



3Tomarata School Board of Trustees Minutes

26th May 2021

Location: Tomarata School Meeting opened 7.06pm

1. Administration

Present: *Cherylene Neels, Betsy Tipping, Chris Rhodes, Jason Kerrisk, Jeanette Mabin (late, arrived 7.25pm), Jo Tischik, Hagan Logue (visitor), Sheila Russell, Sue Sinclair (Minutes Secretary)*

Apologies: *nil*

Declarations of Interest: *nil*

2. Strategic decisions

2.1 Election of Board Chair

Cheylene nominated Jason Kerrisk to be the new Board Chair

Cherylene/Betsy
Carried 001/26th May

2.1.1 Jason moved that Hagan Logue will be co-opted onto the board from today's date. Jason will induct Hagan.

Jason
Carried 002/26th May

2.2 Policy Review

5.2 Emergencies and Evacuations Policy

3.4.1 Protected Disclosures Policy

Jo/Betsy
Carried 003/26th May

2.3 Schedule of delegations 10.1.4

Clarification of fixed assets permissions - even if the item is below threshold the Board must be consulted.

3. Monitoring

3.1 Principal's Report

Wormald security audit - Rooms 2, 3 and Rata Room need to be alarmed. Cherylene will organise getting quotes for this.

Pool Chlorinator - Alan will investigate if the company will repair this even though it is just out of warranty.

Communications - A quote has been obtained for a communications system between the office & classrooms. This will be budgeted for in the 2022 budget.

Budget adjustment - Operations Grant has decreased because of student numbers. Discussion on other areas of concern.

Flu vaccination - one staff member will be funded for this

Move Principal's Report Cherylene/Chris
Carried 004/26th May

3.2 Equal Employment Opportunities

4.10 Equal Employment Opportunities Policy

There have been no expressions of interest so Cherylene has said she will do this.

3.3 Arts Review - to be tabled next meeting

1.1 Curriculum Delivery

1.2 Assessment Reporting and Evaluation

3.4 Annual Report - to be covered in-committee

1.1 Curriculum Delivery

1.2 Assessment Reporting and Evaluation

3.5 Finance and Audit Report

4.1 Financial Management Policy

The Principal read through the finances however the Board has not yet seen these, due to Leading Edge's confusion over timings of deliverance of reports.

3.6 Property Report

4.2 Property and Asset Management Policy

Septic Tank area - Jason will organise getting this sprayed and cleared.

4. Strategic Discussions

4.1 NZSTA Conference and Principal's Appraisal Update

Governance Framework

3.5 Performance Management Policy

Betsy recommended budgeting for 2 Board members to attend the conference in 2022.

All have read Betsy's report.

Moved Board Chair's conference report Betsy/Jeanette
Carried 005/26th May

4.2 Hautu Guide Phases of Readiness

2.2 Self Review

1.3 Achievement of Maori Students

Discussion over what this means and how it can be implemented.

4.3 In Committee - Personnel

In-committee at 8.30, out of in committee

5. Identify Agenda items for next meeting

Mid year achievement

Cultural responsiveness

Parent reporting

Roll return

Board Code of Conduct

6. Administration

6.1 Confirmation of minutes

Minutes of the meeting held on 14th April 2021 be approved and adopted as a true and correct record

Cherylene/Betsy
Carried 006/26th May

Minutes of the in committee meeting held on 14th April 2021 be approved and adopted as a true and correct record

Jason/Jeanette
Carried 007/26th May

Minutes of the Special in committee meeting held on 5th May 2021 be approved and adopted as a true and correct record

Betsy/Sheila
Carried 008/26th May

6.2 Correspondence

Incoming:

In Committee: Letter from NZSTA

In Committee: Letter from MOE

In Committee: Letter from Staff member

In Committee: Anonymous letter

Board Chair resignation - Betsy Tipping

Cherylene/Jo
Carried 009/26th May

Public Excluded

I move that the public be excluded from— the following parts of the proceedings of this meeting, namely, agenda item **Details**

*This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: **The briefing includes sensitive information in relation to employment and therefore the grounds are to protect the personal privacy of natural persons. The briefing also includes information of a sensitive financial nature**

Chair
Carried
010/26th May

Sue left the meeting. 8.45pm move into committee

Motions passed in committee

The board accepts a staff request for Maternity and special leave.

Betsy/Jeanette IC1 26th May 21

Table anonymous letter received in school Fri 21st May via Oranga Tamariki.

Cher/Betsy IC2 26th May 2

The board tables the management report for the 2020 Audit.

Cher/Chris IC3 26th May 21

Move out of committee 9.05pm

7. Audit

The 2020 Audit from Haynes Norton be accepted

Cherylene/Chris
Carried 011/26th May

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Meeting closed 9.15pm

Next meeting: 30th June 2021

Signed as a true and correct record of proceedings

Jason Kerrisk
Chair, Tomarata School Board of Trustees

Date