



TARGET ROAD SCHOOL

Minutes of School Board Meeting Held in TRS Staff Room Wednesday, 1st June 2022 at 5.30pm



OPENED

5.50pm

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, Katie, 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

Nil

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." [W Board Minutes 23 March 2022.docx](#)

Moved Sarah

Second Rebecca

CARRIED All

2.6 Matters Arising

Board Code of Conduct [Board Code of Conduct](#)

Hard copies printed and signed

2.7 Declarations of Interest

Nil new declarations.

2.8 Delegations

- Delegated Authority for the Deputy Principal

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 Acting Associate Principal, Rebecca Osborne; and in the absence of both DP and Acting 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.

Moved: Fina

Second: Brent

3.0 SCHOOL POLICY REVIEW


 2022 Review Schedule.pdf

Employment terms, resignations, terminations, and conditions to be added to the review schedule.

Term 2 scheduled reviews included in the Principal's report

4.0 PRINCIPAL'S REPORT

Discussion

 Principal's Report to BOT June 1st 2022

Evacuation practice was held last term. Another to be held this term due to many areas of concern that were picked up. Evacuation practices will be term 2 and 4, lockdown practices in term 1 and 3. Earthquake drills held at scheduled times

Enrolment and attendance - Roll numbers have gone up from last meeting. Roll growth is still too low to employ further full time teaching staff.

Teaching allocation is currently 22.24.

Attendance data - Attendance is still low in some year groups. Continuing to monitor. Across school attendance is up overall. 80% attendance of parents at the whanau meeting held earlier this term, a marked improvement on previous meetings.

Mid year data has been submitted.

Teacher only days have been scheduled. Last teacher's only day was focused on keeping ourselves safe and literacy strategies.

Kara has been working on building community relationships through various fundraising events.


Cyber awareness and safety is continuing to be met by the IT leadership team.

Health curriculum to be created as it is currently absent. To be discussed with the planning and review committee. National curriculum to be consulted.

5.0 COMMITTEE REPORTS

5.1 Finance

Financial Report:

 04 April Governance (1).pdf

School currently has three term deposits.

Discrepancy in property spending due to the relocation of room 11 and 12 which is yet to be reimbursed from the ministry.

Caretaker staff are making a note of additional requirements to attend the satellite school.

Recording of responsibilities needs to be completed by the next meeting due to the crossover of areas of responsibilities.

Health and wellbeing expenditure was not budgeted for but it is suspected this has been miscoded.

Approvals:

Nil

Quotes:

Nil

	<p>Library security gate annual check up</p> <p>Library expenditure was unexpected. Discussion on whether the school needs to continue with an annual maintenance contract, and what we could get rid of to reduce the cost.</p>
5.2 Property	<p>Cost of the repair of the toilet pumps to room 11 and 12 has been passed on to the ministry.</p> <p>Gates go live on Monday.</p>
5.3 Health & Safety	<p>Road Safety</p> <p>Target Road Traffic Hui to be held next week.</p> <p>W Kevan Leadbeater;RoadPatrol;220522.docx</p> <p>From Kevan: Richard Hills (councilman) came to the school this morning. He will be attending the hui next week. Parent kindly obliged by performing an illegal u-turn and parking on the yellow lines while Richard was there.</p> <p>W Pedestrian Hit.docx</p> <p>The replacement pole currently at the crossing is temporary and has not been concreted in.</p> <p>Masks continue to be worn by staff and most students.</p> <p>Orange Level staff absence Staff absences and mask wearing - a contingency plan for covid related absences and number of infected staff and students prior to needing to close has been created. This includes keeping classes as open as long as possible through utilising all staff, relievers, and changing release times. 7 or more teachers away would result in hybrid learning and class closures. Authority to close must come from the Board.</p> <p>Carried: All</p> <p>Board sign off for Camp RAMS Camp Information for Board</p> <p>Plan changed - some activities have been cancelled - High Swing, Flying Fox, Abseiling, High Ropes There is a change to the programme whereby Tūi Ridge will be funding groups to be transported and learn at Tect Adrenaline Forest. We are waiting for these to be sent through, so they can be signed off. Abbi will visit prior to any group going.</p> <p>Plans for testing if any COVID cases - and this being PCR's response this was under red will now be RATS</p> <p>What happens to COVID positive cases - whānau to pick up if possible if not Abbi will return. Abbi is doing an additional permission to alert whānau to this and also obtain permission for kaimahi to administer RATS if necessary.</p> <p>Moved: Sarah</p> <p>Second: Rebecca</p> <p>Carried: All</p>
5.4 Planning & Review	<p>W 220201_Board-Task-Checklist-Term-2-2022_N3.docx</p> <p>Timeline for Board elections has been created.</p> <p>Checklist is continuing</p>

	<p>NELPS</p> <p>Action with regard to NELPS has started with a survey as it will be implemented next year.</p>
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5.5 Personnel	<p>To be discussed In-Committee.</p> <p>Permanent appointments of Shane, Lulu and Lisa after resignation of previous incumbents.</p>
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6.0 TRAINING

	<p>Tax for Voluntary Work</p> <p>Board Honorarium & Tax</p> <p>Declaration required for Board payment over a predetermined amount detailed in the attached documents</p>
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7.0 CORRESPONDENCE

IN	Richard Hills. Council Member - Driving Dangers
OUT	Board Newsletter – Week 6-7 - volunteer for Meet Your Board Member - Katie to provide a short bio.

8.0 FUNDRAISING / FOTS

	<p>w Backyard Flicks.docx Proposal to provisionally accept an arrangement with Backyard Flicks which will include free advertisement on the school fence to the end of the year.</p> <p>Moved: Rebecca</p> <p>Second: Kristie</p> <p>Carried: All</p> <p>Disco fundraiser for camp and family evening in planning</p>
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9.0 OTHER MATTERS

	Board Elections - Returning Officer - Thank you to Mathilda for accepting the role of Returning Officer for the upcoming elections.
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10.0 IN-COMMITTEE

Documented separately.

11.0 NEXT MEETING

Wednesday, 29th June 2022 at 5.30pm School Staffroom, 80 Target Road, Totara Vale.

CLOSED 7.15pm	
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