



Minutes for Tahatai Coast School Board of Trustees Meeting

26th May 2020 – 5.30pm

In Attendance: Matt Skilton, Eliot Hall, Donna Te Wheoro, Tim Acker, Tony Burnette, and Ali Teo

Apologies: Daniel Elliot

Minutes from Meeting 26th April

ACTIONS from 28th April 2020:

- Ask around about vans and see what other schools are doing (Mat and Tony) - **Matt sharing below**
- Follow up about smell of fireproofing (Tim) - **Autex option**
- Rowan to receive training in school on XERO - (Donna/Matt) - **Training on 3 June which Rowan will attend as well as Matt & Tracey**
- Talk with CrossFit about sponsorship for Whare Shirts (Matt) - **New owner at Crossfit, see below**
- Contact about Tower Block vertiface (Tim) - **Work completed**
- Organise something for Greg Reiger as a thank you (Matt) - **Thai massage voucher for Greg, Lottie & Kirsten**
- Re look at the budget (Matt/Donna) - **see below in Finance report**
- Ring about what it costs for accountant to continue GST till the end of the year and then email board for approval (Matt) - **To discuss with Mickaela at meeting on 3 June**

Minutes from 28 April 2020, Moved Donna, Seconded Tony

1. Finance - (Matt presented an overview on the plan for finances going forward)

Taken as read

Key points to note:

- Novopay was noted as being high due to relievers being paid during Lockdown
- Quarterly ipad lease cost came out and Moss and mould removal on the roofs was a high cost
- Finance overhaul needed to show income and expenditure more clearly and to show we are on track when needed. This will help to improve the schools financial decision making.

- Coding needs an overhaul to help tidy it up and match the budget, this is the biggest thing to work through.
- Xero training to continue for Tracey & Matt and Rowan when needed. Carly will get training as well.
- Reporting - will be better after Xero training to get the information required for meetings and more easier to read and will be transparent. Will seek advice from accountants on the best way of budgeting international funds.
- Asset register to work through re depreciation, working capital etc.
- A timeline and work schedule was outlined on how and what the Finance committee are aiming to achieve.

Tim suggested moving the BOT meetings to the first Tuesday of the month. This would enable finance and reporting to be more accurate.

All in agreement with this, so will start the first week of August for the July meeting.

Moved Tim, seconded Eliot.

2. Principal's Report:

Taken as read

Matt outlined key points:

- Roll has jumped to 749 children
- Distance learning was a success, with gratitude to teachers from the families
- Tony complimented Matt on the information that was sent to families during the Level 3/Level 2 changeover.
- Parents are very supportive of the "new normal"
- Planning on Level 3 & Level 2 was shared and how bubbles were formed. The planning into how everything would work. BOT appreciated how it was kept simple but with all the information needed. Everyone worked as a "team".
- Happy with how the staff have adapted and supported children back to school and helping them feel happy and secure being back at school
- Special mention to Support staff with helping the challenging children during lockdown via Zoom chats and keeping the lines of communication open. Shona Poppe for all her digital support. Kirsten Bell for all the timetabling. Gardening crew of Greg R, Lottie, Rachael, Janine & Carly for all the hard work
- Split break times working well
- Overall the "New normal" is going well

Tony questioned when school assemblies would resume

Kapa Haka will resume on Wednesday 27 May

Tim questioning when sport will resume - Matt will talk with Charlotte to get the information out to the school community

Eliot will thank the staff on behalf of the Board in the Monday morning meeting with how they have supported the learning during lockdown and now back into level 2.

3. Policy Update: (Shona)

Policies to be reviewed:

1. Online Learning

2. Staff Social Media
3. Cell Phones Policy (Personal Digital Devices)
4. Environmental Sustainability & Management
5. Overseas Trip Policy

Students attendance under lockdown was marked as an "F"

Student Progress and Achievement and reporting to Parents. Thinking of creating a template to assess where students are at, this will be the guiding discussion document and will be used at the Parent Teacher Conferences in week 10 of Term 2.

4. Property: (Tim)

Taken as read

There is a lot going on for the school at the moment.

Main key points:

- Fencing is up around the admin block, the building is now empty. Completion date now May 2021
- Caretaker shed - still waiting MOE approval
- Room 0 - all work nearly completed ready to be a classroom
- Temporary space for further new entrant class - possibly in the hall with partition walls. Another option could be the Kids Club classroom.
- Roll growth classrooms (Modular rooms) are on track for Term 1 2021
- Toilets - 2 toilets short, plan to reconfigure the hall toilets when the hall is refurbished
- Building WOF - Autex has been completed in the tower block so we now have a current WOF

Look at how to support Greg with the maintenance of the gardens now they are looking great

Matt shared the plan of the new admin building

SIP Funding - needs to be tagged by 30 May on what it will be spent on. The Hall is the main area

Matt can think of, to become a multi purpose place with potential to rent out for events. Matt shared a breakdown table of where/how the money could be spent on the hall and on the admin rebuild.

BOT in full support of the table showing the breakdown shared by Matt.

5. Whare T Shirts - (Tony)

Taken as read

CrossFit Alliance has now been sold.

So a new idea was presented with new sponsorship and using a new supplier but at a greatly reduced price. Have 4 new businesses (1 for each Whare) sponsoring. Every child will get a new shirt for free and the old shirts will no longer be able to be worn. Offer to family (of the school) businesses first before going out to other businesses in the community. Discussion around how this could work. Matt & Tony to work on 2 proposals to present to decide on which one is best

Action: Matt to talk to Mel (new owner of CrossFit) to end the current contract

6. School Vans - (Matt)

Matt presented some designs on what the van could look like, logo and sponsorship wise.

Points given on why the school needs a van and the usage it could/would have.

Initial costs were presented with Buying versus Leasing, Funding/Finance.

General discussion around this and the size of the van required.

General consensus is, it's a great idea and will benefit the school.

Where will the money come from?, 1 or 2 vans?

Matt & Tony will make a plan and do some further work and planning around this.

To be further discussed at the August meeting

Wrap Up

There will be a BoT walk through on Friday 26 June followed by a BoT morning tea

Meeting closed: 7.51pm

Next Meeting: Tuesday 30 June 2020 at 5.30pm

Board Chair:



Tim Acker

Date:

4/6/20