



TIRIMOANA SCHOOL
MINUTES OF THE BOARD MEETING
HELD ON 19th OCTOBER 2022 at 7.35pm

PRESENT: Matthew Britton, Peter Kaiser, Louise Graham, Leeza Kendall, Anna Lemalu, Aleem Shah, Ben Wood, Shirley Wensor,

APOLOGIES: Matt Lyon

VISITORS: Dale Hammond, Margaret Carter, Julie Matthews

Ben Wood opened with a Karakia.

The meeting began with an introduction around the room. Visitors were given speaking rights.

The meeting diverted at 7.48pm for the Returning Officer Report. Jenny Atkins explained her role as

DECLARATION OF INTEREST: Nil

MINUTES: The minutes of 21st September 2022 were read and approved. Lemalu/Shah

MATTERS ARISING:

Delegations

- Parent Whanau Liaison & Student Welfare. Leeza Kendall offered last meeting to take on this position.
- Health & Safety. Anna Lemalu – Moved Britton/Wood
- Treasurer. Position left till further notice
- HR. Position left till further notice
- Property. Ben Wood – Moved Britton/Kendall
- Policies. Louise Graham - Moved Britton/Shah
- NZSTA. Peter explained the role of NZSTA who give advice to Boards. Position left till further notice

CORRESPONDENCE:

Inwards/Outwards. Received and accepted.

Tabled correspondence – Inwards/Outwards - Nil

Britton

MATTERS ARISING:

Nil

REPORTS:

PRESIDING MEMBER:

Verbal report from Matthew.

- A MoU on the relationship between the Presiding Member and the Principal to be written.
- The Board meeting booklet was discussed with questions about how and when the Board should receive information. The booklet will be sent home on the Friday prior to the meeting, if possible, with as much documentation as is necessary for the meeting.

PRINCIPAL:

Presented by Peter Kaiser

Kaiser/Britton

FINANCIAL:

A full set of accounts for September were presented to the Board. The Board moved the expenditure for September of \$429060.39 and Capital Expenditure of \$7775.08.

Britton

Peter moved that the Presiding Member become a signatory to the accounts as there is no Board Treasurer at this point. ASB forms to be signed to action this.

Kaiser/Lemalu

The Board moved that the principal in line with the Finance Policy limit of \$5000, will require any payment over this amount to be signed by a signatory of the Board, as well.

Britton/Graham

PROPERTY:

Peter spoke on the property report. Gates discussed.

Kaiser/Shah

HR EMPLOYMENT:

Staff increments were ratified for the teachers listed on the report to move to the next salary step. Kaiser/Lemalu
The Board moved the appointment of Ashwin Keshaw as caretaker. Ash will start as soon as his police vet result is received. Shah/Kendall
The Board moved to delegate authority to the principal to make employment appointments, noting that this is except for any future principal position. Britton
Peter explained that the practice has been in the past with appointments, that a sub-committee has been formed as part of the interview process which may include members of the board and/or the SLT. The Board then ratifies the appointment at the next Board meeting.
The Board moved that for the life of this Board the principal has authority to make minor adjustments to work hours for staff. Britton
After discussion the Board moved to contribute fully to the cost of the Christmas Dinner for staff. Shah/Wood

HEALTH & SAFETY:

Verbal report
Julie explained how she reports monthly and is constantly reminding staff of any risk areas. Any new staff or contractors have a health and safety briefing with Julie. Britton

EOTC:

RAMS presented on trips planned.
Margaret spoke on her report on the Water Skills for Life programme being run at present. Britton

CURRICULUM:

Nil

STUDENT PROGRESS AND ACHIEVEMENT:

Dale represented the Mid-Year Data from Term 2 and explained to the new Board about the results in the report.

TE ATATU KAHUI AKO

A verbal explanation to the Board on how the Kahui Ako works.
The Kahui Ako - CoL is made up of a cluster of schools and ECEs who have signed a formal agreement and work regularly together.

POLICIES:

October policies due for review

- No. 3 Positive Behaviour for Learning – School Wide
- No. 5 Enrolment of Pupils & Maintenance of Attendance Records, Enrolment Scheme & Map
- No. 23 EEO – Equal Employment Opportunity
- No. 41 Health & Safety in the Workplace
- No. 50 Classroom Release Time
- No. 53 ESOL/English Language Learners

The above policies all moved and accepted with minor changes.

No new policies or deferred policies this month.

OTHER BUSINESS:

TERM DATES 2023:

Peter explained the process and requirements required by the MOE for schools to be open during any school year.

The Board moved to accept the term dates for 2023 as presented. Britton

BOARD CODE OF CONDUCT:

The Board moved to accept the Code of Conduct presented with the slight change to read “respect the integrity and professionalism of the principal and staff”. Graham/Wood

INTERNATIONAL FEE-PAYING LEARNERS:

The report on International Fee-paying learners for 2023 was presented by Dale Hammond. The Annual Review, which is a requirement, is due at the beginning of December each year. The process was explained

briefly as this is a mandatory requirement as the school is party to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

DRAFT SCHOOL EVALUATION FRAMEWORK FOR ERO:

A draft copy was presented to show the Board the start of the process to give to the reviewer from ERO. Matthew Britton to meet with ERO reviewer tomorrow.

No further business

At this stage of the meeting the Board went “into Committee” under amendment 54 section 48 (i) (a) (ii) to discuss a staff matter at 9.30pm. SLT visitors were invited to stay.

The Board moved “out of Committee” at 10.19pm.

Meeting closed: 10.19pm

Next meeting: 16th November 2022

Presiding Member: _____ Date: _____