



## Tomarata School Board of Trustees Minutes

24 November 2021

Location: ZOOM meeting online Meeting opened 7.07pm

*Karakia was done to open the meeting*

### 1. Administration

**Present via Zoom:** *Cherylene Neels, 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

Dee and Hagan were unable to meet and it was agreed that this part of the Board of Trustees policies needs to be looked at and revised to fit the updated framework.

Cherylene, Jason and Hagan agreed to be part of the new group to work on this as Dee has resigned and this will be her last meeting.

*Action: Cherylene, Jason and Hagan will meet early in the new year to work through these policies and update them.*

Moved Cherylene /Hagan  
Carried 001/24 November

### 3. Monitoring

#### 3.1 Principal's Report

Moved Principal's Report Cherylene/Jeanette  
Carried 002/24 November

#### **Student numbers**

There are more families on the move and sadly the Ryan family will be leaving us too. On a positive note we have a student returning to our school in the new year.

#### **ERO**

Jason and Cherylene have completed all the information needed. At this stage an action plan will be formed for next year by Robert Minahin, when they get back in touch.

#### **Back at school**

Great to see children back at school and all the effort put in to make this work from the staff. Some children may need counselling due to the lockdown and getting them back into normal routines. We have been given a fund from MOE that will help with this.

Physical activities, swimming, gardening, Nature classroom and Hunger ball have made a huge difference with the students. Hunger ball is free of charge- thanks to Chris organising this.

### **Show Day**

There were many positive responses to Show Day and it featured several mentions on our local More FM radio station.

### **Back to School**

The MOE will not be changing the structure that has been put in place through to the end of the year. A small number of parents are not sending their children back this year but hopefully school will be back to normal with their attendance next year.

Rapid Resurgent funding will help with the Year 8 art mural, Bricks programme (for peer relationships resource), Maker Space - getting equipment. We have to report to the Ministry what we have used the funding - prime objective is the engagement of students.

### **Phone System**

This is up and running and working well.

### **Staffing**

Teacher Aides have all been spoken to and have agreed with the new hours for 2022.

Dee will be leaving us as this is her last meeting. She is happy to help train Heather Thomas to take over the secretary role and also provide website training.

### **Promoting the School**

The BOT needs to assist the Principal and DP with coming up with a really good plan to promote the school to help grow our numbers. Things suggested: an open day, media updates on Facebook, family picnics, beach day, whānau pizza nights, and movie nights could be some good avenues to look at. We need to work as a team. All very positive.

### **Schools to deliver**

Assessing whether we will continue? Strong possibility we will pull out as this will cost a further \$16K. Can we defer or take a year's leave? Cherylene is meeting with Mary Monday to look at what can be done. Luckily we still have got Brent to help us.

## **3.2 Finance**

### **Accounts**

October accounts have been received and the auditors have been informed that we have agreed to pay the fee increase next year.

### **3.3 Budget - Draft**

OPs grant funding is for 120 students. The MOE will take back the funding in the next grant drop should we not reach 120 students on July 1st. Funding for 85 students is \$166K, which is \$77 less. The safest thing to do is to budget for 85 students. So today Vicki,

Lynnette and Cherylene worked through two budgets, one higher, and the other is the best case scenario. Time was spent chopping spending areas to get the deficit smaller. The highest scenario was -\$79K and the lowest one was -\$39K. The cuts need to be ruthless as we can't rely on roll growth. We can only draw from kids around the Wellsford and Mangawhai area which can be minimal.

#### **Ideas on augmenting the budget**

House Captains - fundraising entrepreneurial ideas; Fireworks Event; RTLB - teacher aide hours, Lego therapy; Helping Hands can raise \$4K (from lunches, disco's) to contribute. Slashing printing/stationery, photocopying, hospitality, subscriptions, and medical supplies. Keeping Language and Literacy the same as this is a key area of focus next year. The Principal appraisal can carry on with Aaron doing this in 2022 to cut costs. The PD is to be kept very low. Cyclical maintenance can also be pushed out for next year and general improvements such as tree maintenance can also be pushed out. The DP can also pick up some relieving to save in this area. We do not lose the allocation for staffing. Can't afford Chemwash, just need to have a working bee to help with things like this but a quote will be needed to clean the gutters. There is also a Fun Run planned and a raffle which will help.

#### **Revised Budget**

Version 3 to be sent out to the board as soon as possible and Lynnette is looking at any Grants we can apply for to also help with reducing the deficit.

*Action: Cherylene to send revised budget to all the BOT.*

## **4. Strategic discussions**

### **4.1 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 005/24 November

The meeting moved into in committee at 8.25pm and Dee left the meeting at 8.38pm.

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

Due to Covid this is being reviewed closer to the time of the meeting date depending on the Board of Trustees being able to meet in person and not by Zoom.

## **6. Administration**

### **6.1 Confirmation of minutes**

Minutes of the meeting held on 27 October be approved and adopted as a true and correct record.

Cherylene/Jason  
Carried 003/24 November

### **6.2 Correspondence**

Chris Rhodes resignation from the BOT via email.

Cherylene/Jason  
Carried 004/24 November

## **7. Meeting Closure**

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

Meeting Closed: 9:30 pm

Next meeting: To be confirmed in February 2022

*Signed as a true and correct record of proceedings*

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Jason Kerrisk  
Chair, Tomarata School Board of Trustees

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Date