

**Tihiraki North Loburn School  
Minutes of the Meeting of the  
SCHOOL BOARD of TRUSTEES  
Held at 5.30pm, Tuesday 10 September 2024**

**PRESENT:** Andrew Wells (Presiding Member), Kate Hassall (Principal), Anna Webb (Staff Representative), Paul Robinson, Emma Manson, George Meyer, Lucinda Denton, Brooke Simpson (Board Secretary)

**APOLOGIES:**

**MINUTES BY:** Brooke Simpson (Board Secretary)

**1) ATTENDANCE**

- a) Apologies  
N/A
- b) Conflict of Interest  
Paul Robinson

**2) ADMINISTRATION**

- a) The minutes from the previous meeting were tabled.

**MOTION:** That the Minutes of the BoT meeting held on 6 August 2024, having been circulated, be approved as a true and correct record of that meeting.

**Moved:** Lucinda Denton

**Seconded:** Paul Robinson

**Carried**

**b) Correspondence**

- i) Incoming
  - Principals Report
  - Finance Report
  - Property Report

**3) ACTION ITEMS**

- a) As per action items document.

**4) PRINCIPALS REPORT**

**Matters arising**

- a) GTT/PTP/Sustainable Science programme discussion amongst the board
- b) Feedback on pros and cons of planting around tanks from Enviroleaders
- c) Planned alterations to the Annual Implementation Plan for 2025
- d) Latest Yr 4-8 maths and Yr 0-8 writing results

PAT testing tool - Math. Term 1 and Term 3 results. Adaptive test for some students who were higher achievers. Year 4 showed a great improvement from term 1 - term 3 results.  
e-asttle writing test - seniors - persuasive writing, juniors recount writing, again very positive results.

- e) Farewell for Maxine Bennett 2pm Friday 27 September
- f) Submission on Landfill Resource Consent Application. Emma will assist the board with their submissions.
- g) Update on BYOD Google form feedback  
12 responses to the survey sent out to all parents. BYOD policy moved by the board.
- h) Time to meet to discuss Board Assurance Statement for ERO  
ERO - Initial zoom meeting was held on the 6th August with Evaluation Partner. Kate has proposed the board getting together to look over the School Improvement Framework and Board Assurance Statement for ERO on the 3rd November at 9am.
- i) Including Māori language in our School Docs policies  
The board agreed to include Maori words in our School Docs.
- j) Green Gold Enviroschool 10 year Anniversary celebrations 23rd September.
- k) Board training commitment - 12 November - Running Board meetings and principal's PGC's.  
Further details to come.
- l) Discussion on the change to enrolment schemes for St Joe's Rangiora and St Pat's Kaiapoi.

**MOTION** based on the survey results from the school community the board agrees to move to a BYOD "bring your own device" policy for year 7 & 8 students, beginning with year 7 students in 2025.

**MOVED Andrew Wells**

**SECONDED Paul Robinson**

**CARRIED**

**MOTION** The Board agrees to use funds from ICT donations to purchase 6 new iPads from RevIT for \$4,333.55 (incl GST and iPad covers).

**MOVED Kate Hassall**

**SECONDED Anna Webb**

**CARRIED**

**MOTION** Principal report read and received.

**MOVED Anna Webb**

**SECONDED George Meyer**

**CARRIED**

## **5) NATIONAL ADMINISTRATION GUIDELINES**

- a) **Strategic Plan**  
As per the principal report
- b) **Staffing and Personnel**  
As per the principal report

Principal appraisal completed with an overall satisfactory result.  
Staffing notice for 2025 will be received on Friday 13th September.

**c) Property**

3 window panes need replacing, this will be getting quoted. Kate will check with the insurance company to see if this cost would be covered in our policy.

Meeting regarding landfill was held on the 27th August. This affects us due to being land owners. All board members should individually submit their submissions.

Onsite building update meeting held. Looking to paint the entire admin block interior, upgrade heating and carpet if budget allows. Board money might be used.

**d) Finance**

As per the principal report

**e) Health and Safety**

As per the principal report

**6) POLICY REVIEW - TERM 3**

Key review topics:

- Concerns and complaints policy (Board review)
- Media
- Performance management (Board review)
- Professional development
- Protected disclosure (Board review)
- Staff conduct
- Staff leave

*Concerns and complaints policy* - the register is kept locked away and only concerns and complaints that come to the board's attention are recorded in the register. If none, it should still be recorded at board meetings that we have received no concerns or complaints.

*Performance management* - consists of a cycle of appraisal or professional growth and may include an annual summary report. Discussion amongst board.

*Professional development* - North Loburn School provides equitable opportunities for professional development. Discussion amongst board.

*Staff leave* - The board delegates management of staff leave to the principal while keeping management responsibilities in certain circumstances. Discussion amongst board.

All board members have received and read the board related policy reviews.

**7) HOME AND SCHOOL**

N/A

**8) STAFF REPRESENTATIVE**

The staff have received and read the term 3 policy reviews.

## 9) GENERAL BUSINESS

- a) E-Motions moved outside of meeting

**"MOTION** move that the North Loburn School Board of Trustees resolved to apply to Lion Foundation for a grant of \$2,880 (GST excl) for the repainting of court markings on the sports courts on behalf of North Loburn School.

Moved Anna Webb

Seconded Lucinda Denton

**MOVED**

## IN - COMMITTEE

**In-Committee MOTION:** That the public be excluded from the following part(s) of the proceedings of this meeting. The grounds are that the matter(s) is one of personnel and the reason is to protect the privacy of the individual(s). The motion is proposed to comply with Section 48 of the Local Government Official Information and Meeting Act 1987.

**Board went in-committee at 7.15pm.**

**Board came out of in committee at 7.57pm**

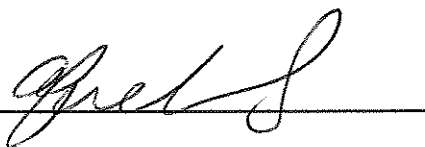
## 10) NEXT MEETING

- a) Tuesday, 5.30pm 29th October 2024  
b) Tuesday, 5.30pm 3rd December 2024

**Meeting Closed: 7. 57pm**

**Presiding Member Approval of the 10 September 2024 meeting minutes**

Andrew Wells



Dated

29/10/24