



Minutes for Tahatai Coast School Board of Trustees Meeting

25th February 2020 – 5.30pm

In Attendance: Kirsten Bell, Charlotte James, Daniel Elliot, Eliot Hall, Donna Te Wheoro, Tim Acker and Ali Teo

Apologies: Tony Burnette

Priorities:

1. Elect board chair/delegations

Nominated: Tim Acker moved by Eliot and seconded by Donna

2. Charter and Annual Plan - tabled

Charlotte and Kirsten shared documents with all the staff at the teacher only. Charter is only 6 pages long. Staff responded really positively to the charter and annual plan. Staff could see the links. References to Matt's work with the Springboard Trust. Due to the Ministry on the 1st of March. All documentation will be uploaded to a portal and Ministry to support Kirsten and Charlotte in uploading. Also uploaded into SchoolDocs.

3. Analysis of Variance report - tabled

Assessment shared at previous meeting. Any changes (formatting etc) will be brought to the next meeting.

4. Property discussion: re admin block

Tim shared the property committee update. See [folder](#).

Boss Builders need to come back and do a bit of remedial work. Stairwell in tower block needs to be closed for a week so that it can be fireproofed. Room 9 will have to go through Room 12/Maker Space. Hannah contacted the insurance company to check what impact it could have. 3rd of March has been mentioned for the cut off date. Wormald need to sign off.

Modular Classrooms - 4 modular classrooms will run 7m from the boundary fence to about 5m to the sports shed. Sewerage pipe for Papamoa runs where the original site was going to be. Toilet block is going to be added to the original 400 points. Colours shared. Basketball court is going to be relocated.

Admin Block - shared update from Frequency. Floor plan has been discussed and agreed by all. Office being opened up to be more of an open environment. Extra meeting place. Sick bay being relocated. More storage. In the staffroom - better acoustics, second server. Bathrooms remain the same. Footing is going to be renewed. Plans gone to tender. 2 stages - demo and then rebuild. May 2021 is the date the Ministry said hoping for March 2021.

Bag cupboard doors - these are being looked into being fixed. Hinges have been replaced and added hinges (4 hinges). Asked for quotes for sliding doors.

Secondary:

1. Policy update - SchoolDocs (Shona)

Kirsten met with Shona. SchoolDocs introduction at teacher only. Added Ministry guidelines with Donations. School website has been updated. Thanks to the board for the First Aid Training. Modification for medication (cupboard for medication)- cupboard is locked but all staff members know where the key is. Has been accounted for in the plans for the new admin building.

2. Matt's appraisal/Performance review

*Very positive. Good to see the links between goals set and how they were achieved. **Tabled as read.***

3. Finance

*Rowan has asked for training on XERO this is to be an action - action moved by Tim and seconded by Daniel. Westpac account is to be closed. **Koru room quote tabled - moved by Kirsten seconded by Donna. Charlotte to sign the quote and send it back.** The Equico agreement has begun. International funds balance.*

4. EAP Services - Wellbeing of staff at the school

*Professional and confidential wellbeing services. Available 24/7. Matt has been in contact with the services. The main investment is \$688 ongoing cost. First year would be \$988. Predicting \$3700 annually. They have a person who comes out and talks to the staff and discusses what they do etc. **Action: Tim to follow up and sign up with EAP Services moved by Eliot and seconded by Charlotte.***

Principal's Report

Charlotte and Kirsten are going above and beyond. Keep up the great work. Miriam Collins has filled in with Mutukaroa to give Kirsten extra time in role. Induction day for new staff happened on the first Friday of school. Funding for students who need extra support will need looking into. Shona did a fantastic job of getting the iPads out for week 1.

Actions:

1. Kirsten to ask Tracey to find costings of monthly travel costs for the school
2. Action: Digital Sign - More pricing to be obtained. Tony will help with further costing.
3. Kirsten to follow up on SchoolDocs link is on the school website
4. Tim to follow up about smell of fireproofing
5. Kirsten and Charlotte to follow up with Whanau Leaders around wording of donations for camp
6. Rowan to receive training in school on XERO - Donna to look into this - action moved by Tim and seconded by Daniel.
7. Tim to ask Matt about Whare Shirts and if crossfit is still sponsoring.
8. Accounting expenses were high - Donna to investigate
9. Koru room quote tabled - moved by Kirsten seconded by Donna. Charlotte to sign the quote and send it back
10. Tim to follow up and sign up with EAP Services moved by Eliot and seconded by Charlotte

ACTIONS - from the previous meeting (November 2019):

Budget

1. Action: Tony to help with looking at Van leasing and whether that is worth pursuing further. Could balance against the cost of what transport has been, and new donation. ✓ (Tony provided quotes from ORIX)

Finance

2. Action: *Hannah to add pnl to board folder ✓
3. Action: *Hannah to contact Mickaela to add Rowan to invoicing ✓

Property

4. Action: Digital Sign - More pricing to be obtained. Tony will help with further costing.

Policy and Procedures

5. Action: check notes re locked cupboard where medication is stored ✓

Minutes from November 2019 meeting have been read and moved by Donna and seconded by Tim

Next meeting will be on Tuesday 31st of March meeting closed at 7:29 pm.

 Tim Acker (BOT Chair)
28/2/20

