

# CONFIRMED MINUTES

## BOARD MEETING



Learning Together  
Akona Piri Tahī

At the **BOT Meeting** on **8 Nov 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Tuesday, 27 September 2022
<b>Time:</b>	5:00 pm to 6:15 pm (NZDT)
<b>Location:</b>	Board Room, TPPS
<b>Board Members:</b>	Andrea Dance, Gosia Costar, John White, Lorraine Doughty, Rona Wheeldon (Chair), Matthew Armstrong
<b>Attendees:</b>	Cath Luker, Monique Verwey
<b>Apologies:</b>	Rebecca Keating

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Whānaungatanga -

\* Welcome Matt Armstrong and everyone introduced themselves

\* Nominations for BOT Chairperson position, Rebecca Keating stepping down but will continue to mentor newly elected chairperson. Rona Wheeldon was the only name put forward, nominated by Lorraine Doughty and seconded by Cath Luker. All in favour. Rona Wheeldon duly elected at the TPPS BOT Chairperson.

\* Kaiako presentations left for this week, there has been a lot on in school. Andrea ran through the slide shows provided by the kaiako and discussed various points. In the Arts, it was mentioned the school may forgo attended FreshMoves in 2023 to attend ShowQuest instead. This is a more competitive arena with actual placings.

#### 1.3 Kaiako Presentations

\* Kaiako presentations left for this week, there has been a lot on in school. Andrea ran through the slide shows provided by the kaiako and discussed various points. In the Arts, it was mentioned the school may forgo attended FreshMoves in 2023 to attend ShowQuest instead. This is a more competitive arena with actual placings.

\* The kura has been requested to make our Karakia more 'religiously neutral', to be more inclusive of all tamariki and their belief systems

\* Histories:- TPPS is looking at developing our own resources to ensure their content is locally based.

\* Discussion around reading resources:- BSLA readers are NZ based.

## 1.4 Confirm Minutes

**BOT Meeting 22 Aug 2022**, the minutes were confirmed as presented.

## 1.5 Action Points arising from previous meeting.

- Check our Acronym list for updates and send out to BOT - Action Point
- Each board member to create a short blurb for social media and our website, email to Monique Verwey - Action Point
- Dates will go out next term for a BOT daytime class walk through - Action Point
- We Care funding application:- Flying Minutes request discussed. If asked to vote you must reply. A decision not to vote when your name is listed creates a 'not passed by the BOT' result. Any queries please ring Andrea ASAP to clarify.
- Discussed Teacher Only Day which went very well with the Student Directed Learning (SDL) professional development



### Acronym List

Update MOE acronym list and share with BOT

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



### Board member blurbs

Have board members email a short blurb about themselves for various medias

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



### BOT walk through

Email the BOT with a few date options for a daytime walk through of the school

**Due Date:** 28 Oct 2022  
**Owner:** Andrea Dance

## 1.6 Correspondence

\* Carpet cleaning quote:- Andrea presented the quote from Rob Cooke, Supreme Cleaning. Gosia Costar has had a look online and thought Waikato Cleaning Supplies was quite a bit cheaper? We are to investigate more pricing before committing. Stay local if possible and is there a possible funding source? **All in favour in principle.**

\* BOT Staff Rep - Cath Luker is standing down as she is leaving TPPS for Brookfield school at the end of the school holidays.

- We motion that there be a Staff Rep election, date will be the 28th of October for nominations and votes close on the 3rd of October 2022.
- **Moved:- Gosia Costar. Seconded:- Andrea Dance**
- We motion that the returning officer for the staff rep election be Kayleen Metcalfe, TPPS Office Manager.

- **Moved:- John White. Seconded:- Lorraine Doughty**
- We motion that all inward correspondence be accepted
- **Moved:- Andrea Dance. Seconded:- Cath Luker**

## 1.7 Finance Report

\* We move that all payments be approved as noted above. One question, what was the Fairhaven \$1000 payment for? Answer:- Repayment of conference expenses which Fairhaven organised and paid for

**Moved:- John White. Seconded:- Lorraine Doughty**

\*We move that Rebecca Keating remain as signatory and finance approver until the newly appointed chairperson Rona Wheeldon has been issued a token and login by ASB Bank.

**Moved:- John White Seconded:- Gosia Costar**

## 2. Major Decisions and Discussions

### 2.1 Property - UPDATE

\*Andrea Dance spoke to the current projects as above.

\*Artificial grass for area in front of the stage. Can it be BOT funded from school reserves? BOT prefer we use a local source for the supply. Discussed that the grass will have a 15 year life span and the tree roots will cause protrusions under the tree area. Already a health and safety issue for tripping. Possibility of fundraising for it? Finding a funding partner. We need more than one quote also.

\* Andrea discussed that the ultimate purpose for the area in front of the stage would be a sensory playground. This could be a good way to get community involvement.

\* John White broached the question:- Do we need a long term reserves policy going forward? Future planning.

## 3. Board Annual Work Plan

### 3.1 Implementation Audit and Reports



#### School Docs

Send new trustee Matt details on how to access School Docs website

**Due Date:** 28 Oct 2022

**Owner:** Monique Verwey

## 4. Compliance Reporting

### 4.1 Current Numbers

## 4.2 2022 Board work plan/ School Docs Review/ Board elections and RO

## 5. Management Reports

### 5.1 Principals Report

Andrea Dance spoke to her report.

Principals Report moved to be accepted. **Moved:- John White. Seconded:- Lorraine Doughty**

### 5.2 Health and Safety Report

\* Rona Wheeldon - Healthy and Safety

The list created from the last H & S meeting has been completed by Tony Collins, Caretaker. The pool fence complete and the guillotines are all still guarded. Tony would like TPPS to invest in additional security cameras to cover more of the outside areas. To be investigated, require 2 quotes.

**Moved:- John White Seconded:- Matt Armstrong**

Additional Discussion:-

\* New Equity index changes for 2023. The school is still getting more information in an effort to understand how these changes effect TPPS. Andrea will report to the BOT when she has a full understanding.

## 6. Other Business

### 6.1 Closing Karakia

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** BOT Meeting - 8 Nov 2022, 5:15 pm

Approved decisions made between meetings



#### New Flying Minute

**Resolution:**

**It was resolved that a request be made to We Care Community Trust Limited for funding for the amount of \$90,130.44. This funding is for ICT equipment, namely iPads and Chrome books.**

**We certify that the above is a true and correct copy of the resolution of the Te Puke Primary School Board of Trustees dated 9th September 2022.**

**8 Supported:** Andrea Dance , Cath Luker , Gosia Costar , John White , Lorraine Doughty , Rebecca Keating , Rona Wheeldon , Tania McCluskey

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 12 Sep 2022

**Outcome:** Approved

### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
1.5	Acronym List <b>Due Date:</b> 28 Oct 2022	Monique Verwey
1.5	Board member blurbs <b>Due Date:</b> 28 Oct 2022	Monique Verwey
1.5	BOT walk through <b>Due Date:</b> 28 Oct 2022	Andrea Dance
3.1	School Docs <b>Due Date:</b> 28 Oct 2022	Monique Verwey

22 Aug

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

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