



Tomarata School Board of Trustees Minutes

28 July 2021

Location: Tomarata School Meeting opened 7.11pm

1. Administration

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

Apologies: *nil*

Declarations of Interest: *nil*

2. Strategic decisions

2.1 Policy Reviews

1.4 Individual Needs Programmes

- Needs to be updated IPP
- To be signed and filed

10.1.2 Board Meeting Procedures

- Needs to be updated
- To be signed and filed

10.1.3 Trustees Code of Behaviour

- Needs to be updated
- To be signed and filed

Action: *Shelia to add in the appropriate information about confidentiality with social media.*

Betsy/Cherylene
Carried 001/28 July

3. Monitoring

3.1 Principal's Report

Move Principal's Report Betsy/Jeanette
Carried 002/28 July

Alarms System Rooms 2, 3 and Rata Room

It was agreed that we proceed with the quote from Total Security \$800.00 plus gst as no other Alarm company has turned up to quote. Insite Alarms promised to quote after two phone calls but never came into the school.

New Phone System

Matakana IT have sent a quote to fix our current phone situation of crossed lines, and lines cutting out when it rains. This is a crucial requirement for the school communication and the new phone system also allows easy communication within classes too. Lynette is going to apply for funding.

Tinker Trolley Platform System

This system is set up for STEAM projects and great for GATE children. He has offered this programme to the school for \$3870 or with the 3D printer \$4,760. It was discussed that this comes out of the fireworks budget but decided we look to hold off for 6 months and this is looked at in the next budget rounds or try and get a grant to help fund this system.

Action: Cherylene to ask if this offer can be put on hold for 6 months.

Tomorata - History of the Name

It was discussed a wall display would be made at some point in the future (to be budgeted for) to illustrate the history of the name/school. This would need to be in consultation with Ngāti Manuhiri.

Board Chair

Carried 003/28 July

3.2 Mid Year Achievement

Even though we are halfway through the year, there are some continued strategies to target. So much better than the previous year and this is great information to analyze. Hero has been instrumental with helping track this information.

3.3 Roll Return

Cherylene sends a letter to the parents as well as the local kindergartens to get an estimate of children attending the school and other siblings coming in the future. Lots of factors create a loss in roll numbers. It was discussed that if buses were offered in the Mangawhai region this could help boost the roll but currently this is not available.

An open day in term 4 will be planned and Cherylene is also speaking with local Kindergartens to invite them to this event.

3.4 Finance June

BOT teachers salary overspend.

Action: Cherylene to discuss BOT budget line with Kerry Dean on Thursday 5 August at the finance seminar.

3.5 Leading Edge Services Letter

Action: To be signed after finance seminar

3.6 Bayleys Rental Income

Board Chair

3.7 Property Report - June

Nil

Jo has been added to the property committee as she will be helping to manage work done around the school.

Still waiting for weeds to be sprayed. Onehunga weed will now be done at the same time.

Alarms System Rooms 2, 3 and Rata Room

It was agreed that we proceed with the quote from Total Security \$800.00 plus gst as no other Alarm company has turned up to quote. Insite Alarms promised to quote after two phone calls but never came into the school.

New Phone System

Matakana IT have sent a quote to fix our current phone situation of crossed lines, and lines cutting out when it rains. This is a crucial requirement for the school communication and the new phone system also allows easy communication within classes too. Lynette managed to apply for the funding regarding Tomarata School being remote and in a rural area.

4. Strategic discussions

4.1 Helping Hands - Memorandum of Understanding

Form structured documentation and a group of BOT members to work with Helping Hands Chair to clarify documentation. It was also suggested a Helping Hands representative would be good to join the BOT.

Action: Jason to work on this with appointed BOT

Fireworks

Jason joined the Fireworks meeting and they are running things a little differently this year. They have come up with an idea of having sponsorship packages for each company. Helping Hands fireworks committee budget has been shared.

Cheylene's Appraisal

Heather has not been in contact.

Action: Cherylene to follow up.

ERO Report

The ERO report needs to be changed on the website so the link does not show our old website information and to also check links in the newsletter.

Action: Dee to update and check.

Betsy/Chris

Carried 005/28 July

5. Identify Agenda items for next meeting

- *Value Ownership*
- *Literacy Presentation - Robyn Sibtsen*
- *Policy 5.1*
- *Maori Pasifika focus*
- *Principal Performance agreement approved*
- *Community Hui*
- *Health Curriculum consultation*
- *Grants sub committee update*

6. Administration

6.1 Confirmation of minutes

Minutes of the meeting held on 28 July 2021 be approved and adopted as a true and correct record.

Betsy/Chris
Carried 006/28 July

6.2 Correspondence

Incoming:

Letter from: Leading Edge Services

Board Chair
Carried 007/28 July

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Meeting Closed: 8.24pm

Next meeting: 7.00pm Wednesday 25 August 2021

Signed as a true and correct record of proceedings

Jason Kerrisk
Chair, Tomarata School Board of Trustees

Date