



Tomarata School Board of Trustees Minutes

30 June 2021

Location: Tomarata School Meeting opened 7.09pm with a karekia

1. Administration

Present: *Cherylene Neels, Betsy Tipping, Chris Rhodes, Jason Kerrisk, Jeanette Mabin (via Zoom), Jo Tischik, Hagan Logue, Sheila Russell, Pip White (visitor) Dee Pollock (Minutes Secretary)*

Apologies: *nil*

Declarations of Interest: *nil*

2. Strategic decisions

2.1 Policy Reviews

5.2 Emergencies and Evacuations Policy

- To be signed and filed
- Everyone to familiarise themselves with this policy
- A copy needs to be clearly displayed in the office
- The new acting principal is to be advised on these policies

3.4.1. Protected Disclosures Policy

- Letterhead to be added
- To be signed and filed

1.2 Assessment, Reporting & Evaluation (to be updated)

- Assessment on Hero to be aligned

Board Chair
Carried 001/30 June

3. Monitoring

3.1 Principal's Report

Move Principal's Report Chris/Sheila
Carried 002/30 June

3.2 Mid Year Achievement (On Screen)

Data is looking good compared to last year. The goal was 80% sitting at their year level. Years 2 and Year 7 need to be monitored.

Every term this is accessed by the Principal and staff, sharing ideas and discussing improvements with each student.

Action: *Analysis by Cherylene in the term break and distributed to the board.*

New Hero information was shown to the board about the parent's portal and being able to see the progress of their child. A guideline to parents on how to understand the reporting process will be sent out before they are able to access this information.

Action: Cherylene to compile this information to be sent to parents.

3.3 The Arts

Report tabled from Andie McGuinness

3.4 Creative In Schools - Project timeline

Geva and Mindy are working until the end of the year as this is funded from Creative In Schools grant (MOE). Room 5 are training to become teachers and teach art in the library at Wellsford in the holidays. A very positive experience for these children and good promotion of the school.

Footsteps dance has been part of the school curriculum but due to expense this has now been cancelled. Their last visit will be next week and the contract is now discontinued.

3.5 Finance

To be discussed in committee

3.6 Property

Report tabled

Alarm System Rooms 2,3 and Rata Room

Three companies were called but only one has been on site to quote for the new alarming required. This quote was from Total Security - \$800.00 plus gst.

It was discussed that there should be another quote and once this is done it will be emailed to the board and a final decision will be made. Funding for this will come out of the property budget.

Action: Dee to call two other companies to get quotes then send them to the board for approval.

Painting

This is to be put on hold until we know what is decided in future planning for the Rata room.

Septic Tank Issues

This will be sprayed and cleared this week.

Board Chair
Moved 003/30 June

4. Strategic Discussions

4.1 Ta Ara Huarau

Governance Framework

3.5 Performance Management Policy

The school is now at the developing stage and aligning to the strategic plan. These meetings are used for the evaluation process. The board and school are actively involved with ERO and have made huge achievements.

Action: It was discussed that the website is updated to reflect these details.

Betsy/Chris

Carried 005/30 June

4.3 In Committee - Personnel

To be discussed in- committee

5. Identify Agenda items for next meeting

- *Roll Return*
- *Literacy Report*
- *Cherylene's Appraisal*
- *Policies 1.2, 3.5*
- *Board Protocols*

6. Administration

6.1 Confirmation of minutes

Minutes of the meeting held on 26 May 2021 be approved and adopted as a true and correct record.

Betsy/Chris

Carried 006/30 June

6.2 Correspondence

To be discussed in committee

Incoming:

Letter from: Jenni Woodside - accepted

Letter from: Leading Edge Services - delayed signing until meeting held with Rebecca Cook and Kerry Dean

Board Chair

Carried 007/30 June

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**

Board Chair
Carried 007/30 June

Dee left the meeting at 8.45pm - move to in committee

The board moved into committee at 8:47pm

Break for coffee

Meeting resumed at 8.55pm

Jo Tischik left meeting at 10.30pm

Motions passed in committee

Motion: To broaden the scope of Wayne Parkinson for employment advice to cover all employment issues.

Board Chair
All in favor
IC1/30 June

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Meeting Closed: 10.42pm

Next meeting: 7.00pm Wednesday 28 July 2021

Signed as a true and correct record of proceedings

Jason Kerrisk
Chair, Tomarata School Board of Trustees

Date