



Minutes of Tai Tapu School Board of Trustees

Date: Tuesday 28 February 2023, 6.30pm

1.1. Present – Damian Lynch (Presiding Member), Phil O’Callaghan, Phil Griffiths, Martin Bloy, Rachael Kwok, Bernadette May (Principal), Helen Schulte (Staff Representative), Denise Keno (Board Secretary)

1.2. Declaration of interests

None

2.1 Minutes of the previous meeting – 13 December 2022

Move: That the minutes of the previous meeting be approved

Moved: Phil Griffiths Seconded: Phil O’Callaghan - Carried

3.1. Matters Arising from previous minutes

- Nil

3.1. Correspondence

Election of Presiding Member:

Phil O’Callaghan elected Damian Lynch

Seconded: Bernadette Passed: unanimous

Reconfirm Delegation of Authority:

Board retains authority and delegates to Bernadette approval of any orders for goods & services up to the value of \$2500.00

Board retains authority and delegates to Bernadette approval of any capital expenditure up to the value of \$2500.00.

Any amount to go into Term Deposit over \$2500.00 needs Board approval.

ACTION: Potential Term Deposit Strategy – Phil O & Bernadette

Approval of Might Staggs Invoice:

Board approved the Might Staggs Invoice for pool walls & fibreglass for \$57500.00 incl gst.

This aligns with progress plan, aligns with cashflow programme, so happy to progress with payment.

Camp Signoffs:

Year 5/6 camp – Board signed off

All Rams signed by every parent helper attending. Board happy with Wainui Year 5/6 Health & Safety Documentation.

Year 7 Arthurs Pass & Year 8 Orton Bradley – EOTC Proposal, Board approval subject to approval of the RAMS & any other Risk Assessment. Full Documentation to be received a fortnight prior to the camps.

4.1 Principal's Report

The Principal's Report was taken as read.

School directed to implement a refreshed English & Mathematics curriculum. All classes based on inclusiveness, developing status. To meet children's individual needs. Bernadette to put together a document to explain in full to parents. Board to give feedback prior to being sent out.

Roll Return 1st March – Full capacity. Bernadette has capacity to employ new teacher (NE teacher) with controlling bank staffing – likely to be end of Term 2.

Police Vetting – Bernadette to follow up if 3 years for Teacher Aides, Support Staff, Tutors, etc is satisfactory, or if we should recheck more frequently, or do we need to if our systems are robust. Bernadette will report back next meeting.

Whanau Engagement – Fun Run coming up. Waihora Rugby Club happy to organise a school event (possibility Term 2)

School Donations – Next meeting an update of percentage of donations received.

Triennial Review Programme:

Workplan 2023 (aligned with NZSTA plan)

Action: All Board staff to review Governance Policy (1- Board Responsibilities, 2-Board Code of Conduct). Discuss, review & minute in April meeting.

- Te Tiriti o Waitangi – Bernadette employed Core Education end of Term 4. Will provide report at next Board meeting.
- Inclusion & Wellbeing – Bernadette sent out Surveys, Years 6-8
- HR – Implementing Principal Professional Growth Cycle
- Curriculum – Updates through Board Agenda
- Budget – Approve & Monitor
- NELPS – to ensure that the Strategic Plan, Student Whanau outcomes & day to day running of the school align with the Nelps Objective.
- Board process/compliance requirements – Elect presiding member, Delegations, Strategic plan to MOE.

Bernadette to put this in Principal Report for each meeting.

ERO Update:

- Engagement meeting with Shaun from ERO (Bernadette & Damian)
- Shaun to partner with Bernadette & engage with Board Members if/when required.
- They look at Strategic goals and how to implement. They partner with us and work through for however long it takes – 6month/12months/2years

- They oversee one goal and track through with Bern. Still have evaluative component. Particular focus area will be student wellbeing, which school already covers off very well.
- ERO new process – Shaun is working with 40 schools all of which have 8 categories of compliance
- NZSTA – checklists of what Board should be doing 2023. Board is already ahead of schedules.

5.1 Finances

December Financials looking good. Working capital in positive.

Phil O to look at term deposits for next board meeting.

6.1 Workplan

Pool – Do we have an update on Covid Funding? Still waiting, Bernadette to follow up. On schedule for 7th April, covered & heated

Health & Safety – Hinges to be fixed, currently.

7.1 Standing Items

Nil

8 General Business

Nil

Next Meeting – 04 April 2023

Meeting closure

Meeting closed 9.01pm

Signature: _____

Chairperson – Tai Tapu School Board

Date: _____