**Minutes of Turitea School Board**

**Meeting held on 9 March 2021**

**6.00pm at Turitea School**

***Meeting opened at 6p***

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

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

Guests: Hayden Hazlitt, Anna James

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

**1. Apologies:**

**2. Ngā mihi**

Liz Bellis led the Board through Karakia Tuwhera to open the meeting.

Beth Tootell noted that Hayden Hazlitt is attending to discuss the school field earthworks, and Anna James (PTA) is attending the meeting to discuss property and technology items.

**2.1** **Property**

Hayden Hazlitt spoke to the notes provided regarding sorting the field out. He questioned the location of the drainage, Glenys to provide Hayden with a plan of the field, she also suggested he contact Luke Spencer and gave him the contact details. The PTA would like to put a couple of goalposts up and wondered if the drainage location may be an issue. After Monster garage sale Hayden will spray the field; he noted that the school will need to keep the kids off the field for 3 days, and the lawn should then die off. It should be usable again after the school holidays.

The Board discussed the removal and potential options for the replacement of the cricket pitch.

**Beth Tootell MOVED that the Board approve the field earthworks**

Seconded by: Glenys Murphy

**ALL AGREED**

Hayden will keep Glenys updated on progress on the field.

Glen Kerr advised the bark needs topping up on the bottom playground. Several quotes have been received and were discussed.

**Beth Tootell MOVED that the School Board approve the purchase of 75m3 of bark from Roscoes Bulkyard Feilding at the quoted rate of $54.78 +GST + delivery fee of $174 +GST per 30m3 truck**

Seconded by: Glen Kerr

**ALL AGREED**

**ACTION:** Glen and Hayden to liaise regarding the timing to replace the bark while the field works is underway.

Hayden left the meeting.

Anna James updated that the PTA are going really well, they have a strong group of members and are in a very strong financial position, $60,000 in the bank with the Monster Garage sale to come. There are concerns that the community continues to fundraise but don’t seem to spend. The PTA funds trips etc, which aren’t so visible; they are trying to invest the funds into decent projects instead of lots of smaller purchases. Had planned for the turf but this has now been funded by the government. Now looking at storage options, perhaps a larger garage to replace the smaller separate sheds. Anna is seeking advice from the Board as to what large project they might want funding assistance for, and if there is a long-term vision that the PTA can assist with.

Beth Tootell noted that the larger projects can be complex, and quotes are very costly at present. Council, MOE, shovel ready money still to come, not quite ready for it. Storage is a good option, as no council consents required.

Anna Stephenson noted there is $25,000 that has to be used for outdoor development

Glenys Murphy noted that the turf quotes have come in a lot above budget; a suggestion has been made to get the building work done first and then get a quote for the astroturf. She noted her concern that if do the storage sheds there won’t be sufficient funds left to do the astroturf.

 Trish Molloy suggested a visual board for the PTA projects, a thermometer for contributions for the turf.

The Board indicated they would like to support the PTA with their messaging regarding fund raising; a suggestion was made for a PTA webpage to be built on the new school website.

The Board agreed the key project is the turf and that Anna James represent the PTA on the sub-committee for the turf works.

**ACTION:** Beth Tootell to explain the funding at the next PTA meeting.

**ACTION:** Glenys Murphy to set up a meeting with Ben, Anna (PTA representative), MOE, James, Martin.

Glen Kerr will also be on the subcommittee.

**2.2 Technology:**

Beth Tootell advised the technology subcommittee met with Jonathan Giles and referred the Board to the documents regarding what is needed, website information, computer information.

Website:

The old Wordpress Tiritea site has been made private but has not yet been removed which means it still comes up in a Google search. Jonathan advised that the school needs to get the domain name Turitea.school.nz and have everything go to this site. A discussion was held regarding the detail of what is required for the website. Jonathan suggested a really good website template that has a one-off cost of $75US. The template is easy to use and can link to other systems.

A suggestion was made to seek feedback from parents, office staff, teachers, and children around what content would they like to see on the website.

It was noted that the main issue will be how often is the content updated; updating the site needs to made part of people’s jobs so that it is kept up to date.

**Beth Tootell MOVED that the Board start the process of getting a Turitea.school.nz website as suggested by Jonathan Giles.**

Seconded by: Liz Bellis

**ALL AGREED**

**ACTION:** Beth Tootell to arrange for Jonathan Giles to create a Google form to consult with the community, and provide examples of other school’s sites

**ACTION:** Beth Tootell to contact Inspire net regarding the domain name

**ACTION:** Liz Bellis to approach the web marketing team at Massey for advice

Leasing and/or purchasing of computers

Beth noted that Glen had compiled several quotes for laptops and storage which the Board could access these on Dropbox.

The Board discussed what level of equipment is needed for each classroom and the usage; the benefits of purchasing outright vs leasing; and the benefits of purchasing a servicing agreement. It was agreed all equipment should be on a replacement cycle of 3-4 years.

All the existing equipment would be reset so that classroom logins could be used, and work saved on the cloud. Need to have a look at the digital curriculum, skill levels of staff.

The Board agreed that new equipment is required, Turitea is not a BYOD school.

**Beth Tootell MOVED that the Board purchase up to 25 iPad covers**

Seconded by: Anna Stephenson

 **ALL AGREED**

**Brad Cassidy MOVED that the Board approve in principle that the Technology Committee spend up to $15,000 to either lease or purchase 20 iPads and 5 Chromebooks**

Seconded by: Liam McBride

 **ALL AGREED**

Due to her experience with technology in her role at PNINS, Anna Stephenson will join the Technology subcommittee

**ACTION**: Glen Kerr to investigate what support is provided in the lease, eg computer break downs, initial set-up,

a screen breaks etc.

Leasing will mean support from provider, and regular renewal which reduces the risk to the school. Glenys noted that the school currently pays for 2 hours per month for IT support from Computer Care.

**2.3. Election of Chair**

Glenys Murphy called for nominations for the position of Chair of the Turitea School Board.

 **Beth Tootell NOMINATED for the position of Chair by: Brad Cassidy** Seconded by: Trish Molloy

 **ALL AGREED**

As there were no further nominations, it was declared that Beth Tootell will continue as the Chairperson of the Turitea School Board of Trustees for 2021.

 The Board again discussed succession planning as a number of Board members have signalled they are unlikely to stand for the next Board election as their youngest children will be finishing at the school. Board members agreed they would approach parents to attend a meeting to get some interest.

**3. Minutes of Previous Meetings**

**3.1 Meeting held 9 February 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: Trish Molloy

 **ALL AGREED**

**3.2 Newsletter ‘roster’**

Beth Tootell requested volunteers to write a summary of the Board’s activities for the school newsletter. The following schedule was agreed:

 Term 1 - Anna Stephenson (March) and Liam McBride (May)

 Term 2 – Liz Bellis and Brad Cassidy

 Term 3 – Beth Tootell and Glen Kerr

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

Refer to the Action Register – due to earlier discussions taking longer than anticipated, the Action Register was not discussed at this meeting.

**5. Principal’s Report:**

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

 **ALL** **AGREED**

**5.1 Review of progress**

 Deferred to April meeting

**6. General Business:**

**6.1** **Hautu Review**

Liz Bellis noted that progress is being made and they are next meeting on Friday. Understanding the Kāhui Ako response, trying to marry what that looks like and how the Board is meant to respond, to align with the direction that is taking. Glenys noted they need to look at the implementation plan, sitting alongside the MEA and Hautu, and how they align/marry up.

**6.2 Health Curriculum survey**

Beth Tootell noted this needs to get underway.

**6.3 March 2021 roll return**

 **Glenys Murphy MOVED that the March Roll Return be tabled** Seconded by: Beth Tootell

 **ALL** **AGREED**

**6.4** **Technology update**

 Discussed under item 2.3

**6.5** **Property update**

Discussed under item 2.2

**6.6** **Health and Safety check**

Beth Tootell noted that this is due to be completed in May.

**7. Whānau Representative Report**

Liz Bellis spoke to her report, noting that a tour of Rangitāne sites has been arranged with Jon Procter on Wednesday 31st March. Board and teachers to attend.

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

**School Roll: 140**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rimu 8** | **Manuka 9** | **Pohutakawa 20** | **Rata 23** | **Matai 26** | **Totara 26**  | **Kauri 28** |
| **Y0** |  **0** | **Y0** |  **0** | **Y1** |  **10** | **Y2** | **15** | **Y3** |  **20** | **Y4** |  **13** | **Y5** |  **7** |
| **Y1** |  **8** | **Y1** |  **9** | **Y2** |  **10** | **Y3** | **8** | **Y4** |  **6**  | **Y5** |  **13** | **Y6** |  **21** |
| **Year 0 0**  | **Year 1 27** | **Year 2 25** | **Year 3 28** | **Year 4 19** | **Year 5 20** | **Year 6 21** |
| **Out of zone students: 54 In zone students: 86** |
| **Year 0** 0 | **Year 1** 9 | **Year 2** **12** | **Year 3 11** | **Year 4 7** | **Year 5 8** | **Year 6 7** |

Anticipated new students by December 2021 = 158

|  |  |
| --- | --- |
| New enrolments 2021 | 2022 |
| Term 1 | Term 2 | Term 3 | Term 4 | Term 1 |
| 6 | 4 | 5 | 3 | 10 |

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

Seconded by: Brad Cassidy

 **ALL AGREED**

**9. Finance Report**

Account Balances as at 28/02/2021:

|  |  |
| --- | --- |
| Cheque 00 A/C | $59,065 |
| School Principals A/C | $ 295 |
| Simple Saver A/C | $38,805 |
| Term Deposit - 0006 | $40,000 |
| Term Deposit - 0008 | $40,000 |
| Term Deposit - 0009 | $30,000 |
| Term Deposit - 0010 | $40,000 |
| Term Deposit - 0011 | $40,000 |
| **Total Bank and Cash Accounts** | **$288,165** |

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

Seconded by: Glen Kerr

 **ALL AGREED**

**10. Board Training**

No upcoming events
Online training available here <https://www.nzstaknowledgehub.org.nz/copy-of-home>

Term 1 focuses on governance essentials; Term 2, finance.

**11. Correspondence**

 INWARDS:

 January/February 2021 STA News issue 305

 Education Gazette tukutuku korero 08 February 2021 Vol 100 No 1

 Education Gazette tukutuku korero 01 March 2021 Vol 100 No 2

 **Brad Cassidy MOVED that the inwards correspondence be received** Seconded by: Trish Molloy

 **ALL AGREED**

**12. Next Meeting**

 The next meeting is on Wednesday 13 April 2021

2021 meeting dates:

11 May

8 June

13 July

10 August

14 September

12 October

9 November

7 or 14 December

**13. Late Items**

 There were no late items.

Meeting closed at 9.01pm

**BoT Hours Summary:** Recorded on spreadsheet in Dropbox.