



**Takaka Primary School Board of Trustees**  
**Thursday 14th February 2019**  
**7pm in Staffroom**  
**Minutes**

**What's on Top:**

**The learning and wellbeing of our children**

*“What impact do our decisions have on the wellbeing, learning, progress and achievement of our children?”*

<p><b>1. Welcome</b></p> <ul style="list-style-type: none"><li><b>1.1 Present</b> - Jenny Bennett, Kylee McGregor, Fleur Murray, Nigel Harwood, Brad Lenko, Katrina Robbie, Corina Ward (Sec). Amy Farrow (Observer - left at 7.25pm)</li><li><b>1.2 Apologies:</b> Sarah McCleely</li><li><b>1.3 Any items for Agenda - BUS - comms from BOT, PL feedback from TOW</b></li><li><b>1.4 Karakia</b></li><li><b>1.5 Scenario Card</b></li><li><b>1.6 Declaration of conflict of interest - None</b></li><li><b>1.7 Ratify and pass previous meeting minutes.</b> <b>Moved</b> Jenny Bennett <b>Sec</b> Fleur Murray</li><li><b>1.8 Ratify and minute any email correspondence/decisions made- None</b></li></ul>	
<p><b><u>2. Strategic Review (NAG 2)</u></b></p> <ul style="list-style-type: none"><li><b>2.1 Confirm - Delegations to Principal - Moved</b> Katrina Robbie <b>Sec</b> Fleur Murray</li><li><b>2.2 Analysis of Variance -</b> needs to go to staff to have a look and comment. Needs to be submitted 1st March.</li><li><b>2.3 Strategic goals -</b> Talking with staff for comment - relationships, knowledge and learning, property,well being in Workplace, enviroschools, culturally responsive practice. Jenny has sent this to MOE as a draft - positive feedback from them so far. Approved in draft - <b>Moved</b> Kylee McGregor <b>Sec</b> Brad Lenko Jenny will send through to all board members when finalized. To send with Annual Report.</li><li><b>2.4 BOT election date. Confirm Returning Officer incl. payment.</b> Jenny and Kylee to sign letter to Corina Ward (RO).</li><li><b>2.5 Self Review calendar - Ratified.</b></li><li><b>2.6 Ratify 2020 school dates - Ratified</b> <b>Dates to Ratify for 2020</b> Monday 27 January School Starts Friday 31st Staff Development Day SCHOOL CLOSED Monday 03 Feb Nelson Anniversary Day SCHOOL CLOSED Thursday 06 Feb Waitangi - SCHOOL CLOSED Friday 07 Feb SCHOOLS CLOSED Monday 10 Feb - all Schools Open -- <b>Ratified</b></li><li><b>Dates to Ratify for 2019</b> Thursday 7th Feb - PD Day Tuesday 4th June - Kahui Ako teacher only day</li></ul>	

Monday 16th Dec - closing day -- **Ratified**

### **3. Regular Monitoring**

#### **3.1. Principal Report**

**3.1a** Car Ride Share info has gone out. "This is a community (parent>parent) initiative, and while it is supported by the school, any agreements entered into do not involve the school in any way, and the school is not responsible for any and all aspects of the arrangements. The group is a forum to connect families who may then choose to enter into a personal agreement."

#### **3.1b Bus parking at school:**

Thank you to all parents and community for your patience as the Board works through bus travel and car parking issues. You will have noticed that the bus bay has moved to outside the hall. This was due to the results of a health and safety review. The kindergarten can now park in the old bus area, and we are soon removing the bollards to create more room.

Takaka Primary School BOT asks those who have kindergarten children to use the these parks, or the car park behind the kindy. We encourage school parents to drop students off on Wadsworth street, so they can walk down on the left hand side to the school.

We acknowledge that these situations are frustrating, and thank you for your patience as we work on solutions.

**3.1c Fire drill** will now be Friday 15 Feb at 9.10.

**3.2 Fixed Asset Register** - This has been done by Jenny and Jass(caretaker)

**3.3 Finance Report** November 2018

*Motion that the monitoring reports be accepted.*

*Motion that the financial monthly statements for **November 2018** be adopted.*

**Moved** Kylee McGregor                      **Sec** Katrina Robbie

**3.3a Budget and Chairperson to sign off.** Done

**3.3b Ops Grant & implications of a lower roll.**

No bus runs coming to our school could have an impact on parents choosing to not come to our school.

Less new entrants.

**3.4 Policy - school docs** - please look online as they have made improvements.

**3.5 Principal Performance**

Nick Major coming to see Jenny on the 27th Feb to help set goals.

**3.6 Budget -**

**3.7 BoT as an employer**

3.7a The Living Wage documentation for accreditation process - will look at this later, Jenny will let them know.

3.7b RAMS for Bridge Valley Camp - signed by Fleur Murray

3.7c. RAMS for Top Teams 2018 - sighted by BOT

**3.8 Correspondence**

**Incoming:**

Attendance Report Term 4 2018

Leath Armstrong - re rental on Schoolhouse.

OPUS - requesting rental agreement on Schoolhouse

OPUS - Disposal of 10 Lake Crescent.

**!00% off funds will come to the school - CONFIRMED. Will send an updated letter.**

**Outgoing:**

**4. Emergent Review**

**4.1 New Government initiatives**

**4.1 New Local Initiatives**

<b>5. BoT Process Requirements:</b> 5.1	
<b>6. Assurances:</b> 6.1 6.2 Invoices	
<b>7. Identify agenda items for Next Meeting</b> 7.1	
<b>8. Public Excluded – Leave (In Committee)</b> <b>Required for correspondence out. In 7.35pm Out 7.45</b> <i>Motion: That the public be excluded from agenda items pursuant to Section 48 of the LGOI &amp; M Act 1987. The reason being to discuss a matter of personnel and the grounds is to protect the privacy of the individual.</i> Moved: Kylee McGregor                      Seconded: Nigel Harwood 8.1 Ratify LSA 8.2 Buses - alternatives	
<b>9. Any Other Business:</b> 9.1 Dogs in School This needs to be looked into a bit more but the advantages are great for the children and their learning. 9.3 PL feedback from Treaty of Waitangi workshop - good attendance and worthwhile.	
<b>10. Meeting Closed</b> Statement from the Board (summary of meeting) - Who will do this? Jenny <b>Finished meeting at 9pm</b>	

Chairperson \_\_\_\_\_

Date \_\_\_\_\_