



## Tomarata School Board of Trustees Minutes

commencing at 7.00 pm on 31 May 2023      **Location: Tomarata School**

Attendance: Jason Kerrisk, Hagan Logue, Barbara Bartlett, Chris King, Jeanette Mabin, Pip White, Heather Thomas (secretary) Siobhan Reid, (zoom)

**Apologies: Paula Bishop**

---

### Declarations of Interest

Nil

### Strategic decisions

#### Fireworks Report

Paula has a report from Libby, correspondence is happening between vendors, needing to get someone in to cover parking and transport, discussion was had on costs to pay to them, look at maybe the Surf Club. Talked to Happy Fish, apply for grants to help cover some costs. Talked about the Insurance quote. Ideas for other ways to raise more money, like raffles, silent auctions, glow items, Sausage sizzle and drinks that school could sell.

### Marketing & Media Update

Need to start working on the open day, create posts for Facebook giving over view of school. The history of Tomarata, in Mangawhai Focus and the Weekend Lifestyler. Still working on pull up banner. The Tabloid Facebook post has been very popular.

Moved that the HDI insurance policy for the Fireworks is paid. Moved Hagan seconded Jeanette

Siobhan abstain

Carried

01/31 May 2023

### Planning for Strategic Plan for 2024

Look at getting the community involved and engage with the strategic planning cycle. Look at refining Community Engagement, with new Principal here. Use hero and maybe a whanau event invite community in and talk to them. Parent/teacher questioning. Alter the one we have, and giving effect to Te Tiriti o Waitangi, Chris has been talking to other principals as to how they get Kapa haka going in the school.

### Policy Review

#### EOTC Policy and Financial Management Policy

Need to look at this due to things that have happened recently so need to look at the procedures.

Hagan moved that they both be passed seconded Siobhan

all in favour

Carried

02/31 May 2023

### **School Doc's**

Chris went over what he had received School Docs, and an email about what is involved in setting up and getting it started. Chris will talk to the Chief Executive and see what they are able to offer us,

Moved that we do go to School Docs, moved Siobhan seconded Pip

all in favour

Carried

03/31 May 2023

### **Principals Report**

Chris went through his report, giving numbers of children, and staffing currently with what some of them can provide to the school. Talked about the Cleaners and the change over to a new cleaners. School interviews on 26 and 27 June. Open day is the last day of term, not really sure what will happen on the day. Went over some of the Goals, and Chris talked about talking to Matakana School who have been talking to Ngati Manuihiri: re area history. Staff have done first Aid Certificates. Talked about the water seeping out on the field it is being worked on. Chris will clarify with the Ministry what the Accelerated Modernisation Scheme can be used for.

Chris moved that his report be accepted. Seconded Jeanette

all in favour

Carried

04/31 May 2023

### **Finance Report**

March Finance report

Chris went through the report explaining of some of the spending and budget comparisons.

April Finance Report

Chris moved that the finance reports accepted, seconded Hagan

all in favour

Carried

05/31 May 2023

Mid year budget review will take place in July, with Helen from CES

### **Principals Professional Growth Cycle.**

Jason has been looking into what this is, and look at what we do next year. Chris needs to report back how it is going. Chris needs to set goals, and is keeping track of what is happening. The Principal Appraisal is also something that is changing. Chris reports once a term. He is meeting early next term so will reply at the meeting after that

## **Property Report**

### **General Business:**

Board Learning Video,

Jason shared had talked to NZSTA and face to face training is best so will set something up with them coming here. Jason will discuss with her to set up an evening session.

### **Formally confirming the Board Constitution**

Jason moved that we formally change the board constitution: it is now 4 elected parent representative members.

seconded Jeanette

all in favour

Carried

06/31 May 2023

### **Minutes of the previous minutes**

Minutes of the meeting held on 26 April 2023 be approved and adopted as a true and correct record

Jason moved seconded Chris

all in favour

Carried

07/31 May 2023

Minutes of the in committee meeting held on 26 April 2023 be approved and adopted as a true and correct record,

Jason moved seconded Chris

all in favour

Carried

08/31 May 2023

Poll done on 1st May (in committee)

all in favour

Carried

09/31 May 2023

Poll done on 7th May (in committee)

all in favour

Carried

10/31 May 2023

## Correspondence

Email from Spike

## Board Discussions

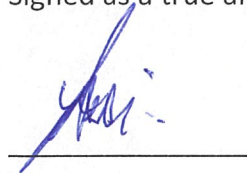
Details

## Action List for next meeting

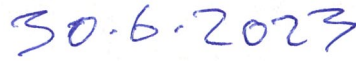
Meeting closed 8.55pm

Date of Next meeting 28 June 2023

Signed as a true and correct record of proceedings



Jason Kerrisk



Chair, Tomarata School Board of Trustees

Date

- Wording to be inserted if needed

## 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.**

Chair  
Carried  
001/date

The meeting moved into committee      time 9.00pm

Motions passed in committee ( if applicable)

Moved/ seconded  
Carried  
001/date

The meeting moved out of committee      time 10.00pm