

**Minutes of the Board of Trustees of Strath Taieri School held in the Room 5, Strath Taieri School,
Tuesday 18 May 2021**

Meeting Opened at 6:00pm

Present: Alice Scott, Jim McArthur, Kate Martin (via zoom), Stacy Atkinson, Amber Matthews, Charlotte Dykes, Anna Wilson, Nicola Hornsey

Apologies: John Tisdall

Declarations of Interest: Nil

Visitors: Nil

Resignation

Letter of resignation received from John Tisdall. Resignation to take effect mid-June.

Motion: That the resignation of John Tisdall be accepted

A Scott/S Atkinson

Carried

Discussion around by-election vs selection options. John's seat expires June 2022. Within 14 days of resignation taking effect the Board needs to decide if by-election or selection process.

Selection favoured as enables Board to choose someone and if no opposers to appointment of this person then a by-election is not needed. If anyone shows an interest in vacancy advise to approach Alice.

Motion: That a selection process be used to fill the vacancy

A Scott/S Atkinson

Carried

Alice thanked John for his tenure on the Board and for his valued input and work behind the scenes especially on property matters.

Principals Report

Please refer to attached

Motion: That the Principals Report be accepted

C Dykes/S Atkinson

Carried

Finance Report

Alice reported on budget edits undertaken due to what we received in our actual March Ops Grant instalment. Revised the budget down from \$150,000 to \$136,00 (Please refer to attached for details of changes).

Acknowledgement that the 2021 Annual Report is due to be published by May 2021

Cavalcade transaction history shared with the Board for transparency. A few small invoices/reimbursements remain

Charlotte presented her Budget report for March and April Finances (please see attached report)

Motion: That the Board accepts the March & April Finance Reports

A Scott/A Matthews
Carried

PROPERTY

Continual maintenance jobs – a list of jobs made and contact with Patrick Flannagan if it is something he would like to do.

Adrian has 28 hours of community work left – John to continue to manage/sign this off

Several projects on the go – Tech Room & Pod project. Consuming a lot of time especially in Jim's beginning year as a Principal. Recommended a Project Control Group (PCG) be created with a Board Member, Project Managers and Principal.

Discussion had around Board and Staff visiting schools that have recently had upgrades including Silverstream, North East Valley & Tahuna

Motion: Jim approves of Project Control Group (PCG) to be established for Logic Group & SSL

A Scott/A Matthews
Carried

Motion: Charlotte to be appointed as the Board delegate on the PCG for the upcoming property projects

A Scott/A Matthews
Carried

Health & Safety

Amber detailed the need to continue to stay on track and brought up the following items for discussion:

Photo Permission & Internet Safety Agreement

Signed and collected electronically at enrolment. Wanting to capture this information again - to do so after Constable Pete Bevins talk to parents

Grapevine

No grapevine system currently in place as due to other measures being used to notify parents such as Skool Loop, social media and email. A list of families to continue to be maintained for those that do not have access or connectivity to these facilities in a timely manner or who would like to be added to this list

RAM's local visit

Generic permission slips for local visits have been done, to update when needed

School Technology RAM's

no specific RAM's required at present.

Bullying Policy Review

Amber and Jim to look over and discuss

Health Education/Staff Training

Family planning (FP) have no trainer in Dunedin. A staff member partook in a zoom call with Christchurch FP. At present there remains no one to outsource this educating in the classroom too. Take a longer-term approach to this and do it bit by bit and create a comprehensive health curriculum. Priority is to do a puberty and period session.

Bus Safety

Campaign has been run locally and frequent users of the road also advised. A newspaper article has been run so hoping to gain momentum from this. Allan Lynch (NZ Police) has found a NZ Police budget to enable signs to be put up on school grounds and other locations of interest regarding the safe speed past school buses. Still no movement with the ability to put LED signs on buses even though certain families have stipulated they would be happy to fund this.

Different people than usual collecting children after school – a friendly reminder to be placed in newsletter reminding parents to notify teacher if anything different than usual

Kate to update school website with Concerns & complaints flow chart

Governance Essentials workshop

Regarding what level of reporting the board would like. What is the threshold?
When it is serious enough to call the parent - serious enough to notify the Board
To put this threshold in Governance document in school docs

LSM Report

Nicola is pleased with Boards continued progress. Meeting with Nikki Ryan to discuss.

Motion: Board to accept LSM Report

A Scott/S Atkinson
Carried

Governance Framework – to be covered at next meeting

Minutes of Meeting of 29 March 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 05th July at 6:00pm

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

Meeting Closed: 8:00pm

Chairperson

Date

ACTIONS -

Alice – write a blurb for newsletter re John’s resignation

Stacy & Jim to discuss bike ramps

Alice – publish annual report by May 2021

Alice to talk to Patrick re list of property maintenance jobs

Charlotte to join PCG

Jim to maintain a list for those parents who want to be on a grapevine type list

Reminder in newsletter if someone different is to pick up child/ren it is appreciated if teachers/office are advised

Alice to add H&S threshold to governance framework

Kate to update school website with Concerns & complaints flow chart

Newsletter sent out to parents with link to website and copies of concerns and complains flowchart to be available at office and put in newsletter

Board and teachers to tour schools in Dunedin to gauge their property projects

Bullying Policy Review – Amber/Jim