

Meeting: **Thursday, 8 August 2024**

Location: **Staff Room**

Time: **5.30 pm**

Present: Heather Richardson, Catherine Burrage, Nadia Te Huia, Prisca MacDonald, Sophia Jaskinki, Sarah Stevens (online)

Apologies: Malcolm Davidson

In attendance: Carol Walter

1. Karakia

2. Whakataukī

Whatungarongaro te tangata, toitū te whenua

Though the people may be lost to sight, the land is enduring

Agenda

3. Conflicts of Interest

There were no conflicts of interest to declare.

4. Minutes

* Moved to accept the minutes of 20 June 2024. P MacDonald / C Burrage . All in favour. Carried

5. Register of motions 2024

Accepted as read.

6. Correspondence

* Moved to accept the correspondence - H Richardson /S Jansinski All in favour. Carried.

7. Ngāti Toa.

To remain a standing item; there is room for a representative to come and update the board.

8. Attendance

P MacDonald presented data around student attendance; this was a current government focus. Awareness is being raised in the community; TIS is getting more emails from parents regarding

holidays. Unexplained absences are being more actively followed up, and then referred to the re-engagement officer if required. All students with less than 85% attendance are being monitored, regardless of reason.

9. Uniform

N Te Huia presented options re hoodies. It was agreed that the navy option was preferred.

* Moved to procure samples of a new navy blue sweatshirt with logos on sleeve and front - N Te Huia / H Richardson. All in favour. Carried.

10. Term 3 Assurances

Term 3 assurances were tabled.

P MacDonald advised there needed to be further work on ensuring and setting timeframes for physical restraint training

* Moved to accept the term 3 assurances - P MacDonald / S Jasinki. All in favour. Carried.

11. Casual vacancies

- a. **Ngati Toa** - draft letter tabled inviting representation, holding a board seat for them. P MacDonald to refine, H Richardson to sign.
- b. **Staff representative** - it was agreed to hold a by-election to replace S Jasinski - H Richardson / C Burrage. All in favour. Carried.

It was noted that any potential staff nominees could be invited to the next meeting

12. ERO

ERO publish guidelines for board self-audit and assurances - these need to be standard practice, not just when ERO checks. There are 6 checklists to be worked through; one per meeting

* Moved to work through the ERO checklists - H Richardson / P MacDonald. All in favour. Carried.

13. 50th Anniversary

TIS will be 50 next year; a sub-committee would be needed to organise any events. Calls for volunteers to be put out to staff & community.

* Moved to form a sub-committee - H Richardson / C Burrage. All in favour. Carried.

14. Reports

13.1 Principal's report

P MacDonald presented the principal's report.

Some strategic goals are being re-visited following new government direction however curriculum work was moving slowly. A risk area as there is not a lot of time to implement such changes.

* Moved to accept the principal's report - P MacDonald / N Te Huia. All in favour. Carried.

13.2 Finance report

C Walter presented the finance report for June.

- income at this time of year is being bolstered by AIMs fundraising and the fun run - note that the fun run raised \$13,500 vs the budget of \$34,500 and last year's total of \$43,100. While it is traditionally lower in non-camp years, this year's result is disappointing
- pay equity funding still provides additional challenges in setting teacher aide times, as the funding can only be confirmed in retrospect. The funding for 2023 was only confirmed in July this year due to finalisation of payroll figures.
- cashflow due to the various property projects also has significant movement, however the the hall project is nearing completion.
- interest continues to be ahead of budget - currently the balance is almost \$27,000 against an expected annual budget of \$15,000

Draft 2025 budget timelines were tabled.

* Moved to accept the finance report - H Richardson / P MacDonald All in favour. Carried.

P MacDonald presented a request for funds to upgrade the hall AV system. K Rickard had worked with 2 companies; the work would cost up to \$12,000 + gst.

* Moved to approve the expenditure up to \$12,000 - H Richardson/ N Te Huia. All in favour. Carried.

Mid-year review - C Walter will organise a time/date with AFS.

13.3 Property report

H Richardson presented the property report

Ramp is still under discussion. It is currently non-compliant, there is no safe wheelchair access to the upper school, and a lack of equal opportunities. The school continues to work with the Ministry to find a solution.

* Moved to accept property report - H Richardson / N Te Huia. All in favour. Carried

13.4. Health and Safety report

P MacDonald presented the health & safety report.

Following a potential issue with the asbestos removal, residual testing was all clear.


* Moved to accept H&S report. H Richardson / P MacDonald. All in favour. Carried

14. Public excluded business

* Moved that the public be excluded from the following part/s of the proceedings of this meeting on the grounds that the matters are of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public - H Richardson / S Jasinski All in favour. Carried.

There being no further business the meeting concluded at 7.08pm with a closing karakia.

Next Meeting – scheduled for Thursday, 12 September 2024

Signed: 
Heather Richardson (Presiding Member)

Date: 12 Sept 2024