

<b>BoT Minutes July 27th 2022 @6:30 pm</b> <b>Minutes: Robert</b>	<b>Led by</b>	<b>Time (mins)</b>
<p><b>1. Administration</b></p> <p><b>1.1. Roll call:</b></p> <p>    <b>1.1.1. Shaun, Elanor, Elaine, Eve, Jackie, Robert</b></p> <p><b>1.2. Declaration of interests: None</b></p> <p><b>1.3. Confirmation of previous minutes: Confirmed</b></p> <p><b>1.4. Correspondence In</b></p> <p>Ministry of Education: re 2023 staffing:</p> <p>    Discussion: Regarding minimum enrolment (26 students) by March 1st, 2023 for full staffing for the following year..</p> <p>    Discussion on various permutations and balancing the school roll / ages. Next Open Day is set for August 4th or soon after.</p> <p>    Idea: promote the roll needs through the current gallery exhibition with poster, Western Leader, spreading the word</p> <p>    School board elections:</p> <p>        Discussion on various administrative processes and dates underway to undertake upcoming elections. Proposed date: September 21st.</p> <p>    CES/Leading Edge re takeover.</p> <p>        We will still be dealing with the same staff in spite of the changeover.</p> <p>    The EPMP / APIS application has been received and will be responded to in due course.</p> <p><b>1.5. Meeting planning</b></p>	<p>Shaun &amp; Jackie</p>	<p>20</p>
<p><b>2. Matters Arising</b></p> <p><b>2.1. Review of actions from previous minutes</b></p> <p>    2.1.1 Discussion about how to also gather the parent body about our school's special character and culture. How to proactively support that, for example, with Elaine having an opportunity to talk about Kaupapa, History, Culture.</p> <p>        Elaine to speak perhaps at the parent meeting, Tuesday, August 30th.</p> <p>    2.1.2 Water Filter discussed and is wanted by the parent body. Fay and Jackie to follow up</p> <p>        Eve hasn't received any concrete plans or proposals for consideration or budgeting. The request was for the water filter to be proposed prior to the kitchen upgrade. As it is, we will be able to look at specific proposals and respond.</p>	<p>Shaun</p>	<p>10</p>

<p><b>3. Discussions &amp; Decisions</b></p> <p>3.1. Principal Check in. How can we prevent burnout of the staff at Timatanga. Board Elections Update</p> <p>3.3 Family Appraisal Proposal/Family involvement Elaine: is there a place for re-reviewing the commitment made at the enrolment process - ongoing monitoring? Support? Elanor - Is the curriculum clear enough. 'the Timatanga way' Elaine - Formal/informal culture, what are we passing on? Discussion: How to support process through a right mechanism - parent and cultural support for helping parents and families to reflect on their participation and understanding of Timatanga ethos. Action: The Board is requesting that the Principal set-up 'Special Character' Meetings and processes to support families who are struggling to integrate with their responsibilities under our special character. These meetings will have no more than 3 reps.</p> <p>3.4. BoT Secretary Robert is happy to continue taking minutes during meetings. Jackie and Eve will take care of the other administrative tasks for filing and posting documents to the website.</p> <p>3.5. Attendance Dues Elaine is pointing out that there is a shortfall in attendance dues because of the drop in roll this year. After discussion, we are more confident that the shortfall will be met. Jackie will follow-up with payments and any other useful reporting of figures.</p> <p>3.6 Policies for Review</p> <p>3.6.1 <a href="#">NAG 3 Complaints Policy.doc</a></p> <p>3.6.2 <a href="#">NAG 3 Complaints procedure.docx</a></p> <p>3.6.3 <a href="#">NAG 3 Sexual Harassment procedure.docx</a> - Accepted with changes</p> <p>3.6.4 <a href="#">Nag 3 Sexual Harrasment.docx</a> - Accepted with changes</p> <p>3.6.5 <a href="#">NAG 3 Staff Appointments policy.docx</a> - Accepted without changes</p> <p>3.6.6 <a href="#">NAG 3 Staff Appointments procedure.doc</a></p> <p>3.6.7 <a href="#">NAG 3 Staff Discry Leave policy.doc</a>- Accepted with changes</p> <p>3.6.8 <a href="#">NAG 3 Staff Discry Leave procedure.docx</a> - Accepted with changes</p> <p>Action: Eve to contact NZSTA about the legal nature of accepting late applications for appointments.</p>	<p>Eve</p> <p>Shaun/Eve</p> <p>Shaun/Eve/Elaine</p> <p>Eve</p> <p>Elaine</p> <p>Sean</p>	<p>20</p> <p>15</p> <p>15</p> <p>5</p> <p>5</p> <p>45</p>
<p><b>4. Ongoing Monitoring</b></p> <p>4.1. Proprietors report - Elaine acknowledged the huge commitment and effort Fay demonstrated in seeing through the kitchen refurbishment project recently. Another driveway incident occurred with non-resident Beth Butler visiting Keith Langton - where there was inappropriate</p>	<p>Elaine</p> <p>Eve</p> <p>Jackie</p> <p>Jackie</p> <p>Jackie</p>	<p>10</p> <p>20</p> <p>5</p> <p>5</p> <p>5</p>

<p>and intimidating interaction with students in the playground as well as an infraction against the school safety policy on safe use of the shared space from non-residents. Shaun will prepare a letter to report. Elaine to also notify other residents via community channels.</p> <p>4.2. Principal's report As submitted.</p> <p>4.1. Parent meeting report Sally brought up a really good point about child-focused meetings being a very important part of our school culture and how those can be approached in a vulnerable and open way. Discussion from some of the parents and request to explore the creation of a low-sensory space within the school environment.</p> <p>4.3. Property maintenance The kitchen is done. The loft has been freshly painted. Fay is now working with roofing people to advance the repairs there. The sports shed roof will need to be repaired.</p> <p>4.4. Financial Update Everything is tracking well. The budget did show a spike because of a holiday pay owed and paid to Jackie.</p> <p>4.5. Enrollments - Discussion around filling the roll</p> <p>4.6. Staffing</p>	<p>Jackie Eve</p>	<p>5 5</p>
<p><b>5. Meeting Closure</b></p> <p>5.1. Identify agenda items for next meeting</p> <p>5.2. Confirm next BoT meeting dates: August 31st.</p> <p>5.3. Comments on meeting procedures and outcomes</p>	<p>All</p>	<p>5-10</p>