**Tomarata School Board of Trustees Minutes**

**Date: 19th February 2020 Location: Board Room**

**Attendance: Cherylene Neels, Sheila Russell, Jason Kerrisk, Chris Rhodes, Jeanette Mabin, Betsy Tipping, Joanne Tischik, Vicki Rambaud ( secretary)**

**Apologies: Nil**



**Welcome**

**Minutes of the previous minutes**

Minutes of the meeting held on 11th December 2019 be approved and adopted as a true and correct record)

Jeanette/Betsy

Carried

001/19th Feb

**Matters Arising**

Nil

**Declarations of Conflict of Interest**

Chris CRT teacher

Betsy/ Cherylene

Carried

002/19th Feb

**Correspondence**

End of Statutory Intervention

Betsy/Cherylene

carried

003/19th Feb

**Appointment of board chair & Deputy chair**

Sheila Russell to be appointed Chair

Betsy/Chris

Carried

004/19th Feb

Betsy Tipping to be appointed Deputy Chair

Jeanette/Jason

Carried

005/19th Feb

**Adoption of annual board plan**

This is a living document. Jason to see if any property items could be added to help his planning. Strategic review to be updated with our new values to explore what they mean to us throughout the year. Addition of deep thinking review term 3-4 when STD came back in for progress check.

Motion to approve plans dates for rest of year

Chris/ Jason

carried

006/19th Feb

**Review of Board Protocols 10.1.3 - expectations**

Confidentiality Vision of Unity

 **C Rhodes Leave of absence T2**

28th April May June Chris is away will be back for August meeting Resolution Granted leave of absence for three meetings but will try to Skype meetings from Japan

Cherylene/ Betsy

Carried

007/19th Feb

**Approval of budget 2020**

Budget not ready due to Ed Services delay. Kerry Dean to do with principal and to be finalised by electronic poll

**Charter 2020- draft.**

Documentation not submitted until meeting. principal handed out and read through at the meeting.

Addition of Ti Tiriti O Waitangi to be added into the wording.

Board to take and read - can pass by poll or convene a meeting if clarification needed

**Analysis of Variance Reporting**

Documentation not submitted as a board paper prior to the meeting. Principal explained the document. Board to take and read . can pass by poll or convene a meeting if clarification needed

**Designation of Kerry Deans as Executive Officer for IRD**

The Tomarata School Board of Trustees confirms Kerry Dean as Executive Officer for the purpose if MyIR File Login, and confirms Cherylene Neels as “Owner”, with delegated authority to appoint an executive office holder

Chris/ Jeanette

Carried

008/19th Feb

**Pub Charity Application R7**

Application approved for Pub Charity application



Joanne/Jason

Carried

009/19th Feb

**Principals Report**

Approve allocations of Units

 Betsy/ Chris

Carried

010/19th Feb

Principal presented report

Cherylene/ seconded

Carried

 011/19th Feb

**Finance Report**

 **Approval for payments**

Following recommendation from the principal the Payments for ( November 2019), totalling $27,640.08 were approved.

Chris/Joanne

Carried

012/19th Feb

**Property Report**

$3313.50 approved for orchard area project

Quote from Gareth Taylor for installing posts has been received. Rails and chicken mesh are needed. old wood left over from dismantled classrooms will probably be enough, therefore we will have to purchase chicken mesh.

Accept quote for Alarm systems to be set up $1170.50 Insite Security

Jason/Chris

 Carried

 013/19th Feb

**Board Discussions**

First Aid refresher course for all staff members open to extra people to take part

Blanket consent form for trips specific activities eg , library , museum agreeing to low risk activities - Principal to look into this further

Wayne Hodgetts to do digger work for Pump track

Chicken Coop

Pergola, Pizza oven

Police vet for all Board members- agreed… to be arranged

**Action List**

**All- Review Charter**

**Jason- Potentially add property items to annual board plan**

**Cher- Book First Aid Course**

**Vicki- Police Vet forms to BOT members**

**Meeting closed 9.45 pm**

**Date of Next meeting 18th March 2020**

Signed as a true and correct record of proceedings

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Sheila Russell

Chair, Tomarata School Board of Trustees Date