

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

**Date: Monday 15 February 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. Appointment of Chair**

Damian Lynch was appointed Presiding Member for 2021.

Each member is to advise the Secretary whether they wish to accept, donate or refuse meeting fee payment.

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

The results show an increase in achievement. Most schools have shown a decrease in achievement due to the impact of Covid-19. The Principal highlighted the work of the teachers and learning support in achieving an increase.

Six of the students listed as below the standard were new students who had been at school for less than a term. These students will be removed from the final report.

The intention is to focus on the Tier 3 students and ensure they get the funding and resourcing they need.

The Board noted they were ecstatic with the level of achievement and asked the Principal to pass their congratulations on to the staff.

The Staff Representative appreciated the focus on tiers as it allowed teachers to easily recognise where each student was at.

**Move:** That the strategic plan, annual plan and variance report be received, accepted and submitted to the Ministry .

**Moved:** Damian Lynch **Second:** Bernadette May **Carried**

### **4.1. Minutes of the previous meeting** – 23 November 2020

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

**Moved:** Iain Haycock **Second:** Bernadette May **Carried**

#### 4.2. Matters Arising from last minutes

- Budget - due at the March meeting.

#### 4.3. Correspondence

The guidance from the Ministry of Education to support distance learning was noted.

#### 5. Board Strategic Matters

This item was considered under item 3.

##### 6.1. Principal's Report

The Board discussed the school position on out of zone enrolments.

The Board heard the school may receive a directed enrolment. The Board is happy to consider the application on its merits.

The Board requested the Principal remove any enrolment advertising.

##### 6.2. Finance

The Finance report was noted.

##### 6.3. Delegation of Authority

The Board agreed that point (b) under the subheading 'Employer', under 'Delegations Retained by the Board' be amended from

*"b. Approval for leave taken by staff either without pay or taken when the school is open for teaching"*

to

*"b. Approval for leave taken by staff either without pay or leave over the equivalent of 5 days taken when the school is open for teaching"*

If any leave is required to be approved out of the cycle of board meetings, approval can be sought from the board via email.

**Move:** That the Delegation of Authority be approved subject to the amendment stated above regarding leave.

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

#### 7. New/emergent review

The board amended the work plan to better reflect the workflow. Bernadette May will amend the row relating to Curriculum and present at the next board meeting.

The board will discuss the self-review process at the March meeting.

Three policies are due for review at the next meeting:

- Concerns and complaints (Andrew Bull)
- Curriculum Delivery (Bernadette May)
- Child Protection (Lisa Seeley)
- Finance and Property (Phillip O'Callaghan and Daryl Aitken)

## 7.1 Standing Items

- Property

The work on the library and Koru is ahead of schedule.

Bernadette May has been advised that a firewall is required between Koru and the library. Phillip O'Callaghan, Andrew Bull and Bernadette May will meet with the appropriate people to discuss options.

- Pool Upgrade

The board agreed to proceed with option 2 in relation to the pool upgrade which is to wait until a contractor with a lump sum price is engaged.

**Move:** To approve the allocation of the returned budget from the Administration Block Refurbishment project to the Pool Upgrade project.

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

The board considered a delegation needs to be put in place to allow the sign off on construction invoices.

**Move:** That a delegation be approved in relation to any property project with an approved budget and scope. Bernadette May and Phillip O'Callaghan may sign off together on any invoice that accords with an approved schedule of fixed prices. Any variation to a fixed price must be approved by the board.

**Moved:** Damian Lynch **Second:** Iain Haycock **Carried**

## General Business

### 9.1. Camp EOTC Event Proposal

- The board approved the proposal.

### 9.2. Request for staff salary increase

- Bernadette May has received a request for a salary increase for two external contractors (Kapa Haka group supervisors). The board agreed in principle with the increase and requested Bernadette May calculate the impact of this.

### 9.3. New library system

- Bernadette May requested approval to implement a new library system for issuing, cataloguing and searching. The board appreciated the need for the system but requested the Principal investigate options due to the \$5,000 cost.

## Meeting closure

Next meeting – 22 March 2021, Pikorua – Tai Tapu School

Meeting closed; 8.36pm

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

**Chairperson – Tai Tapu School Board**

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