

Timatanga Community School Board of Trustees Meeting Minutes

Monday June 10th 2024 @6:30 pm

1. Administration

1. Roll call
 1. Present: Elaine, Eve, Kerry, Eleanor, Matt, Shaun
 2. Apologies:
2. Karakia
3. Declaration of interests: Eve staffing proposal (to hire her mother)
4. Confirmation of previous minutes
 1. All approved
5. Correspondence In
 1. Gazette
 2. UHY Auditors letter to the the chairperson Y/e 31/12/23
 3. Audit
 4. Associated Audit Materials
6. Meeting planning

2. Matters Arising

1. Strategic Subcommittee Time to meet - **Matt**
2. Annual Implementation Plan - **Eve** to discuss with Carol at ERO on acceptability of removal of repetitive tasks etc DONE
3. Board Assurance Statement - **Eve** to scan and upload to scan and upload DONE
4. **Eve** to set a date and format for full presentation of Curriculum ETA to come
5. Online Drive (Matt) Not done yet

3. Reports

1. Proprietors report
Received, thank you, and really appreciative of the work and emotional energy it is persistently taking Elaine and Gary to work through proprietor's issues.
2. Principal's report

4. Discussions & Decisions

1. Policy Review:

Nag 4 Financial Management	Approved with changes
Nag 4 Property Development	Defer (property team to meet again first)

2. 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

3. Lighting

The board asks that due to the ongoing delay with lighting, that the proprietors please move ahead with the approved budget for the lighting option that was discussed initially so that it doesn't drag on longer.

4. Audit

The board asks that we go back to the auditors and ask them to make the required adjustment re: 'Proper Calculation' of cyclical maintenance. We understand that this will result in a late audit submission.

5. Green and potential short term drainage options

Shaun proposes we buy a few cubic metres of sand to help the drainage / absorption of the grass area. Shaun to discuss with Fay.

6. Staffing

Eve proposes 20 hours a week for Sue Scarf as a special education needs support in Term 3 and Term 4 as a result of Aiyanna leaving. Eve is also looking at options for succession. The board fully supports this decision.

7. Criteria for Whanau

The board approves the new format of the template as worked on by Kerry, which will be used in any future instance of management reporting to the board the families who are not upholding their agreements with the school over an extended time.

Eve to continue to work on the document and create a Draft for next meeting

8. Toxic Smells (from 7 Mamari Road)

Wafting into playground intermittently. Monitoring ongoing.

9. Letter to MoE

Board approves writing to the MOE for the ministry to come and help renegotiate the integration agreement with the proprietors to be in line with the current health and safety legislation

5. Meeting Closure

1. Identify agenda items for next meeting
 1. Parent Survey
 2. 10YPP
 3. Annual Plan
 4. Strategy Targets
2. Confirm next BoT meeting dates
3. Comments on meeting procedures and outcomes