

Timatanga Community School Board Meeting 31st January 2023

1. ADMINISTRATION

- 1.1 Attendees: Eve, Elanor, Elaine, Shaun, Gary, Kerry
Apologies: Jemma, Jackie
Standing chair: Shaun
Minute taker: Elanor; revised and formatted by Eve afterwards
- 1.2 Karakia: Elaine
- 1.3 Declaration of interest: Eve re. request for koha payment for parents (2.4.2 in Principal's Report) and Eve re. request for leave (2.8 in Principal's Report). Eve will abstain from the decision making on these.
- 1.4 Confirmation of previous minutes. Deferred.
- 1.5 Correspondence in: 31/1/23 email from Jackie to BoT Chair and Principal with regards to the Principal's Report
- 1.6: Meeting planning: we will discuss flooding issues around the school, cover the administrative matters in the Principal's Report, and set meeting dates for the year. The rest of the Agenda can be deferred until our February meeting. Shaun: keen to ensure that meetings conclude by 8.30pm (30mins earlier than previously) and everyone is pleased to work to this.

2. MATTERS ARISING

2.0 Board positions for 2023

Board chairman

Sean nominated by Eve Tonkin to continue as Board chair for 2023

Sean's work in 2022 recognised by Elanor and Elaine

Seconded by Kerry

Nomination agreed by Sean

Approval: Board unanimously approved Sean appointed Chairperson for 2023

Board secretary

Agreed to focus on individuals strengths and skillsets in working through roles and responsibilities. No one currently at meeting feels that they have the skills/time for this role.

Action: Eve to discuss Jackie supporting Board as secretary

2.0 Flooding

Elaine shares observations. Green flooded; outdoor areas saturated. No property damage.

Eve: Fay gave her full report; no damage inside. Fay's quick work clearing drains and gutters would have made a difference. Thank you, Fay!

Action: Eve to ensure that Green is coned off and that children have engaging indoor activities whilst ground dries off

2.1 Review of actions from previous minutes

1. BOT - Charter Targets/Future planning

Action: Eve and Elanor planning to meet on Wednesday and to set some times ongoing. BoT to participate in strategy; our next meeting focus.

2. BoT to decide how to fill the secretary role.

See above.

3. (1.1.1) Elaine to be invited to share some of the relationship story between school and community with a parents meeting early in 2023 - Video?(for future reference)

Action: a sub-committee / working group will be formed to explore and discuss further. We will finalize the results of that discussion at the Board level in February 2023.

Interest from Shaun, Elanor and Elaine to participate in this working group.

4. (2.2) Deferred actions

1. New Nag for Leaving Procedure

Action: Eve and Shaun to write draft for next meeting

3. DISCUSSIONS AND DECISIONS

Documents for review and approval today are the urgent ones identified in the PR; the other policies and procedures are for first read only, to be approved at the February meeting.

10YPP 2023

Tabled and 2023 and 2024 scrutinised; Eve takes us through new format. Approved by Sean and Elaine, and agreed by rest of the board

Approval: of 10YPP 2023 by board

Noted that Fay found it difficult to obtain quotes for planning purposes, and it could take a lot of time and energy.

Notes that more support required for property: a maintenance committee would give Fay support.

Discussion around co-opting someone for this purpose.

Action: Elaine to pass onto Fay that she should talk to Jordan at the working bee to see if he can provide support in developing quotes, particularly for art room conversion this year.

AoV 2022 Charter Targets

Eve provided explanation of the purpose of the document and the role of auditors in process.

Additions made to document including outlining utilisation of Lesley to support Junior teacher, and reasons why parent feedback not obtained at the end of 2022 for purpose of principal performance review.

Principal and staff appraisals: Principal and board chairperson will ensure outstanding staff and principal appraisals are conducted within the next two weeks.

Noted that Sean and Eve will do the principals appraisal on Thursday 2nd February, and Eve will start the staff appraisal process the same day with Lesley and Kate (Jackie is away), with professional growth cycle also initiated with staff.

Parent involvement and input: Intention shared by parents in parent budget meeting December 2022 to work hard on bringing the community together again, with the desire to meet as a parent community, even if Eve wasn't able to make it. Rachel volunteered to be a part of re-building that community again. Eve suggested that she would make a great parent meeting chair.

Shaun noted that we should aim to bring our best to parent meetings. It was also noted that we know what is possible for the community and that we should be consciously aware of what we are wanting to create.

Kerry requested that there be consequences for lack of participation by parents at parent meetings and parent help. Agreed unanimously by other board members and it was noted that you don't get the value of Timatanga without involvement in community. It is a necessity and expectation. It is obligatory to make the commitment. Parents need to take responsibility for their part in the community.

Action: Eve (?) to discuss with Rachel her potential part of parent meetings going forward prior to initial parent meeting; ET: ideally myself and a parent rep at the Working Bee.

Action: Discuss approach for parent meetings at first parent meeting of the year as usual.

Approval: Board unanimously approves Analysis of Variance 2022.

Budget 2023

Parents approved Budget 2023 on Tuesday 13th December 2022 chaired by Board chairperson.

Therefore the Budget 2023 can be approved.

In Committee 7pm

Out of In Committee 7.10pm

Approval: Board approves Budget 2023

3.1 Strategic plan/Charter

Agreed that the next board meetings will be focussed on strategic planning, as will the initial parent meetings for 2023.

Board makes commitment to meet requirements for Strategic Plan 2023 by March 1st.

Noted that there is a need for a strategic plan to be completed and shared for compliance requirements, but there will be an ongoing deepening process with the plan and longer term vision for the school over the coming months, building off its special character.

ET: this focus needs to be stated in the plan. Will look at that tomorrow.

Shaun: notes that this embedding of the special character should be a key focus of our strategy going forward. There is a need to demystify it, so then we know what we are upholding. Part of this could be recording Elaine (and others?) sharing their story and perspective on the special character of the school. This could be a recording of a live conversation that she has with the parents. Kerry can provide recording equipment.

Approval: Board accepts current plan as a draft working document and that there will be a plan ready for March 1st reflecting this focus on special character and the shifts that have happened within the school.

Board accepts that strategic planning will also continue through Term 1.

3.6 2023 Pandemic Plan

Approval: Board agrees with and approves Pandemic Plan

Discussion: low attendance in 2022. Add in the fact that so many had to stay away because they had symptoms, this ended up being colds, or nothing etc.

Action: Eve to add this rationale to the Attendance Report.

COVID Controls 2023

ET: the purpose of this is to provide a summary of our actions for parents so that they don't have to read the entire pandemic plan again, and also so that the important actions to remember are identified easily.

Control plan edited by all to provide clarity around the process and changes approved.

Approval: Board agrees with and approves Pandemic Plan

Action: Eve to send out to parents

3.5 Health and Safety policy

Reviewed and edited by Board, including addition around purpose and connection to special character.

Noted that policies need to be clear around use of word 'staff' and whether they are meaning paid staff or including parents as part of their parent help as well.

Approval: Board agrees with and approves Health and Safety policy

RABS

Review of Risk and Benefit for School Camp 17th to 20th February

Action: Everyone to review by 9th February

Action: Eve to contact Ranger in case of need to shift dates for camp or other risks which will need to be addressed

Annual Stocktakes

Approval: The board of trustees agrees to defer the stocktakes for the 2022 audit (ie: the stationery stocktake and the library stocktake) until January 2023. This is due to staffing constraints in Term 4 2022 due to staff contracting Covid.

The stationery stocktake was done in December. The library stocktake was done over the first week of January. The library database was updated accordingly and library standardization work (correct labelling, putting books in order, cleaning books and shelves) was done over the remaining 3 weeks by Sue and Gerry.

Discussion of principal's request for koha payment to Sue and Gerry for their mahi; Eve abstains. Jackie's letter to the board: "I agree Gerry and Sue should be paid for the hours they did. It was at least two full days for both of them physically in school and many more hours updating the data base. Eve and I also put in two days and would not have been able to do the stocktake without them." Eve: Jackie put in three days (I was doing other admin).

Approval: (refer 2.4.2 principals report) Board approves paying Gerry Howe and Sue Scarf \$1,000 for library stocktake, database update, book labelling and new protocol for the accession of library books. Board approves Eve to action this payment because Jackie is away.

Principals leave request

Noted that want to ensure Junior room teacher is fully supported while principal is away especially since it is the start of term, and Jackie away.

Action: Eve to ensure good parent help coverage as well as relievers.

Approval: Board approves Eve Tonkin to have two days of paid leave on Friday 10th and Monday 13th February

5. MEETING CLOSURE

5.1 Items for the next meeting

1. Confirmation of November 29 2022 and January 31 2023 meeting minutes. There will not be time to discuss these at the meeting.

Action: Everyone read them and comment on them over the next two weeks so Eve can table final versions 7 days in advance of the meeting. Then read these before the meeting so that you are ready to approve them. (note this task falls to the secretary once we have one.)

2. Approval of the following policies and procedures. There will not be time to discuss these at the meeting.

Action: Everyone read them and comment on them over the next two weeks so Eve can table final versions 7 days in advance of the meeting. Then read these before the meeting so that you are ready to approve them.

MANAGEMENT

Sex Ed Statement (01_Jan folder)

NAG 2 Special Character of School (in 01_jan folder)

NAG 1 Career Guidance (in 01_jan folder)

NAG 2 New Enrolments (in 01_jan folder and new materials are in 02_feb folder)

GOVERNANCE (all in governance folder)

BOT roles & responsibilities

Code of Conduct

Nag 3 Responsibilities of Principal

Nag 3 Reporting to the Board

Nag 3 BOT Meeting Procedure

Nag 3 BOT Meeting Process

Nag 3 Principal's Perf Appraisal

Relationship BOT Principal

MONITORING (make sure it is minuted that we did this review)

School Camp 2023 RABS form (in 01_jan folder)

3. Enrolments

4. Strategic planning (3 and 4 will likely happen together) (strategic planning in 02_feb folder).

5.2 Confirm BoT meeting dates

First Tuesday of the month.

Timing: 6.30-8.30pm. Noted: Eve and Jackie prefer earlier on a school night

Action: all to record dates in personal calendars.

5.3 Comments on meeting procedure and outcomes

Shaun: slow to start but efficient as we got going. Others: appreciate this effort.

Finish 8.40pm