

BoT Minutes July 7th 2021 @ 6pm - 10pm. Meeting held online via ZOOM

1. Administration

- 1.1. Roll call : Matt, Elaine, Robert, Eve, Jo, Jackie. Gary joins 7.10
- 1.2. Apologies; Magenta, Gary (for lateness)
- 1.3. Declaration of interests
- 1.4. Confirmation of previous minutes
 - 1.4.1. Accepted unanimously (with changes)
- 1.5. Confirmation of in-committee Minutes
 - 1.5.1. Accepted Unanimously
- 1.6. Correspondence
 - 1.6.1. Auditor letter - re delay in their turnaround
- 1.7. Meeting planning

2. Matters Arising

- 2.1. Review of actions from previous minutes
 - 2.1.1. Matt will amend our Playground Traffic Safety Procedure - Amendment that has been made to Proprietors Health and Safety Document is to be taken into our Playground Traffic Safety Procedure; see 4. 5.
 - 2.1.2. Principal's Performance review. Matt will send questions to BOT to review and then send to parents for feedback. Done. Review will occur over the holiday period.
 - 2.1.3. Eve/Parent Rep's will bring relevant Charter Tgt 3 and Tgt 4 to review at either this parent meeting or the next. Done.
Parents decided to review these Targets separately. Charter 3 : to develop Te Ao Maori at Timatanga School was reviewed deeply and Charter 4 will be reviewed at the next Parent meeting. Parents were able to share their connection to this target and discuss resources etc. Parent meeting minutes attached to view.
 - 2.1.4. BOT Mid Year Self Review and Evaluation. Matt will prepare post-its as of last year :
Matt has prepared, deferred until next meeting when we have a full BOT attendance.
- 2.2. Deferred actions
 - 2.2.1. Monitor current 10 yr Property Plan - Deferred
 - 2.2.2. Parking outside school - congestion. - Deferred. Parents discussed at Parent meeting. Suggested that the new procedure ideas are trialled and reported back on.
Trials still to happen.

3. Discussions & Decisions

3.1. Annual work plan items

3.1.1. Budget & subsequent Parent's Donations Review - Deferred

3.1.2. Budget Review - Deferred

3.1.3. Board chair election review - Before the next election Matt's children will leave the school. Matt will consider whether he might be able to carry on til then. Do BOT want to hold election early or second someone? Matt is keen to do a progressive Chairperson handover. Matt to contact Barbara re whether she intends to come back. BoT to talk to Magenta about her future intentions re BoT involvement (n.b. co opted until 2021). Jo and Robert are not available to chair next year.

3.2. Discussion

3.2.1. Court Case

3.2.2. Fay joins us 7.17 - visitor.

3.2.3. Fay reports re. visit with CAB Lawyer. Keith Langton is saying it is a "gross inconvenience" [not being able to go through the driveway during school hours]. Locking gate is a serious problem as there needs to be free access via walking and driving (legal provision). A court order could mean we just have to make it work/sort it out. Proprietors have to make both health and safety and access work. As per proprietor's report, the Proprietors Health and Safety policy has been amended: there is provision for Principal to lock the gate in extremis. Needs to be communication between school and residents if the gate is to be locked. Suggested condensing info in submission and providing links. Group presence at the hearing could be good but only one observer/ supporter in addition to Matt and Bill.

The upcoming court case is just to decide if they can adjudicate on this or not, as this is not a hearing.

3.2.4. Fay leaves 7.37

3.2.5. Need to finalise BoT statement.

3.2.6. We need to clarify whether any/all evidence do we need to accompany our initial submission - can we add to this at a second hearing?

3.2.7. Submission reviewed.

BOT all in agreement that Matt lodge this submission along with Elaine submitting proprietors one by July 18 (Proprietors will submit on 19th as there is a final review meeting booked on 18th once Gary returns to Timatanga) with the Tribunal and Keith Langton once the following has been done

1) Gary to measure the distance from the gate to Keith's house and enter it into the submission under the heading Right of Way

2) Eve to enter in all dates and remaining highlighted sections.

3) Eve to prepare evidence, Health And Safety Act, current Playground Traffic safety Policy and Procedure.

4) Elaine checked the current council zoning of property - it is a "Special Purpose School Zone"

3.2.8. End of Term Target and Annual Plan reporting Deferred

3.2.9. Charter Target Review - Annual Target 2 Deferred

3.3. Enrolments - See principals report

3.4. Staffing - See principals report

4. Ongoing Monitoring

4.1. Property maintenance - Deferred

4.2. Financial Update - Deferred

4.3. Principal's report

Dishwasher has been fixed! The oven however has broken and will need fixing/updating.

Strategic discussion/Enrollments: BoT endorses Eve's enrolment strategy for 2021 and 2022 (as per principal's report).

4.4. Proprietors report

4.5. BoT agrees unanimously on the need to make changes to our Playground Traffic Safety Procedure in order to mirror the amendment made by the Proprietors to their Health and Safety Agreement with regard to provisions for locking the gate as reported in the proprietors report. Eve suggests wording for the BoT Playground Traffic Safety Procedure: "When risk must be eliminated to guarantee children's safety, the gate can be locked at the principal's discretion, as per the Proprietor Health and Safety Policy. This is only to be done as a last resort, for example when isolation rules are not being followed." Approved unanimously.

5. Meeting Closure

5.1. Identify agenda items for next meeting:

BOT Mid Year Self Review and Evaluation

Monitor current 10 yr Property Plan

Parking outside school - congestion

Budget & subsequent Parent's Donations Review

Budget Review

5.2. Confirm next BoT meeting dates: 4 Aug, in person, Jo on dinner

5.3. Comments on meeting procedures and outcomes

Next time we meet on zoom we will start @ 6.30pm

Addendum to minutes:

These Minutes from 7 July 2021 approved via email by Elaine, Gary, Robert, Matt, Eve and Jo on 16th July. Jackie abstained due to having to leave the meeting (computer issues)

On 15th July Eve moved (via email) that the Playground Traffic Safety Policy be updated with the changes below.

Change 1: "Health and Safety Act 2016" changed to the correct title and date: "Health and Safety at Work Act 2015"

Change 2: Point 7 added in - The Board will share procedure review with the Timatanga proprietors and actively seek to reach agreement on safe practices together, if possible, in the spirit of the Integration Agreement.

Changes approved online (via email) 16th July by Jo, Matt, Eve, Gary, Elaine and Robert.