

# CONFIRMED MINUTES

## BOARD MEETING 2022



Learning Together  
Akona Piri Tahī

At the **BOT Meeting** on **28 Mar 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 21 February 2022
<b>Time:</b>	5:30 pm to 7:31 pm
<b>Location:</b>	Board Room, TPPS
<b>Board Members:</b>	Rebecca Keating (Chair), Andrea Dance, Cath Luker, Gosia Costar, John White, Lorraine Doughty, Monique Verwey, Mrs Rona Wheeldon, Tania McCluskey

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Board Code of Conduct

Board Code of Conduct to be signed by all, done except Tania McCluskey (Zoom)

AP: Monique



#### Code of Conduct

Tania McCluskey to sign Code of Conduct  
- Document will be at 28 March Meeting to sign.

**Due Date:** 28 Mar 2022  
**Owner:** Monique Verwey

#### 1.3 Whānaungatanga - Celebrations

- Teacher Only Day/week worked very well
- Kiwifruit festival postponed to Nov 26th. Combine it with Xmas celebrations.
- Lots of whanau moving to our area.
- Grounds looking really tidy, thank you to Tony Collins for providing a fresh set of eyes on the site
- Teams have settled in well.
- Video of Meet the Teacher on Facebook was well received

## 1.4 Interests Register

Add - Rona for out of zone child. DONE

## 1.5 Confirm Minutes

**Board Meeting 15 Dec 2021**, the minutes were confirmed as presented.

Minutes 15 December 2021, no matters arising.

Moved by Rebecca Keating

All in favour - moved.

## 1.6 Action Points arising from previous meeting.

**Bike track**:- is completed, will meld together over time. Needs heavy traffic and hot weather. Some corners a bit loose, may edge to solve this problem. Kids are happy with it. In the car park it needs more diesel to stop the topping coming off from tires turning. **AP**: To mark spaces for parking.

**Ngahere Kura**:- Shed removed from Manoeka site last week. New fencing going in on boundary of proposed onsite Ngahere Kura. High school students need to do community work, they can come and help.

**Native plants**:- Tania to send funding grant application to Cath Luker to complete.



### Park marking

Ask Tony Collins to mark out car parks at bottom field carparks, when the surface is stable.

**Due Date:** 30 Apr 2022  
**Owner:** Monique Verwey

## 1.7 Correspondence

- No correspondence of note.

- Comment from Rebecca. NZSTA - conference is going to be postponed, maybe July/October.
- **AP**: Monique Verwey to arrange Air NZ Flight credits.
- **AP**: Rebecca - dates for retiring members?
- Rona to travel as Tania when next conference date is decided.



### Flight credits

Arrange for credits for flights to postponed NZSTA conference in Dunedin  
Credits actioned. DONE

**Due Date:** 31 Mar 2022  
**Owner:** Monique Verwey



### Dates to Rebecca

Chart to Rebecca of 'retirement' dates for board members  
Emailed to Rebecca. DONE

**Due Date:** 28 Feb 2022  
**Owner:** Monique Verwey

## 1.8 Health & Safety

## 1.9 Finance Report

- Financial Report & Management Letter to be emailed to members. Move at next meeting.

- 2022 Budget to be moved at next meeting, supply copy to BOT members

- Batches since last meeting:-

\$44699.73 / \$850.43 / \$8243.88 / 20954.08 / \$2700.00.

Moved:- Cath Luker Seconded:-

Gosia Costar All in favour

- Remember delegated authorities , \$5000. Ford Transit van sold for \$31500.00 to an Auckland dealer. Replaced with a Toyota Hi-Ace \$29900.00.

- Financial Report to be emailed plus Management Letter by Monique. Add to next meeting agenda.

- Draft budget:- send out , approve over email.

- Cyclical maintenance obligations letter presented and read by BOT members present.

"The attached maintenance schedule has been reviewed and to the best of our knowledge reflects the schools Cyclical Maintenance Obligations"

Moved:- John White Seconded:- Cath Luker . All in favour.



### Send out documents

Email Financial Report, Management Letter and 2022 Budget to BOT members for passing at next meeting.

**Due Date:** 22 Feb 2022  
**Owner:** Monique Verwey

## 1.10 Principals Report

- Analysis of Variance has met its time line.
- Covid overview - very busy Monday in sick bay. Sent a 10 home who presented as unwell.
- Tuesday - 2 positive cases reported. Ministry of Education - no response. No notice from Ministry of Health.
- Friday - 7 cases confirmed. By Sunday 16th, Ministry of Health reported 4 cases only confirmed. Made decision to close whole school to mitigate risk of spreading infection. Students to do Day 5 testing. Buses were the biggest implication for spread. The 4 local principals met and agreed on a strategy and community messaging. Ministry of Education were complimentary of measures taken to date. Negative test to come back to school disputed by a students doctor. Can STAR help with a ruling? Rebecca to check. Rebecca seeing if she can source RAT tests. Question from BOT member - Bubble the teachers? Not reasonable with this many children. To brainstorm with staff about how we could operate if needed with a high number of cases. Thursday 24th February, come back to the board with what each environment will look like when we open again. Continue on with full staff discussion as how we go forward with continuing infections.

Move:- Andrea Dance. Seconded:- John White. All in favour.



## **STAR advice and RAT tests**

1) Check with STAR on validity of needing a negative Covid test before students return

2) Possibly source RAT tests for TPPS?

**Due Date:** 28 Mar 2022

**Owner:** Rebecca Keating

## 2. Major Decisions and Discussions

### **2.1 Property - UPDATE**

- Board had a walk through A Block, very happy with the upgrades.

- 10YPP - Andrea gave an overview of works due after July.

### **2.2 TPPS COVID response plan**

No questions or queries

## 3. Board Annual Work Plan

### **3.1 Charter Update**

- No feedback on updated charter.

- Academic targets include BSLA intervention program for juniors, tracking and monitor over time, what does that progress look like over a 2 year period.

- Move Draft Charter be accepted and forwarded to the Ministry of Education by 1st March. Moved:- Rona Wheeldon. Seconded:- Tania McCluskey. All in favour.

## 4. Management Reports

### **4.1 Staffing**

- Very balanced teams this year.
- Mike Douglas will be off now until the end of year for study leave, (was due back 4 weeks before end of Term 4), a bonus regards to pay.
- School website is looking awesome, updated by Mike Douglas and Andrea Dance

## 5. Compliance Reporting

### **5.1 Current Numbers**

- Directed enrolment, meeting March 7th.
- Expelled student ex Te Ranga. Great support network scaffolding child, has fitted in well so far.

## 5.2 School Docs

- All have read.
- Read doc due for review by the next meeting.

## 6. Other Business

### 6.1 General Business and Items for Next Meeting

- No expansion of the school due. Up to 800 new residential properties going in around town, in our zone. Ministry of Eduactaion take a sit back and observe position.
- Disciplinary committee - Andrea, Chairperson plus 2 other members to form committee when necessary. Everybody to be considered to be on the committee, being aware that at times there may be a conflict of interest.

Moved:- John White. Seconded. Lorraine Doughty. All in favour.

Next meeting 28th March 2022

7.31pm closed

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** BOT Meeting - 28 Mar 2022, 5:15 pm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_