Strategic Matters

The Board discussed the possibility of filling the vacant Board Secretary role with the school Bursar, at least through until the board elections in September. If they accept the role the Bursar would not participate in In-Committee meetings to protect privacy.

ACTION: The Principal will approach the Bursar to determine their interest

ACTION: All Board members to advise the Secretary (once confirmed) of their preference for the disbursement of their meeting fees, e.g. receive, donate

5.1 Principal's Report

The Principal's Report was taken as read.

The following clarifications were made:

- Tier 3 programmes are underway with additional Ministry of Education funding expected for Tier 3 as well as the literacy and numeracy programmes
- The SENCO report in May will focus on the changes to the programme, including a review of the process, strengths, next steps and personal development
- Bernadette will consult with staff on changes to the Covid-19 Risk Management Plan. The Board expressed their support for the consultation and acknowledged the role of the Ministry of Education to provide guidance to schools, as well as advice received from Worksafe
- The Board expressed a unanimous desire not to implement mandatory vaccination based on current information
- The Selwyn District Council is requesting additional design details on the pool project. This is resulting in unexpected delays, but it is still expected that the pool will be ready for use in Term4
- The new Bursar has started and is already working on tidying up the finance management processes
- The Board acknowledged the excellent progress that has been made in turning the school finances around
- The playground expert has recommended the senior playground is not reopened until the matting is replaced. Bernadette confirmed the playground is taped off
- The Board noted the Health & Safety summary and acknowledged the appropriateness of the engagement with families of injured students

ACTION: Bernadette to double check mask requirements under Orange

ACTION: Bernadette to provide the updated Risk Management Plan at the next Board meeting

ACTION: Andrew to work with the Kahui Ako to arrange a Te Tiriti session with the Across School Lead

The Board thanked The Principal for such a comprehensive report

Move: That the Board accepts the Principal's Report

Moved: Andrew Bull. **Seconded:** Iain Haycock. **Carried**

6.1 Workplan

- Not all March items were completed due to Covid related constraints. Those not completed will be postponed
 - Governance policies will not be reviewed this year
 - The HR Checklist 1 will not be completed this year
 - The community workshop will be rescheduled

7.1 Standing Items

- Refer to Principal's Report for update on pool project

8 General Business

- No items for discussion

Meeting closure

Meeting closed 8.16pp

Signature: _____

Chairperson – Tai Tapu School Board

Date: _____