TARGET ROAD SCHOOL

Minutes of School Board Meeting
Held in TRS Staff Room
Wednesday, 14th June 2023 at 6pm

OPENED	**6.00pm**

1.0 Administration Matters	
1.1 Karakia	Lead by Fina
1.2 Present	Fina, Kristie, Shane, Anthony, Kevan, Katie, Brent, Geoff, Philippa
1.3 Apologies	Nil
1.4 Invitees	Nil
1.5 Declarations of Interest	Nil
2.0 Policy	
2.1 Review of School Docs	EOTC Policy review Kevan will update policy to state that: • Any school activities where there is not a teacher present (eg sport coaches) or there is an overnight element the responsible adult volunteers will all be police vetted. Moved: Kevan Seconded: Brent Carried: All As the Board is liable for any incident. Kevan to update policy to include: That a representative from Health & Safety Committee, the Presiding Member and Principal must sign off on each EOTC activity Moved: Geoff Seconded: Brent Carried: All Need a reminder for the community to sign in whenever visiting school. Board happy to sign off on the 2 safety management plans presented for upcoming MOTAT trip and RIPPA tournament. Moved: Brent Seconded: Anthony Carried: All

3.0 Student Progress & Achievement	
3.1 Math and Writing implementation plan review	Changes and adaptations have been made in the curriculum to address identified gaps. Specialist teachers have been brought into kura to teach the kaiako in a systematic process. Tui classes now have thrice weekly spelling specific sessions and are taught in ability level groups. Positive feedback from Marie Hurst sessions.
4.0 Attendance	
4.1 attendance date	Nothing to cover off
5.0 Budget	
5.1 Mid-Year review	Nothing to cover off
6.0 Board Process Requirements	
6.1 Parent Reporting, Roll Return	Graph & reporting will be available end of Term 2. Add to annual plan discussion for next year to switch reporting from Term 2 & 4 to Terms 1 & 3.
7.0 Human Resources	
7.1 Principal Performance Implementation Plan	Now needs to be signed off by another Principal who is Gisborne based. The Presiding Member & Principal need to schedule a time to go through what Fina's goals and next steps are.
7.2 Staff Survey Implementation Plan	Shane has reviewed and put together actions for the responsible parties. Board action is for Property Committee to put together updates when available for Principal to share with all staff to address issue of lack of communication.
8.0 Principal's Report	
8.1 Principal's report	Kevan following up with Richard Hills re: road signs etc. Clarification requested from Fina on what constitutes as "other" for medical room visits. The specified list is extensive yet there is still 30% tagged as "other". Only 1 application for maternity cover role. Fina to review permissions to see if we can share video from Weetbix tryathlon day with wider community as was well run and enjoyed by all. Would be good to be able to share positive feel good items with wider community.
9.0 Committee Reports	
9.1 Finance	Meeting on Tuesday Add to agenda: discussion to be had about adding pool to cyclical maintenance
9.2 Property	Pool - Waiting on additional quotes for pool. Need quote for remedial work. Decision to be made at August hui whether investment should be made to keep the pool.

	Fencing decision – needs more consultation and clarification. Property Committee will advise when a clearer solution is available and will walk Board round kura to explain. New Build - Have been a number of aesthetic changes to the new build, as a result of delays and now lack of budget. Drawings need to be completed before they can be submitted for resource consent or tender creating further delays to the project. Fina has drafted a letter to submit to MOE to advise of our frustrations and question why TRS has been forgotten about. Philippa to assist Fina with communications to the architects.
9.3 Health and Safety	Meeting term 3 week 3, 31st July @ 930
9.4 Planning and Review	Will work through the EOTC policy as previously discussed
9.5 Personnel	To be documented separately
10.0 Administration	
11.1 Confirmation of Previous Minutes	*"THAT the minutes of the Board meeting held **24 May 2023** be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website once the following edit has been made to include in '10.3 Health and Safety':* - *Richard Hills has been emailed by Kevan to follow up on overdue driver feedback sign, and requests for speed bumps, raised crossing and permanent cones.* To be changed as per email Moved: Kristie Seconded: Fina Carried: All
11.2 Training	Kristie attended Presiding Member training. Staff wellbeing should also be looked at in terms of workloads etc. Shane & Kristie attended media training. Main takeaway is that TRS needs a standard "crisis" holding statement and plan. Shane has been sent some draft templates and will put together initial statement. Kristie attended Board Meetings Essential webinar. Board Secretary can do in-committee meeting minutes provided that the Board is in agreement and votes each time. There needs to be a 'Public attending board meeting policy' published to SchoolDocs. This policy will be given to any members of the public on arrival when attending meetings so there is a clear expectation set. Moved: Geoff Seconded: Philippa Carried: all

	Following the meeting all attendees have been requested to complete evaluation of Kristie as Presiding Member to enable her to understand what is working and what isn't and make edits as required. Katie & Kevan will be attending NZSTA Conference. Appointment of delegate for AGM. Motion to nominate Kevan to have our free vote to make decisions on behalf of the board. Moved: Brent Seconded: Katie Carried: all Kevan clarified items 14 & 16 to ensure full understanding and confirm agreement on stance.
11.3 Correspondence	Correspondence: Letter has been sent to neighbour from Property Committee due to damage to school property on the fence line as a result of work they have undertaken. Board newsletter to be sent out termly. - Brent to provide blurb - Include school uniform survey results - Include property update - Kevan to provide update on EOTC policy review - Highlight that in term 3 that we will be reviewing charter and will be seeking community feedback
12.0 In Committee	
	To be documented separately
13.0 Next Meeting	
	6pm Wednesday 9th August 2023

CLOSED	**7.56pm**