



Tomarata School Board of Trustees Minutes

29 September 2021

Location: ZOOM meeting online Meeting opened 7.11pm

1. Administration

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

Apologies: *nil*

Declarations of Interest: *nil*

2. Strategic decisions

2.1 Policy Reviews

10.1 Board of Trustees Governance

- To be updated and readdressed at the next meeting

Action: Dee is to look at the NZSTA website to compare that this is correct and in alignment with the MOE requirements

3. Monitoring

3.1 Principal's Report

Move Principal's Report Betsy/Jeanette
Carried 001/29 September

Property

The changing sheds project was overrun and a contribution from the BOT is required of \$1532.54 to cover this amount. The board moved to cover this amount.

Moved to pay the invoice Cherylene/ Hagan
Carried 002/29 September

Personnel

Due to Covid pushing out Dee's start date in her new job she has agreed to keep working for the school and as secretary. She will advise as soon as she has details about her new start date hoping that this takes effect at the end of Term 4.

Term Dates for 2022

There was a discussion about these dates and agreed on the following new term dates for next year.

Term 1

Thursday 3rd February - Thursday 14 April

Term 2

Monday 2 May - Friday 8 July

Term 3

Monday 25 July - Friday 30 September

Term 4

Monday 14 October - Thursday 15 December

Staff

Great news came through this week and we have provisional staffing on 120 students, at this stage and extra teacher allowance including a day's release for the DP.

Cherylene also liked to inform the board that the staff have been doing a lot of PD in Lockdown and this has been really positive for everyone.

Lockdown Lessons

It was discussed that there should be a consistency of teaching across the classes as this seems to be different at the moment and some planning should be done for any future lockdown. It would be good to encourage a whole school quiz and house points as this worked well in the past with keeping the school together.

Talking with other schools we have a very high engagement of children even though we appreciate how hard this can be for parents. Lynette dropped off packs to families that can not attend classes online and Cherylene has been following up on other families that have not been present to take the time to check things are okay.

Moved Principals report
Jeanette/Jason
Carried 003/29 September

3.2 Finance

\$1000 overspend on the Personal Development should be put onto Cherylene's budget.

4. Strategic discussions

4.2 Fireworks

Sadly this has been cancelled for the year and communication has been sent to all the families as well as sponsors being refunded. We could not start the process and put money

into this when it would have to be shut down due to Covid levels around numbers attending events. A decision had to be made before we started spending money to prepare for this. Some of our families are wanting to donate payment for their tickets anyway, and the committee is still looking to run the raffle.

We can look to organise a Colour Run as a new fundraiser in Term 1 2022, so this could be something to look forward to.

Budget

Current budget of \$22,000 will need to come off to be adjusted with Kerry from Fireworks. Cherylene has Rebecca coming in to look at the budget and it would be good if someone from the board would come to the meeting about this too.

Show Day

We will also be losing out on stalls but maybe look to have donuts and sausage sizzles running.

Vaccinations

A mobile vaccination clinic could be able to visit the school but the board agreed that this should be something held in a community hall.

Auditors

Local schools have been contacted to see how much they have paid and who they have used as our auditors costs have gone up \$3000.00. As we now have finances online and easy new and efficient systems this should reduce costs for our next audit.

Action: Cherylene is going to go back to the Auditor General and explain our costs versus other schools who are much larger in the area but paying less in auditors fees.

Funding for security measures

The new phone system, fire alarm linked with the fire brigade, and alarm system for Rata room etc will be paid. The MOE went to Griffiths to get this done.

4.3 In Committee

In-committee: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**

Moved Sheila/Jason

Carried 005/29 September

Dee left the meeting at 8.40pm to allow the rest of the Board to move in- committee.

The board moved into committee at 8:40pm.

Meeting resumed at 8.45pm.

Personnel was discussed but no motions were passed.

5. Identify Agenda items for next meeting - Carried over due to Covid

- *Literacy Presentation - Robyn Sibtsen*
- *Policy 10.1, 10.1.1*
- *Community Hui feedback*
- *Health Curriculum consultation*
- *Grants sub committee update*
- *Review of Strategic Plan*
- *Succession Planning - Board*

6. Administration

6.1 Confirmation of minutes

Minutes of the meeting held on 25 August 2021 be approved and adopted as a true and correct record.

Board Chair

Carried 003/29 September

6.2 Correspondence

Betsy's letter is tabled as this is her last meeting with us. A huge thankyou for stepping into the BOT Chairperson's role which has helped immensely. We will have a proper farewell when we can all get together soon.

The Board asked if Betsy could still remain on the complaints sub committee based on the historical information she has received but not with any new information.

Board Chair

Carried 004/29 September

7. Meeting Closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Meeting Closed: 9 pm

Next meeting: 7.00pm Wednesday 27 October 2021

Signed as a true and correct record of proceedings

Jason Kerrisk

Chair, Tomarata School Board of Trustees

Date