Timatanga Community School Board Of Trustees
Meeting Minutes for Thursday May 13th 2024 @6:30 pm

1. Administration

1. Roll call
    1. Apologies: Shaun
    2. Present: Matt, Kerry, Elaine, Eve, Elanor, Gary (6.45pm)
2. Karakia
3. Declaration of interests   none
4. Confirmation of previous minutes   accepted
5. Correspondence In   Education Gazette
   Aiyanna Dixon resignation May 31st is her last day
6. Meeting planning   Elanor: should we put Principal's report at the beginning, so that things don't get lost?

2. Matters Arising

1. Process doc to be created for receiving and replying to supplier's quotes - **Matt** , NOT YET DONE; discussion, this action is not needed going forward.
2. Strategic Subcommittee Time to meet - **Matt** IN PROCESS
3. Annual Implementation Plan - **Eve** to discuss with Carol at ERO on acceptability of removal of repetitive tasks etc NOT YET MET WITH CAROL
4. Board Assurance Statement - **Eve** to scan and upload NOT YET DONE (Eve has been away ill for the last week)
5. Board directs **Eve** to give the 10YPP to the auditors DONE
6. **Eve** to set a date and format for full presentation of the curriculum document NOT YET DONE

3. Discussions & Decisions

1. Eve proposes accepting the following Policies/Procedures that have been reviewed by the subcommittee:

BoT Policy Review:
Nag 4 Assets no changes recommended (auditor looked it over 3 weeks ago)
Nag 4 Attendance Dues
changes suggested to take into account the fact that some proprietors do not want to pay the school accounts person to collect dues as a matter of course; also making the procedure clearer to follow.
Nag 4 Theft and Fraud Prevention no changes recommended (auditor looked it over 3 weeks ago)

BoT Procedure Review:
Nag1 Role Models no changes recommended
Nag 4 Theft and Fraud no changes recommended (auditor looked it over 3 weeks ago)

All accepted by consensus with changes listed above.

2. Eve proposes that these be looked over and passed at the June meeting–all agree
Nag 4 Financial Management   changes suggested; I would like Jackie to review this with me
Nag 4 Property Development
changes suggested; I would like the property team to review this too EVE TO ACTION THIS

3. **Governance Policies to approve:**
1. BOT roles & responsibilities
2. Code of Conduct
3. Nag 3 Responsibilities of Principal
4. Nag 3 Reporting to the Board
5. Nag 3 BOT Meeting Procedure
6. Nag 3 BOT Meeting Process
7. Nag 3 Principal's Perf Appraisal
8. Relationship BOT Principal   Deferred until the next meeting
   TO DO:
   Eve to upload all Governance Policies to 2024 BoT Folder
   Eve to ask Jackie if we can get a Visa Debit card for school to pay for this and other online items
   Matt to set up a BoT and a school GDrive
   Eve to transfer all BoT and school files to this.

4. Staffing: Eve asks that extra budget be approved

5. Parent Survey
Elanor: Kerry and Eve were meant to go through the responses to the survey from last year. Still to do.
        ELANOR TO DO: resend it.
Elanor or Matt can create the next one for the end of term. We need to prepare our questions now.
        ELANOR TO DO: Forward last one to Matt.
        ELANOR and MATT: Set up an Google survey document, start putting it together
        ALL: Send possible questions or topics to Elanor and Matt.
6. 10YPP (see 4.1)
7. Annual Plan
8. Strategy Targets
9. Curriculum update

4. Ongoing Monitoring

1. Proprietors report
    1. The fact that there is a resident who has yet to sign the police vetting form is a serious concern. Gary and Elaine are continuing in their efforts to try to ensure the resident complies.
    2. The board would like to thank the proprietors for the Phoenix palm tidy up.
    3. The lighting
2. Principal's report
    1. The 2023 audit draft has been tabled.
        1. Accepted with one change - Kerry was co-opted not elected
    2. Staffing
        1. Eve to put together a range of options and costings to address staffing to ensure student achievement whilst also ensuring students' pastoral needs are being met, particularly for years 3 & 4.
        2. Eve proposes that the relieving teachers budget be raised to $12,000 to meet extra student needs post Covid recovery
            1. Approved by consensus.

5. Meeting Closure

1. Identify agenda items for next meeting
        1. 50th(ish) anniversary Celebration
2. Confirm next BoT meeting dates
3. Comments on meeting procedures and outcomes