



Kia Ora
And welcome to Taipa Area School

BOARD OF TRUSTEES MEETING
11 February 2020

| Present: | | | |
|----------------|----------------------|----------------|------------------------|
| Sarah Russel | Elected member | Doreen Bailey | Principal |
| Stephen Tansey | Elected member | Karena Hita | Elected member |
| Tania Grace | Elected member | Michael Erihe | Elected member |
| Lisa Baker | Staff Representative | Tiriti Pikaahu | Student representative |
| Lisa Jurlina | Minutes Secretary | | |
| | | | |

Meeting opened:6 pm

Venue: Staff room

Closed at 8.45 pm

Apologies: nil

Does anyone want to voice a conflict of interest to anything on the agenda?

AGENDA:

Pa Harekek - to be given speaking rights re Nga Tai Tokorua

1.Previous minutes – Motion to accept as correct

2.Matters Arising :

Outward Correspondence

3.Correspondence In

4.Principals report

5.Financial Report – Education Services Expenditure Report to be read and discussed

1. MOTION: That the board accepts the minutes of the meeting dated 10 December 2019

As a true and correct record

Sarah moved the above

Tania seconded

First meeting of the year, Calls for Chairperson for the Board of Trustees.

Sarah willing to stay on - Steve Tansy nominaged by Lisa B

Stephen carries the vote

Karena thanked Sarah and congratulates Steve

OUTWARDS CORRESPONDENCE / MATTERS ARISING

Board Secretary would like to advise the following correspondence was sent from matters arising during the previous board meeting.

| Date | To | Re |
|------------|---------|-----------------|
| 5 Dec 2019 | L Jury | School Pool |
| 12 Dec | A Vause | Trip permission |

MATTERS ARISING:Letter to Mr Peach

Discussion:Sarah asked if the letter of thanks had been sent to Mr Peach as per previous minutes. Lisa J apologised said she had missed that and would get on to it ASAP

INWARD CORRESPONDENCE:

Inward Correspondence - moved - seconded

| Date | From | Re |
|-------------|--------------------|---|
| 13 Dec 2019 | Tenancy Services | Law change - Read only |
| 5/02/2019 | MOE | Vetting information - Read only |
| 10/2/2020 | MOE | Advice on water restrictions: Read only |
| 5/2/2019 | MOE | Water query: read only |
| 21/12/2019 | MOE | Design fees release:read only |
| | L Baker | Funding request - shade structure |
| 10/2/2020 | D Pivac | Vehicle hire - Area schools tournament |
| 17/1/2019 | North Tec | Star/trades academy |
| 5/2/2020 | C Hudson | Library report 2019 |
| Dec 2019 | Education Services | Governance Report |
| Feb 2020 | L Baker | Finance and Property report |
| Feb 2020 | D Bailey | Principals Report |
| 11/2/2020 | NZSTA | Memo |
| Feb 2020 | D Bailey | Delegations list |

TOPIC:Read only Items, Tenancy, Vetting, Water Restrictions, Water Query MOE, Design fees release

Discussion:All our homes compliant with Tenancy agreement, rents as recommended by steering group, we voluntarily vet people for overnight or driving students, perhaps have to think of other parents picking up students with parents permission - should we let that happen? water restrictions - no further action yet - design fees NFA -

Funding request - shade structure & heat pumps

Discussion:Marquees, need shade desperately, hall now classroom so lots of student meetings being held outside, trees cut down due to buildings so very little shade around school. Need for sports days etc.

The hall needs heat pumps, too hot in summer and very cold in winter.

Funding from surplus funds (working capital in good place)

See quotes

Meeting would like green 8x6m marquees, asks that they be sign written logos etc.

Lisa will advise meeting of exact costs if this funding is approved

MOTION:At this meeting the Taipa Area Schools Board of Trustees authorise the purchase of 3 Marquees at 8x6 m from Structurereflex canopies, including signwriting.

Karena Moved
Lisa Bseconded

ACTIONS:Lisa B to follow up

TOPIC:Vehicle hire - Area schools tournament

From Darrin sports co-ordinator.

MOTION:That at this meeting the the Board of Trustees has approved the application to Oxford Sports Trust for the amount of \$2500.00 (Two Thousand Five Hundred dollars only) inclusive of Gst, for travel to the Northland Area Sports Tournament to be held in Kerikeri between the dates of 04/05/2020 and 08/05/2020.

Steve moved
Tania seconded

ACTIONS:Letter to Darrin Pivac confirming above - Lisa J

TOPIC: Star/trades academy

Paperwork presented to show contract - already signed

ACTIONS:Lisa J to finalize paperwork

TOPIC: Carol Hudson report Library

Discussion:

Library report Sarah asks would it be possible for it to be open during breaks - could some seniors or teachers take up the slack. Sometimes library used as teaching space due to building.

ACTIONS: - letter of thanks to Carol for all her passionate work. Acknowledge great reports

FINANCIAL REPORT & Governance report Nov 2019

Gov report draft, not finalized yet

Financials good shape. Figures does not include a government grant of \$200,00 plus.

1 house to let, at the moment keeping it empty as it may be needed for a new Te Reo teacher.

Leases on school computers and chromebooks due for renewal- working through this now with 3 quotes and insurance, excess extreme.

Funding to four winds shades sale declined.

Trying to get funding for big trips early so we don't miss out.

Funding for sports equipment was approved to \$3000 not \$5000, but teacher was happy with what he got. S

chool hall to hot/cold quotes for heat pumps 4 heat pumps

Doreen - getting a lot of referrals etc regarding solar, - Lisa B says our power bill is not so bad but solar is always a good option - when we have decent roofing.

Severe lack of storage - propose purchase of containers for storage and possible teaching space. 3 quotes in cheapest is for local company.

Make a deck/cover in between versatile space

MOTION: That the Board of Trustess authorise the purchase of 4 heat pumps for the Hall from Allfaze in the amount of \$16,000 + gst

That the board Authorise the purchase of 2 containers from Naylor Brown at \$ 15,000 + gst

Lisa B moved

Tania_ seconded

PRINCIPALS REPORT

Discussion:

3 TODS - first day moving 2nd day parapara marae great day. 3 days meetings and planning.

Achievement data ncea not final data - calendar still being finalized - Digital fluency 15 of 28 staff have qualified.

Removal of non essential buildings should be done by June - ministry funded.

Whare: ministry wants a decision on it - health and safety issue:

** Board make a timeline for consultation and then decide on its future - need to communicate to interested groups that this is a time driven project.

Steve T suggests approach local media to promote happening with project.

Karena - consultations may come up with other options for it - Doreen - for example pull down everything leave roof, use it as shade, waka storage.

Policy review - until end of the term to comment on school docs

MOTION:

Doreen moved her report be accepted

Steve seconded

ACTIONS: Steve, Mike, Karena work with Doreen around resolving some issues around whare, see Carol Hudson re outside groups to consult with:

NZSTA memo

No actions

Delegations

Document re present roles of board members, Property - Doreen advising BOT regularly , Lisa B willing to do Health and Safety, Lisa B - if Steven added as signatory would be helpful to leave Sarah on have 4 signatories, Sarah willing for that to happen.

MOTION: That Steve Tansy be added to the Taipa Area School financial accounts as a signatory

Lisa B moved

Doreen seconded

Deputy Chair:

Steve Tansy asked if Sarah would be willing to act as Deputy Chair, Sarah indicated yes.

| |
|---|
| <u>Board Members</u> |
| Lisa B brought up that with Kiri no longer on the board that we were in fact down 2 members. Advised the reason the board kept at 7 was due to Suspension meetings and meeting a quorum (principal + 2) as Tiriti and Lisa B could not take part in these meetings. The board could either hold elections or co-opt on. |
| ACTION: board members will think about above recommendations |

Meeting moved to In committee at 8.04

Meeting moved out of in committee and back to normal meeting at 8.44

Meeting closed:8.45 pm

Signed by Chairperson March 2020