



TARGET ROAD SCHOOL

Minutes of School Board Meeting

Held in TRS Staff Room
Wednesday, 21st February 2024 at 6pm



OPENED

6.04pm

1.0 Administration Matters

1.1 Karakia	Led by
1.2 Present	Fina, Kristie, Shane, Katie, Geoff, Brent, Kevan, Phillipa arrived at 6.06pm
1.3 Apologies	Anthony
1.4 Appointment of Presiding Member	1st Hui of every year Board must appoint a Presiding Member Only nomination was Kristie. Kristie is happy to accept the role. Responsibility for compilation of the board newsletter will now sit with Fina with assistance from Shelley. Moved: Brent Seconded: Geoff Carried: all
1.5 Review the Code of Conduct	reviewed
1.6 Review Board Delegations	<u>Delegated Authority for the Principal</u> That the Target Road School Board delegates to the Principal, Fina Hallman the power; 1. To initiate competency processes under clause 3.3.2 of the Primary Teachers' Collective Agreement (PTCA) and any other employment agreements. 2. Pursuant to clause 3.4.1 of the PTCA or any other employment agreement/s to (a) determine whether disciplinary processes should be initiated; and (b) make initial inquiries to establish whether disciplinary processes should be initiated. 3. That the Presiding Member is notified of any initiation of competency or disciplinary process. <u>Delegated Authority for the Deputy Principal</u> That the Board directs, except where the Board, at its discretion otherwise determines, the Deputy Principal, Shane Reynolds; or in the absence of the Deputy Principal at the time then the Associate Principals; and in the absence of both DP and AP, the Senior Teacher, shall, in the absence of the Principal from duty and for the full periods of such absence, perform all the duties and powers of the Principal. <u>Delegated Authority for Finance</u> That the Board requires two authorities to authorise payments. The authorities will be the Principal and the Accounts Administrator. <u>Delegated Appointment of a Privacy Officer</u>

	That the Board approves the appointment of Fina Hallman, as the Privacy Officer. <u>Delegated Authority for the Principal</u> That the Target Road School Board delegates to Fina Hallman, Principal, the power; 1. To act as Delegated Financial Authoriser (DFA) for Board approved school-led property projects via the newly created Salesforce platform within the Ministry of Education property portal. 2. As DFA Fina will be responsible for reviewing project information submitted by the Project Manager and either endorsing the project to proceed to Ministry of Education approval or rejecting it so the Project Manager can update the information. That, at regular intervals, Fina provides the Presiding member with the status of property projects. All the above delegations were reviewed and approved. Moved: Brent Seconded: Geoff Carried: all <u>Media Enquiries</u> Any media enquiries regarding Target Road School are to be handled by the Principal, Fina Hallman; or in the absence of the Principal at the time then the Deputy Principal, Shane Reynolds; or in the absence of the Deputy Principal at the time then the Presiding Member, Kristie Taurua. Moved: Brent Seconded: Kevan Carried: all
1.7 Review of Declarations of Interest	Brent's wife Shannan works at the school part-time. Kristie will update register of interest form and save it in the share drive so team can update as relevant. Each time an item is added it must be declared at the next board meeting.
1.8 Board Work Plan	Need a separate meeting to set the Board work plan. Agenda for board meetings should be derived from the work plan. Board to meet: 6pm Tuesday 5th March
2.0 Strategic Planning	
2.1 Implementation Plan	Fina & Kevan have gone through and checked that all the legal requirements have been met in the Strategic Plan. The Learning Leaders derive their mahi from the Strategic Plan. The strategic plan was accepted by the Board and they are happy for it to be submitted

	to the ministry. Moved: Kevan Seconded: Katie Carried: all
3.0 Reporting	
3.1 End of Year data	We are seeing upward trends in the data. Maori data shows there is a massive upward shift in reading but maths and writing has gone down indicating a need there for intervention programmes. This data is used in leadership hui and helps provide collective responsibility and awareness to resolve any issues.
4.0 Principal's Report	
4.1 Principal's Report	Role growth compared to this time last year is equivalent to a whole new class. Attendance in general is on an upward track. Shane has turned on feature in Hero so that parents can now see individual attendance for each child and take ownership of attendance. There was discussion around the number of days school was open for instruction.
5.0 Human Resources	
5.1 Professional Growth Cycle for Principle	Kristie had a meeting with Maggie so she could understand what the Board wants from Fina. Maggie will come to the final board meeting in December and go through appraisal with the Board.
6.0 Committee Reports	
6.1 Finance	Fina to review draft budget with Mathilda and will bring budget to work plan meeting to finalise. \$5000 deposit for YR 6 camp needs to be paid. Board happy to approve. Moved: Geoff Seconded: Shane Carried: all Finance committee meet once a month: Kristie, Fina, Geoff & Shane
6.2 Property	Board approved budget for furniture for the leadership office.

	Moved: Kristie Seconded: Brent Carried: all More vandalism at the school. Speakers were stolen so have to be replaced. Potential asbestos in toilets will take longer to renovate. Pool will need to be drained at the end of term 1 to look for the slow leak before it is repainted. Council has advised as rooms 1 & 2 need to be accessible so this may delay the fencing. MOE to send through design for new build through for board approval. Property committee meet once a term and more as required: Fina, Geoff, Shane & Brent
6.3 Health and Safety	Water supply issue raised by Kevin. Shane to investigate issue with water fountain in barn to see if needed or if it can be replaced or be removed. All Tamariki have access to fresh potable water via other water fountains in senior and junior playgrounds and internally via the classrooms. Committee needs to set a date for the next meeting. Health & Safety committee meet once a term: Katie & Kevan
6.4 Planning and Review	Next meeting 1st March @ 915am School improvement framework to be reviewed at this meeting. Fina to share what has been completed by leadership team. Planning and Review committee meet once a term: Kristie, Kevan, Katie, Philippa & Fina
6.5 Personnel	
7.0 Administration	
7.1 Confirmation of Previous Minutes	<i>“THAT the minutes of the Board meeting held 29 November 2023 be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website.</i> Moved: Shane Seconded: Kristie Carried: all
7.2 Training	Reminder to review NZSTA training. Conference is 6-9 June in Wellington.
7.3 Correspondence	1 Board newsletter a term Kristie will always do a presiding member blurb. All committee blurbs to be sent through to Fina by Friday 15 March. We have call for Remits to NZSTA. We have received an apology letter from the person who broke windows last year.

	Board assurances have been signed by Kristie, as Presiding Member, for ERO framework.
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8.0 In Committee

	To be documented separately. Meeting started at: 7:34pm Meeting concluded at: 7:59pm
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9.0 Next Meeting

	6pm Wednesday 20 th March 2024
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CLOSED	7:59pm
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