TARGET ROAD SCHOOL

Minutes of School Board Meeting
Held in TRS Staff Room
Wednesday, 29th June 2022 at 5.30pm

OPENED	5.30pm

1.0 KARAKIA

Led by Rebecca.

2.0 ADMINISTRATION MATTERS

2.1 Meeting Protocol & Speaking rights	All Board members have speaking rights. All resolutions to be read out before being moved and seconded.
2.2 Present	Fina, Sarah, Mariko, Kristie, Rebecca, Brent Guests: Shane Reynolds, Kevan Leadbeater Minute Taker: Shannan
2.3 Invitees	The Board has voted to allow guests speaking rights for the duration of this meeting.
2.4 Apologies	Katie
2.5 Confirmation of Minutes	*"THAT the minutes of the Board meeting held **23rd March 2022** be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website."* *Board Minutes 1st June 2022.docx* Moved Mariko Second Fina CARRIED All
2.6 Matters Arising	Library system - paying half Exit interviews - have been conducted
2.7 Declarations of Interest	Nil new declarations.

3.0 SCHOOL POLICY REVIEW

	behaviour mgmt.pdf Harassment and Personal Grievance change content.pdf reporting and recording accidents and incidents.pdf Nil concerns with the documents currently. Initial review agreed by all.

4.0 PRINCIPAL'S REPORT	
Discussion	Principal's Report to BOT hui 2 T2 2022 Health and Safety - Target Road traffic hui was very well attended Injury and accident report - One monkey bar injury Injuries coming to the office have been drastically reduced by the active supervision teachers carrying basic first supplies i.e sticking plasters, steri wipes etc. Two incidents from camp have been followed up by Tui Ridge as they fall under their process. Roll growth is starting to climb to expected levels. Still aiming for 424. Bank staffing - this covers teachers who are not currently under the school bulk funding. Current discrepancy has been identified as a coding error. Attendance - The School Board should be setting targets for attendance. Currently TRS is at roughly 80% attendance. Peer mediation programme - Conflict resolution between staff/students to be introduced to school gradually. Mid year data will be available next term. Assurances - Health curriculum still under development. Emergency kits for classrooms also to be investigated. New reception worker, Judy, starting in Term 3. Staff illness due to flu and colds is causing disruptions which are currently being well managed. Mental health and wellbeing is being monitored within the teams. Still at Orange level.

5.0 COMMITTEE REPORTS	
5.1 Finance	The mis-code is being actioned by Mathilda at the moment. A subscription has been taken from the wrong budget area and is being corrected. Mid year budget review has us tracking to end the year on budget. **05 May Governance.pdf** **How-to-use-the-Cyclical-Maintenance-Provision-Calculator.pdf** Cyclical maintenance - painting is due, query as to whether the school has a painting contractor already or if a new one needs to be found. This would be to cover spot painting and bigger jobs with the aim being to pay a 'subscription' each year for this service. MoE property advisor due for a visit and will be asked for further information. **Approvals and Quotes:** *Overseas teacher appointment* Filling current appointments with fully qualified teachers is becoming difficult for all schools. Investigation into using an overseas fully qualified teacher to fill in the interim. An external agency has been consulted and costs discussed (approximately $7000 per year). Using an agency will take the admin burden away from the school. The Board is asked to approve the spending of approximately $3500 for a two term employment of an overseas teacher through Education Personnel. Moved: Kristie Seconded: Mariko

	Carried: All *Bark* The contractor employed to fix the bark in the playground has come back and asked for additional costs as the original quote was incorrect. The bark is at the incorrect depth and additional bark needs to be purchased and delivered. The Board is requested to approve an additional expenditure for the amount quoted from the new service provider, up to $4000. The final quote will be approved by the Board via email. Moved: Rebecca Seconded: Brent Carried: All
5.2 Property	Next hui 30/6/22
5.3 Health & Safety	Road update, Matt Sweetman, Vanushi Walters Outcome of hui - traffic Road markings have been repainted. The sign arm has been repaired. AT to investigate raised speed bumps. Street lighting has been repaired. The Ministry of transport has released funding for safety around schools. An application needs to be made, with engineering and detailed information of what is needed, by the end of July. An AT engineer is coming to the school to meet with Fina and a plan will be created for submission.
5.4 Planning & Review	Emergency kits - we do not have this as yet in kura - these shall be in place before the beginning of term 3 Health curriculum Proposed delegation that this is delegated to the Planning and Review committee Moved: Mariko Seconded: Kristie Carried: All Health Curriculum. 7-consulting-with-the-community-august-2017.pdf RSE+Guide+y1-8.pdf Helath education guide.pdf Annual Report Annual plan implementation review TRS Charter and Annual Plan 2022 Action items and progress has been reported on in the plan. The Board have completed most of the implementation required by them. The online Charter available on the website needs to be reviewed for ease of reading and understanding by the community.
5.5 Personnel	Nil
6.0 TRAINING	
	Tax for Voluntary Work Board Honorarium & Tax Declaration required for Board payment over a predetermined amount detailed in the attached documents

7.0	CORRESPONDENCE
IN	Carbon Neutral programme and target-road-school-1528-board-authorisation-20220620-001.pdf
OUT	Board newsletter due out at the end of this week

8.0	FUNDRAISING / FOTS
	Nothing new to report

9.0	OTHER MATTERS
	Board Elections - electronic vs. postal voting; who from the Board will promote; posters. Election date has been set for the 7th September. Nominations to be advertised for in the next Board newsletter. Postal voting only has been decided on due to the time restraint and the technical requirements for electronic. Nominations close on the 15th July. Mariko to co-ordinate the advertising of the Board elections. Hui to be organised for the community to talk with current Board representatives as a Q & A for prospective Board members. Scheduled for 13th July at 6pm in the staff room. Rebecca to promote on Hero and for the staff rep.

10.0	IN-COMMITTEE

Nil.

11.0	NEXT MEETING

Wednesday, 17th August 2022 at **5.30pm** School Staffroom, 80 Target Road, Totara Vale.

CLOSED	7pm