

**Minutes of the Board of Trustees of Strath Taieri School held in the Room 5, Strath Taieri School,
Tuesday 29 February 2021**

Meeting Opened at 6:02pm

Present: Alice Scott, Jim McArthur, John Tisdall, Kate Martin, Stacy Atkinson, Amber Matthews, Charlotte Dykes, Anna Wilson, Nicola Hornsey

Apologies: Nil

Declarations of Interest: Nil

Visitors: Nil

Principals Variance Report

Please see attached

SIPs and LSC pod variance projects still with Draftsperson. Progress is slow on the SIPs project and money needs to be spent by November this year. Alice to follow up with Logic Group

Amber and Jim have been working on a Health and Safety checklist

Motion: That the Principals Report be accepted

J Tisdall/K Martin
Carried

Concerns and Complaints flowchart

Flowchart was sent to parents with recent newsletter asking for feedback. No responses. Amber created a final copy.

To be added as a Tab to the schools website. A reminder to also be put in newsletter about the school website for families to look for information and updates.

Motion: that the Concerns and Complaints flowchart be accepted

J Tisdall/S Atkinson
Carried

Strategic Plan

Goals and outcomes are in place – timeline for finishing the mission statement. Look into it in term 3 and get kids input and involvement. Get buy-in from children and parents.

Whanau Hui also an opportunity to discuss translating values into Te Reo

Initiate some branding ideas for 2022 in Term 3

Health & Safety

Letter received from 2 families regarding safety around a stopped school bus. Families are happy to contribute towards cost of safety upgrades.

Jim has been in contact with Downer, Ministry of Education and Allan Lynch (NZ Police) to look at various options. Allan has undertaken enforcement.

Highway is now part of the Central Otago touring route creating more traffic along with a busy Rail Trail season.

Bus company not keen on putting big signs on buses as they use these for other purposes. Also to look into if there is an option for better road/warning signs – John to follow up with Downer

Alice and Amber to create a school/community campaign

School is also lacking signage – Jim to talk to MoE – John Dooseberg

Fire Drill is to happen Tuesday 13th April to coincide with play group on the grounds as well

Sports field trees have been felled. Lions club kindly ringed up and took away wood. Remaining branches to be cleared.

Finance/Property/Assets/H&S/Other

Alice presented Finance report to Board (see attached)

Motion: that the Finance report be accepted

C Dykes/A Matthews
Carried

John Tisdall departed 7:26pm

Building maintenance – Patrick Flanagan has been undertaking jobs around the school and very efficient with excellent workmanship. Perspex on play group building to be fixed.

School Docs policies to continue to be reviewed before going online. Alice to look at Governance policies.

Alice to send thank you cards to Cavalcade helpers. Jim to extend a thank you on behalf of the school to the Lions Club at the next Lions meeting. Invitation to these people to attend an afternoon tea ad school assembly on last day of Term 1.

The Board has identified that the Cavalcade requires a financial management process in place including a budget going forward for future events.

LSM Report

Nicola had no update to report

Minutes of Meeting of 23 February 2021

Motion: That the previous minutes as circulated are a true and correct record of the meeting

A Scott/A Matthews

Carried

Correspondence

Motion: That the inwards correspondence has been received

A Scott/C Dykes

Carried

Next meeting Tuesday 18 May at 6:00pm

Close of Meeting: Alice thanked everyone for their attendance and contributions to the meeting.

Meeting Closed: 7:55 pm

ACTIONS:

Alice – Follow up LOGIC Group Project Managers progress

Alice – to look at staff complaints process flowchart

Alice & Amber – create a campaign for speed arounds schools/buses

Alice – to reply and acknowledge Stevenson & Jones letter

Jim – to talk about more school signs around the school as well as further conversations around buses with John Dooseberg (MoE Transport)

John – to call Wayne from Downer re school signs on highways/buses

Kate – add a tab to the website with complaints process flowchart

Jim – put in newsletter school website link

Jim – to thank Lions for their assistance with trees

Alice – letter inviting Cavalcade, Lions etc to last day of term 1 for a shared afternoon tea

Anna – removal of tree branches at school