



TARGET ROAD SCHOOL

Minutes of School Board Meeting

Held in TRS Staff Room
Wednesday, 24th May 2023 at 6pm



OPENED

6.00pm

1.0 ADMINISTRATION MATTERS

1.1 Karakia	Lead by Fina
1.2 Present	Fina, Kristie, Geoff, Shane, Brent, Kevan, Katie
1.3 Apologies	Anthony
1.4 Invitees	Nil
1.5 Declarations of Interest	New board sec is friends with two current board members

2.0 Strategic Aims

2.1 Review current theme of strategic plan	Review of charter due in term 3. The strategic plan arose from consultation with staff, students, and parents and has been developed with that feedback in mind. This will be up for review at the end of the year. Community consultation is required prior to each review. Do we want these themes to be commented on by the community or a deeper consultation? Assess it as a start point with what is currently and if it is working go deeper and if it's not then to review.
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3.0 Te Tiriti O Waitangi

3.1 Implementation plan review	Term one review completed of the plan created by Whaiora and An-Ya. Our students are becoming more comfortable using Te Reo in everyday conversation, it is becoming normalised across the school. Creating links with mana and lwi is challenging as there are 6 different lwi around our area. All schools are currently asking for lwi support which is causing strain on the local lwi. Decision made to continue with current implementation plan before approaching local lwi for support.
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4.0 Human Resources

4.1 Formal review of report	Formal review of report principal performance. Previously the professional assessment was done by an external agency and a board member, but now only needs a principal. Review to be presented at the next board meeting.
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5.0 Budget

5.1 Monitor and review TA spreadsheet	Unanticipated funds have come into the school for support services. A mid-year budget review is to be conducted to adjust for these new totals.
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	Budget for learning assistants to be reviewed as the discrepancies between what the MOE is paying as opposed to the pay scales they are on. The Board is currently funding the shortfall. The question was asked as to how other schools deal with this situation with most only using the assigned funding for the hours that they cover and not employing support staff once funding is depleted. Group learning and special learning support is provided from special education grants, with the shortfall also included in the Board funding. Some of the overspend is returned through the equity payment scheme but not much.
6.0 Kahui Ako Review	
6.1 Implementation plan review	An-Ya is one of our ISL, Emily is our other. Both are still learning the role but are making great progress in each area. This includes a curriculum refresh in some of the areas they are responsible for.
7.0 Kahui Ako Review	
7.1 Implementation Plan Presented	
8.0 Board Process Requirements	
8.1 Annual report approved and sent to MOE	Due to be submitted by May 31st with analysis of variance.
9.0 Principal's Report	
9.1 Principal's Report	Children leaving the school grounds - because we have had some of our new students leaving the school grounds, the MOE has recommended fencing the school yard. Companies are being contacted to start the process of measuring and providing quotes. Areas for fencing to be reported at a later date, MOE will pick up the costs for this. Property subcommittee to coordinate the fencing project. Injuries - recommended that flat shoes be worn by staff to enable running without injury. Supervision - increased supervision during breaks and an increase in clubs to help with the issues of students leaving has been embraced by all staff members. Evacuation - has been conducted this term. Two stand-downs this term. Stand-down can be up to 3 days. Role is growing - currently funded for 415 but pre-enrolments will push us over this number next term. Attendance numbers are increasing and are now over 70% attendance. Reviews and assurances - Board member to view expenditure processes twice yearly Propose that a member of the finance committee to review expenditure processes in term one and term two Proposed - Kristie Seconded - Geoff Carried - All Teacher Aides have completed the first phase of physical restraint training.

	Sharing joy within the kura is a new initiative and shared each Friday to celebrate the positives from the week from each class. This is presented in the form of a video which is available to all staff to view and share. Uniform survey results - Community is happy with the uniform as it is. The uniform will remain as it is.
10.0 Committee Reports	
10.1 Finance	Review of previous committee minutes - As mentioned previously, more money has come in than was anticipated and included in the budget. The next hui will include the budget review to allow inclusion and distribution of the new funds.
10.2 Property	Review of previous committee minutes - Hui to be set.
10.3 Health and Safety	Review of previous committee minutes - Traffic management remains an ongoing concern. Richard Hill has been emailed by Kevan to follow up on overdue driver feedback sign, and requests for speed bumps, raised crossing and permanent cones. Delegation of responsibilities for SH&W within the school approved: Moved - Brent Seconded - Geoff Carried - All Mental health days are now recognised and encouraged for all staff The Lego room is now up and running and proving very popular
10.4 Planning and Review	Review of previous committee minutes School docs - policy on physical restraint now in place and to be sighted by the Board. Confirmed that the Board have now sighted the physical restraint school doc Moved - Fina Seconded - Katie
10.5 Personnel	To be discussed In Committee
11.0 Administration	
11.1 Confirmation of Previous Minutes	<i>"THAT the minutes of the Board meeting held 22 March 2023 be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website."</i> Moved: Kristie Seconded: Fina Carried: All
11.2 Training	NZSTA Conference Rotorua July 20-23 (Early bird tickets & AGM)
11.3 Correspondence	Correspondence: Wellbeing budget letter to go to staff - Board is happy for the draft to go to the staff Moved - Brent Seconded - Geoff

	Board profiles for school website - who hasn't done this? - 3 still to be done Primary principals strike action - positive changes have been noted with the reduction in hours, better sleep patterns, reduction in stress. Strike is now on hold but the Board is encouraging Fina to continue those hours except for urgent matters. Meeting Protocols - Protocols to be implemented for the Board and sub-committees Moved - Shane Seconded - Katie
13.4 Hero	Hero expectations & action plan to be presented - covers Hero goals and posts by staff for individual students and class posts, and the expectations for each class. Method of tracking unique to each staff member but needs to be easy to read by the Learning Leaders for each team.
12.0 In Committee	
	To be documented separately
13.0 Next Meeting	
	6pm Wednesday 14th June 2023
CLOSED	7.29pm