



## Tomarata School Board of Trustees Minutes

14th April 2021

Location: Tomarata School Meeting opened 7.07pm

### 1. Administration

**Present:** *Cherylene Neels, Betsy Tipping, Chris Rhodes, Jason Kerrisk, Jeanette Mabin, Jo Tischik, Sheila Russell, Sue Sinclair (Minutes Secretary)*

**Apologies:** *nil*

**Declarations of Interest:** *nil*

### 2. Policy Review

2.1 *Strategic Planning Policy*

3.1 *Good Employer Policy*

Jeanette/Sheila  
Carried 001/14th April

### 3. Monitoring

#### **3.1 Principal's Report**

Cherylene will request the current school map from Griffiths and Sheila will organise changes

School Credit Card - after discussion and review of the Credit Card policy (Financial Management Policy 4.1, guideline C) a motion was put forward to get one. It was agreed that the limit is to be \$1500.

Cherylene/Jason  
Carried 002/14th April

#### **3.2 Equal Employment Opportunities**

4.10 *Equal Employment Opportunities Policy*

Elect EEO Officer for Tomarata School - Cherylene will ask for expressions of interest and nominations from the staff.

Cherylene gave an overview of the outcomes of the 2 Teacher Only days (6 & 7 April) with Poipoia to kanoa kia puawai, local curriculum, GROW values, etc, and moving forward from 2021.

Move Principal's Report Cherylene/Betsy  
Carried 003/14th April

#### **3.3 Numeracy Report**

1.1 *Curriculum delivery*

1.2 *Assessment, Reporting and Evaluation*

Kirsten has updated HERO in relation to this report.

#### **3.4 Digital technologies Review**

1.1 *Curriculum delivery*

1.2 *Assessment, Reporting and Evaluation*

Discussion on the need to promote this area of learning to parents. Year 7 & 8's have already signed Essential Agreements and Year 5 & 6's are in the process. 15 new ipads have been purchased.

Betsy/Sheila  
Carried 004/14th April

#### **3.5 Finance and Audit Report**

4.1 *Financial Management Policy*

It was advised by the Auditors that any jobs done will need to have an order number.

Chris has discussed budget over spends with Cherylene and is satisfied with the explanations. Cherylene elaborated more on the Crest Clean contract and the Support Staff wages over spends. Cherylene will seek clarification from Leading Edge on the BOT Teacher Salaries.

### **3.6 Property Report**

*4.2 Property and Asset Management Policy*

## **4. Strategic Discussions**

### **4.1 NZSTA Conference and Principal's Appraisal Update**

3.1 Good Employer Policy

3.5 Performance Management Policy

**4.2 Hautu Guide Phases of Readiness** - a shared document will be created for Board members to access and contribute to.

2.2 Self Review

1.3 Achievement of Maori Students

## **5. Identify Agenda items for next meeting**

The Arts review

Community Hui

Schools that Deliver

Annual report to MoE

## **6. Administration**

### **6.1 Confirmation of minutes**

Minutes of the meeting held on 24th March 2021 be approved and adopted as a true and correct record

Betsy/Cherylene  
Carried 005/14th April

### **6.2 Correspondence**

Incoming: *Proposal from Mary Wilson re Appraisal*

Outgoing: *Letters to Leon Richards, George Russell and Amy Watson-Walker*

Betsy/Chris  
Carried 006/14th April

## **7. Meeting Closure**

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

**\*\*in committee to add: in at 8.30pm - out 8.40\*\***

Meeting closed 8.35pm

Next meeting: 26th May 2021

*Signed as a true and correct record of proceedings*

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Betsy Tipping

Chair, Tomarata School Board of Trustees

Date