

**Timatanga Community School Board of Trustees Meeting Minutes
June 25 2019, 6-8.30pm**

1. Administration

1. Roll call
 1. Present: Matt, Jo, Elaine, Gary, Ines, Eve, Barbara, Robert
 2. Apologies: Kris, Jackie
2. Welcome to new board members & thanks to outgoing
3. Declaration of interests
4. Confirmation of [previous minutes](#)
5. Correspondence
6. Meeting planning

2. Matters arising

1. [Nag 5 Outside Play Supervision](#) :
 - Approve with changes: remove driveway section
 - The board is concerned about the usage of the school trampoline after hours. The BOT would like the Proprietors to please share this doc with Proprietors/residents and convey the board's concerns to the rest of the proprietors.
 - Elaine to address the reasons for the rules with the children at school.
 - The Playground Safety Procedure to be added to the Parent Guide (as this covers Driveway use).
 - Trampoline mat replacement to be looked at to go into the maintenance schedule. Rust to be checked also.
2. [Nag 4 IT Admin](#) - Section 2 to be removed from the document.
Approved by all with this change.
 - Robert has suggested to Jim (who is advising the Proprietors) that there is a termination point on the outside of the school (which could include power as well) for Proprietor access. Also that the wiring going to Russel's needs to go along the telephone cable so as to not add extra wiring (inline with ERO recommendation). BOT is in support of this.
3. Code of Conduct - Accepted by all with the current finalisation.
4. NAG3 BOT Meeting Procedures and Agreements Updated (with logo) version tabled - was accepted last meeting.
5. Septic issue is part of the student allowance equation also. Gary will check in with Fay about this. - Deferred.
MOE legally obligates that spaces are held for siblings.
Between March 31 and July 6th we have leeway to fill our numbers and retain our teacher funding.
Gary suggests that we get through winter before re-looking at numbers - gives time to look at how septic is coping. Grey water separation would help with this - what can we do with this? Robert

will research this and report back to BOT. Ines asks about storm-water also. These would be good to check. Water seems to be an issue as this dry year the issue is far less.

3. Discussions & Decisions

1. Cloakroom - Michael will disengage the hand-dryer so that the new shelving (to provide storage for all students) can be installed. Jo to get quote with regard to shifting sink to the left (away from the soon to be installed shelves).

2. Playground Update

Irritating delay will save \$1000s of dollars as Vector to replace the power pole beside the school fence.

Things lying on the playground will need to be shifted before bark can be installed. The large beam is to be cut into segments to provide seating under the oak tree.

Matt to add voice to query to Kris (overseas) about playground - Urgent to hear back from him so that work can continue.

This Playground has been the poorest functioning section of our performance from BOT and School.

Project Manager required to this section finished. Jo will do it.

Thanks to Barbara for her offer of supporting with Parent liason.

3. Report on last parent meeting

Great to have Sean meet parents. Sean is coming to Matariki.

BOT requests that a contract be put in place for Sean.

Charter targets were also discussed - good to hear back from parents - can focus on this next meeting.

4. BoT Self Evaluation

Playground has been thorn in side - Between meeting jobs haven't always been done and waiting on things has stalled impetus. Not following through on decisions. How can we do better? There have also been delays due to new health and safety guidelines. Clarity around delegation would help. Having matters arising in agenda has helped with accountability.

Have worked harmoniously with each other.

Sticking to dates important.

Ines's suggestions re working process integrated. Very useful.

Eve leaves meetings feeling great about teaching and supported.

Have made good time for strategic planning - and quality of this is good.

Past 6mo our systems have really picked up - Jo and Matt good team at process.

Eve's need for support has been met - good to feel we have succeeded.

Focus has shifted from old stuck energy to movement and problems being resolved - perhaps next is longer term planning?

Acknowledgement of Fay's input making playground and internet endpoint on the horizon.

Friendliness has been great. Good vibe. Great to share food.

Driveway issue has been worked though - that is major!! A year-long issue resolved.

Managed our part of roll increase! and process of interviewing new staff and new families!

1. Elaine asks if Matt would be happy to be Chair for this incoming BOT. Matt agrees. All of BOT agrees.
2. Elaine asks if Jo would continue to be secretary. All of BOT agrees. Jo agrees

4. Ongoing Monitoring

1. Driveway update : No incidents in book :-)
2. Property maintenance : covered in Proprietors report
3. Financial Update : See Principals report. 4 areas of higher expenditure for end of year. Of issue is staffroom provisions - will underspend for remainder of year.

Learning equipment - when we re-look at mid-year budget Eve would like us to allocate extra for this. (She has overspent due to much needed tools).

BOT agreement that fundraising money raised from Elaine's birthday fundraiser to go towards Playground spend, as agreed by parents.

4. Principal's report: See report

5. Proprietors report:

No issues to highlight.

Bathroom upgrade in process - new lino will happen in upcoming holidays. Related to this is the upgrade in cloakroom for kids storage - Sally has sourced excellent cubby's to hang on wall. Kristy and Paul offered to hang. Hand dryer will be taken down/electrical fittings on that wall disengaged - Micheal has offered his time for this and to only charge \$40 for materials.

6. BOT went into committee 8.35pm. Finished in committee discussion 8.40pm

5. Meeting Closure

1. Identify agenda items for next meeting
 1. Assessment Data : BOT waiting to hear back from staff (see last minutes for detail)
 2. Septic issue is part of the student allowance equation also.
 3. Charter targets
 4. NAG3 Confidentiality
2. Set meeting dates for the year (and dinner schedule):

6 August - Gary
4 Sept - Barbara
30 Sept - Robert
30 Oct - Matt
25 Nov - Eve
19 Dec - Elaine

3. Comments on meeting procedures and outcomes

Meeting Evaluation

1. What do you think was the most important item we discussed?
2. What do you think was the least important item we discussed?
3. Do you think we worked effectively as a team? If not why not?
4. Did you feel able to participate fully? If not why not?
5. What for you would make our meetings more enjoyable and more effective?