**Minutes of Turitea School Board**

**Meeting held on 8 June 2021**

**6.00pm at Turitea School**

***Meeting opened at 6p***

**Present:** Beth Tootell (Chairperson), Glenys Murphy, Brad Cassidy, Trish Molloy,

Liam McBride, Anna Stephenson, Liz Bellis (Whānau representative)

**In Attendance:** Janene de Ridder (Minutes Secretary)

**1. Apologies:** Glen Kerr

**2. Ngā mihi**

Beth Tootell led the Board through Karakia Tuwhera to open the meeting.

**3. Minutes of Previous Meetings**

**3.1 Meeting held 11 May 2021**

Taken as read by: Beth Tootell Seconded by: Brad Cassidy

**ALL AGREED**

Confirmed as a true and correct record of the meeting by: Beth Tootell

Seconded by: Anna Stephenson

**ALL AGREED**

**4. Matters Arising from Previous Minutes:**

Refer to the Action Register. Beth Tootell reminded Board members to update any actions assigned to them.

**Technology**

The new laptops and iPads have been ordered. Liam McBride has created a Strategy document; Anna Stephenson suggested a teacher should be the bridge between the staff and the Board to operationalise the plan. Trish Molloy indicated she would discuss this at staff meetings.

**ACTION: Trish to review the technology strategy document and discuss at an upcoming staff meeting.**

Liam McBride reported that the school is free to sell old IT equipment; just need to be careful about selling to Board members.

**Hautu / HRC mediation**

Most of the action points have been completed.

1. The MEA has been signed.

2. Noted that there are a lot of training options available; Ria Tomoana and Doug Black are both happy to help.

3. Anna has approached Hamish Ruawai and he did not feel it was appropriate for him to act in an advisor role. Anna suggested going through the Kāhui Ako.

**5. Principal’s Report:**

Glenys Murphy spoke to her report highlighting the following:

* Notes from Kāhui Ako meeting have been uploaded to Dropbox
* Notes from Rural Teaching Principal’s conference also uploaded to Dropbox
* There are ongoing mental health impacts across the country from Covid-19.
* Conference highlight was the Hikoi around various pa sites
* Kids are very excited about the turf project which has tied in well with measuring in maths; James is coming next week to speak to them about the plans.
* Teacher only day today; morning focus was maths; afternoon focus was reporting to parents
* 6 RTLB applications have been approved

**Glenys Murphy MOVED that the Principal’s Report be adopted.** Seconded by: Beth Tootell

**ALL** **AGREED**

**6. General Business:**

**6.1** **Educational Forum Update**

Beth Tootell attended this forum last Tuesday and had uploaded a lot of documentation to Dropbox. It was the first session in the country and was a two-hour session with a very large agenda, including:

* 30 year plan
* Student Management Systems that track student progression
* 5 NEGS are moving to 7 NELPS in the next 18 months, which will be mandatory to use for strategic planning/reporting from 2023
* “Learners are at the centre”
* An overview of Te Rito was given
* Progressing the normalisation of te reo Māori

Beth Tootell asked the Board to review the documents provided and consider what this means for Turita School. Glenys Murphy suggested we should start using the new seven NELPS now, particularly in regard to Hautu.

**ACTION: Board members to review the Educational Forum documentation uploaded to Dropbox.**

**6.2 School Docs review – Feedback Term 1**

Beth Tootell noted feedback on the Term 1 School Docs has been received:

* Home learning – a couple of small suggested changes have been made
* Finance and Property Management– quite a few major suggestions, Liam McBride to look through these.

**ACTION: Liam McBride to look at the Finance and Property Management suggestions.**

**6.3** **Appraisal updates – Staff and Principal**

Glenys Murphy advised Shona is coming next week for a Principal appraisal session. She also noted staff appraisals are continuing and they are progressing with their professional standards and targeted learners.

**6.4** **Property Update**

Glenys Murphy advised the plans have been approved; James met with Isles Construction last week and came into the school. They are looking at colours for the office and classroom and carpet samples will be brought in soon. Now waiting to hear when the work will start. $287,000 has been received from the MOE to cover the cost of the work.

**6.5 Sunhats**

**Beth Tootell MOVED that Turitea School seek funding of $2245 from the NZCT for the purchase of year 0-5 sunhats**

Seconded by: Glenys Murphy

**ALL** **AGREED**

**7. Whānau Representative Report**

Liz Bellis summarised her report, key points noted were:

* Matariki event has been confirmed for the 2nd July, Glenys Murphy will send an email to parents and

add to next week’s newsletter

* Liz has worked with Brad Cassidy on the Hautu review
* A Whānau hui was recently held, a summary of this has been provided on Dropbox

**8.** **Staff Representative’s Report**

**School Roll: 148**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rimu 14** | | **Manuka 9** | | **Pohutakawa 20** | | **Rata 23** | | **Matai 27** | | **Totara 27** | | **Kauri 28** | |
| **Y0** | **5** | **Y0** | **0** | **Y1** | **10** | **Y2** | **15** | **Y3** | **21** | **Y4** | **13** | **Y5** | **6** |
| **Y1** | **9** | **Y1** | **9** | **Y2** | **10** | **Y3** | **8** | **Y4** | **6** | **Y5** | **14** | **Y6** | **22** |
| **Year 0 5** | | **Year 1 28** | | **Year 2 25** | | **Year 3 29** | | **Year 4 19** | | **Year 5 20** | | **Year 6 22** | |
| **Out of zone students: 55 In zone students: 93** | | | | | | | | | | | | | |
| **Year 0** 1 | | **Year 1** 9 | | **Year 2** **12** | | **Year 3 11** | | **Year 4 7** | | **Year 5 8** | | **Year 6 7** | |

Anticipated new students by December 2021 = 159

**New enrolments**

|  |  |  |
| --- | --- | --- |
| 2021 | | 2022 |
| Term 3 | Term 4 | Term 1 |
| 7 | 4 | 10 |

**Trish Molloy MOVED that the Staff Representative’s report be adopted.**

Seconded by: Beth Tootell

**ALL AGREED**

**9. Finance Report**

Liam McBride noted that the accounts are aligned with expectations.

Account Balances as at 31/05/2021:

|  |  |
| --- | --- |
| Cheque 00 A/C | $53,287 |
| School Principals A/C | $ 295 |
| Simple Saver A/C | $40,616 |
| Term Deposit - 0006 | $40,000 |
| Term Deposit - 0008 | $40,000 |
| Term Deposit - 0009 | $40,000 |
| Term Deposit - 0010 | $40,000 |
| Term Deposit - 0011 | $40,000 |
| **Total Bank and Cash Accounts** | **$294,198** |

**Liam McBride MOVED that the Financial Reports for May 2021 be accepted, and all expenditure therein be ratified**

Seconded by: Brad Cassidy

**ALL AGREED**

**Audit Report**

Beth Tootell noted the Audit Report was received two hours before it was due to be submitted which meant there wasn’t time to seek Board approval by email. Beth asked the Board to review the report and she was happy to send any feedback on. Board to discuss/accept the report at the next Board meeting.

**10. Board Training**

Beth Tootell advised she is attending the Central West Mini Conference at PNINS on 29th June 2021.

**11. Correspondence**

INWARDS:

Education Gazette tukutuku korero 24 May 2021 Vol 100 No 6

**Brad Cassidy MOVED that the inwards correspondence be received**

Seconded by: Glenys Murphy

**ALL AGREED**

**12. Next Meeting**

Beth Tootell noted the July meeting was scheduled for the 13th July which is the middle of the school holidays. The Board agreed to hold the next meeting on the 10th August, with a sub-committee meeting in July.

2021 meeting dates:

14 September

12 October (Beth flagged this will need to be changed)

9 November

7 or 14 December

**14. Late Items**

There were no late items.

Meeting closed at 8.27pm

**School Board Hours Summary:** Recorded on spreadsheet in Dropbox.