	Minutes Yaldhurst Model School Board Meeting		
1	14 June, Yaldhurst School Staffroom Administration	İ	
1.1	Attendees: Jessica Middleton (Presiding Member), Emma Martini (Deputy Presiding Member), Allan Robertson (Principal), Rebecca Webster, Jonathan Gaunson, Daren Alderson, Alisha Chinnery (Staff Representative) and Lynda Ingram (Secretary)		
1.2	Apologies:		
1.3	Visitor:		
1.4	School Karakia to begin meeting	Link	
1.5	Declaration of conflicts:		
1.6	Approval of minutes from previous meeting Moved by: Emma Martini Seconded by: Daren Alderson		
1.7	In Committee: 'No In Committee business'		
1.8	Correspondence:		
2.	Action points from previous minutes		
	 Year 7 & 8 Intermediate School Parent information evening held in Rimu Class hosted by Allan and Katy with senior students and families Year 7 & 8 Intermediate School Enterprise Programme Progress FF&E Drawdown budget spreadsheet shared with board to track expenses Blessing Ceremony and Celebration held for the opening of the rebuild, block 1. Code of compliance issu Junior school has now transferred into learning spaces. Whānau were informed of Rūnanga gifted YMS rebuild name - Tōtora Tūkaha. Feedback was requested. BDO Final Financial Audit Report 2022 completed - link <u>BDO Final Audit Report 2022</u> Quote for roller blinds received, rebuild block 1. 		
3.	Agenda		
• • • • •	Year 7 and 8 Intermediate School Enterprise Programme Update from PTA Review our Education Outside the Classroom Policy Communication strategy The rename feedback and planning Connecting with the community meeting plan Curriculum and Board Expectations School logo - graphic design update Rebuild update		

- Reimagining the YMS School Values
- Staff renaming of new rebuild block 1 and classes update
- Teacher aide funding term 3 to discuss

Strates	Strategic focus: Charter, Strategic and				
•	YMS 2023 Strategic Plan	Annual Plan 2023			
•	Board Schedule and Work Plan 2023	BOT Sched & Wrk Plan 2023			
•	Principal's Report - see link	<u>Principal's Board Report</u> June 2023			
•	CES Financial Reports - see link	<u>CES May Financial</u> <u>Reports 2023</u>			
3.1	Emergency Planning - Emma Martini				
3.2	Health and Safety -	Risk Register			
	23 May - Male new entrant student.				
	 Before school hours. Playing hockey, hit by hockey stick breaking nose- accidental incident. 				
3.3	Policies - update				
3.4	Curriculum and Board Expectations - see link	Curriculum IS and Board Expectations			
3.5	Rebuild Update - Daren Alderson - Rebuild Sub-Committee Report #19				
	For Board Meeting 14/06/2023				
	Prepared by Daren Alderson				
	Actions since the last meeting:				
	o 11/05/23 DA emailed queries from Allan to Jake Hanno Alarm operation – discussed and resolved.				
	o Furniture trial – was accommodated on agreed date				
	o Shrubbery – Jake arranged to have removed				
	o Sandpit – Jake to arrange to reinstate where affected by build, will be reduced size.				
	o Planter boxes – already moved				
	o Asbestos removal – will occur out of school hours – weekend – will be notified when this will occur in due course.				
	o School access for the next stage – school access and contractor access remain the same.				
	o Sports store container – location agreed.				
	19/05/23 Site meeting attended by DA & AR				
	o Area fenced off for hydro-seed				
	o Asphalt laying discussed – fence will be moved out so children remain safely away.				
	26/05/23 DA carried out an inspection focussed mostly on the interiors, with Paul Carrol.				
	Passed on items to Shannon to adopt into formal inspection. Various minor items on exterior still to resolve at time of inspection, but largely in hand.				

Collection of the furniture gifted by Cashmere Primary was arranged and was carried out by Jonathan – many thanks. Furniture to be stored in the sports store container until classrooms are handed over.	
01/06/23 AR asked that DA dealt with locksmith on master keying issues.	
o Current school system is archaic and end of life. Can still be rolled onto new	
classrooms, but eventually all require upgrade.	
o If we upgrade now, the rebuild meets part of the cost.	
o Cost to change current master keying system is \$1877 incl GST, and is discounted from \$2400.	
o The subcommittee supported this expenditure, as did the Presiding Member. Value is below the threshold for the Principal to approve. Actioned.	
02/06/23 Rebuild Site Meeting was attended by DA & AR	
o CPU (certificate of public occupancy) expected 2/6/23. To be laminated and	
displayed in the school office.	
o Blessing planned for 1pm	
o Fire extinguishers discussed – note required under Building Consent – up to school if these are wanted (school cost). Board to discuss.	
o Minor defects being worked through during the morning.	
o De-fit and demolition discussed. Allan to liaise with Paul to salvage any items.	
o Heat pumps to be removed. School to determine if to be kept. Board to discuss.	
Other correspondence	
 No other correspondence this period. 	
Discussed removal of Cherry Blossom Tree for Health and Safety Reasons and trimming of Macrocarpa Hedge on roadside of school	
Actions:-	
 Allan will request pricing to have the cherry tree removed. Secretary to find out when Orion are next trimming hedge power lines and request quotation to trim front of hedge. 	
FF&E Budget discussed.	
Actions:-	
 Allan to request a quotation for the credenza units teachers have requested for each learning spaces from Hann Construction. Principal to follow up on health and safety requirements around blinds from the Ministry. If not policy/legal requirement review at a later date. Board in agreement that a cell phone at each end of the learning blocks. Purchase 2 prepaid cell phones for health and safety reasons and mount at each end on the learning block 	
Current Rimu Class returning to library	
 Rebecca and Darren will contact Rick from MOE to discuss inserting a toilet area/wet room area and the remodeling/extending the exterior creating more space. 	
Fire Extinguishers - discuss installing/wall mounting for new building	
 Purchase a fire blanket for the kitchen area and a fire extinguisher for the new block. 	
Action: Purchase fire blanket	

	Heat pumps 2x from demolition - discussion whether to relocate		
	Action: Request quotation to mount 1x unit in the principal's office and		
	forward pricing to board.		
	Cashmere Primary School - appreciation for donation of chairs		
	Action:-		
	 The Principal will send a letter of gratitude to the Cashmere Primary School Principal and board for their generous donation to YMS. 		
3.6	Year 7 & 8 Enterprise Programme		
	Year 7 and 8 Intermediate School Enterprise Programme - (see link below	Year 7 & 8 Prospective	
	from whānau information evening which has now been shared via Hail with Rimu Class whānau - May 2023)	for YMS Website	
		Reimagining Years 7 & 8	
	- Feedback received from family expressing concerns around class		
	numbers/expected 2024 as would like to remain at YMS. A date was requested to announce the expected class roll to allow families to		
	make an informed decision for 2023.		
	Actions:		
	- Principal to share survey with senior whānau regarding intentions for		
	remaining at YMS 2024.		
	 Board agreed to schedule a date for families to view the technology 		
	department at HHS where YMS students attend weekly technology.		
	- <u>YMS Year 7&8 Intermediate Programme</u>		
3.7	Update from PTA Deferred to payt mosting		
	Deferred to next meeting		
3.8	Review our Education Outside the Classroom Policy		
	New information gathered from MOE.		
	Action:- Allan and Emma will meet to compare current school docs policy		
	and procedures document.		
3.9	Communication Strategy		
	- Resignation from Rebuild Sub-Committee member.		
	 Board, school and class communication process discussed and timeframe considerations discussed. 		
	Action:- Share the larger picture linking events from beginning to end and		
	why? Better communication and content involving the community.		

3.10 The rename feedback and planning . Discussed signage, renaming and school name returning to Yaldhurst. School withdrawing from being a Model School. Six forms of communication/feedback received from the community regarding the Rhanga gifted name Totora Tokaha. Actions: Allan will seek information /guidance from MOE regarding the option to withdraw from being called Model School. Motion: Presiding Member Resume the renaming process of YMS beginning 2024. Moved:- Board unanimous Carried 3.11 Discussed and agreed to arrange a whônau community evening in Term 3. A date that teachers are available. Action: Principal to discuss date with staff 3.12 School logo - graphic design - update Actions: - Actions: Principal to discuss date with staff - - 3.13 Rebecca will follow-up with Liz from Rûnanga for recommended graphic design contact. - Request pricing information for logo designing and opaque glass transfers (long floor to celling gaiss paneled windows) in new block using native plants to Yaldhurst. - Request pricing Member 3.13 Reimagning the YMS School Values Discussed changes being made to the HERO logo/design from YMS strategic planning. - 3.14 Staff renaming of new rebuild block 1 and classes - update Action:- Feesiding Member - HERO to remain as is. Redress the presentation/design including te reo.			
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Canterbury Plains Native Plants link Ideas:- Block 1 - Hīnau ABCD & Block 2 - Matai AB 3.15 Board Funded Teacher Aide Term 3 Motion:- Principal - Proposal cost to the board \$5000.00 for term 3, 4 hrs day - Learning Support Programme and progress report for board prepared by Catherine Corcoran. Moved: Board unanimous Carried			
Ideas:- Block 1 - Hīnau ABCD & Block 2 - Matai AB Ideas:- Block 1 - Hīnau ABCD & Block 2 - Matai AB 3.15 Board Funded Teacher Aide Term 3 Motion:- Principal - - Proposal cost to the board \$5000.00 for term 3, 4 hrs day - Learning Support Programme and progress report for board prepared by Catherine Corcoran. Moved: Board unanimous - Carried -			
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 Proposal cost to the board \$5000.00 for term 3, 4 hrs day - Learning Support Programme and progress report for board prepared by Catherine Corcoran. Moved: Board unanimous Carried Deferred till next meeting 	3.15	Board Funded Teacher Aide Term 3	
Support Programme and progress report for board prepared by Catherine Corcoran. Moved: Board unanimous Carried 4. Deferred till next meeting		Motion:- Principal	
Catherine Corcoran. Moved: Board unanimous Carried 4. Deferred till next meeting			
Carried			
4. Deferred till next meeting		Moved: Board unanimous	
		Carried	
PTA Update	4.	Deferred till next meeting	
		PTA Update	

5. Next meeting dates

Upcoming Meetings dates starting at 6:30pm:-

Wednesday 16 August, Wednesday 13 September, Wednesday 18 October, Wednesday 8 November, Wednesday 6 December.

6. Karakia to close

- 7. Meeting started:- 6:30 pm
- 8. Meeting closed:- 8:35 pm