

MINUTES OF THE MURCHISON AREA SCHOOL BOARD OF TRUSTEES MEETING HELD AT MURCHISON AREA SCHOOL STAFF ROOM ON TUESDAY 3 rd December 2024. Meeting opened by Tim Marshall, Presiding Member, at 6.30pm	
	Notes
Present	Tim Marshall (Presiding Member), Di Van Der Zwet (Staff Rep), Alisha Nicholls (Student Rep), Rob Hunt, Daniel Fogarty, Jessica Topping, Stefanie Horner, Philippa Scott (Secretary).
Guests	None
Speaking Rights	None
Apologies	Andy Ashworth (Principal)
Karakia	The Meeting was opened with a Karakia.
NZSTA JUMBO SCENARIO CARDS	<p>E4</p> <p>Question: The Principal has brought an application to the Board to approve unpaid leave for a Staff Member to attend a squash tournament during term time. What should the Board do?</p> <p>Answer: The Board should first check the policy delegations relating to Staff leave, and if a management responsibility, have the Principal deal with it. If not a management responsibility, the Board should check any relevant policies and the provisions for leave in the appropriate employment agreement.</p> <p>Extra for Experts: After checking the policy, the Board finds there is no clear delegation to the Principal regarding discretionary leave. What should the Board do?</p> <p>Extra for Experts Answer: The Board must ensure the provisions of the relevant employment agreement are followed in this instance. The Board should conduct a review of personnel policies and delegations.</p> <p>Considerations: Does the Board have sound lawful personnel policies and delegations in place? (See NZSTA website for NZSTA Policy Framework.)</p>
BIENNIAL REVIEW	<p>Strategic Plan: AOV / SOV Receive draft annual implementation plan – Not available as the end of year finance reports or academic results have not been completed. The Strategic Plan is a two-year plan so this needs to be removed from 2024 as is reviewed every two years, to be reviewed 2025. Di Van Der Zwet to remove from the master document.</p> <p>Student Progress and Achievement: AOV / SOV draft – Not available, see above.</p> <p>HR: Principal appraisal report – no longer required. This has been replaced by the Area School's Collective Agreement for all Principal's by a PGC (Professional Growth Cycle) document. Andy Ashworth supplied a copy to Tim</p>

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PRINCIPAL'S REPORT	<p>Marshall, Presiding Member and advised it was up to Tim Marshall if the document was to be shared with the Board Members. Tim Marshall advised yes, to be sent to the Board Members.</p> <p>Board Progress Compliance Requirement: Board Report to the Community – Stefanie Horner, Presiding Member in 2023, advised Tim Marshall that last year it was decided against doing a report. A discussion was held in 2023 about a Survey being sent out instead of a report, which didn't eventuate. There are guidelines in the Strategic Plan that indicate the Board is to have a Community Consultation of some sort, undertaken in a variety of forms. Tim Marshall asked the Board how this can be actioned so that the Board complies with the requirements. Stefanie Horner volunteered to follow up and investigate what is required, whether this is a report to the community or if this a wrap up of the Board and what has been undertaken during the year.</p> <p>The Principal's Report was tabled at the meeting. As Andy Ashworth was absent from the meeting and unable to speak to the report, this has been deferred to the next meeting, set for Tuesday 18th February 2025.</p> <p>Principal's Well-Being Expenses 2024 was tabled at the meeting. Accepted by Stefanie Horner, seconded by Jessica Topping.</p>
FINANCE	<p>The Finance Report for October 2024 was tabled at the meeting and was accepted as a true and accurate report. Accepted by Tim Marshall, seconded by Rob Hunt.</p> <p>The Draft Budget 2025 – passed by the Finance Committee on 26th November 2024 was tabled at the meeting. As Andy Ashworth was absent from the meeting and unable to speak to the report, this has been deferred to the next meeting, set for Tuesday 18th February 2025.</p>
HEALTH & SAFETY	<p>The Health and Safety Report was tabled at the meeting and was accepted as a true and accurate report.</p> <ul style="list-style-type: none"> - The women's staffroom toilet needs attention. As this has been an ongoing concern, the Board of Trustees is now requesting that a professional plumber to assess the toilet situation and advise on the course of action required to bring this concern to a close.
GENERAL BUSINESS	<p>Accepted by Di Van Der Zwet, seconded by Rob Hunt.</p>

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	<p>Meeting Room for 2025: Staffroom or Library for future meetings? – Tim Marshall asked the BoT where they preferred to meet after trialling the meetings in the Staffroom instead of the Library. The BoT have all opted to continue having meetings in the Staffroom.</p> <p>Presiding Member for 2025 – Tim Marshall has advised that he will be stepping down as Presiding Member at the end of 2024. Tim has advised so there is time over the Christmas / New Year break for other Board Members to consider the appointment for 2025. Di Van Der Zwet to check and clarify the Re-election dates for all Board Members.</p> <p>School Lunches for 2025-26 – As Andy Ashworth was absent from the meeting and unable to speak to the report, this has been deferred to the next meeting, set for Tuesday 18th February 2025.</p> <p>Dates for 2025 Meetings – The proposed dates for the meeting were tabled at the meeting. Tuesdays 18th February, 25th March, 13th May, 24th June, 5th August, 9th September, 21st October and 2nd December.</p> <p>Accepted by Rob Hunt, seconded by Tim Marshall.</p>
E O T C (Education Outside The Classroom)	<p>Year 9 Camp – There are elements of the forms that requires clarification. Deferred until Tim Marshall has met with Janna Bailey, Deputy Principal.</p>
PROPERTY	<p>Actions list for Rentals including Ventilation above stoves – Di Van Der Zwet spoke about ventilation above stoves and if these were installed in all the rental properties. Discussion was held about this. The Property Committee to visit all rental properties, to email all tenants for a list of issues with the property they inhabit and request approval for weekend visits to assess each property due to not being available during the week.</p> <p>Property Committee: School Houses Information – Andy Ashworth sent information to the BoT. As Andy Ashworth was absent from the meeting and unable to speak to the report, this has been deferred to the next meeting, set for Tuesday 18th February 2025.</p>
CORRESPONDENCE	<p><u>Incoming and Outgoing Correspondence</u></p> <ul style="list-style-type: none"> • Thank you letters to Hammer Wilson and Jim Breach for the painting work completed on the school pool upgrade. Now signed by Tim Marshall. • Ministry of Education: Procurement Plan for Partial Re-roof of Block C Gym – Partial re-roof to Block C Gym, to the flat roof over the bathroom areas. This involves re-pitching the roof above the ceiling lining. The outcome will re-establish weathertightness to the building using the current requirements and details outlined in the latest MoE Weathertightness Standards.

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MATTERS ARISING	<ul style="list-style-type: none"> Sushi Incident MAS Lunch 25.11.24 – Beechwoods supplied their incident investigation documentation for review. The BoT queried why this wasn't included in the Health and Safety Report. Di Van Der Zwet (Staff Rep) to investigate and advise of any concerns from MAS end. Schooled Limited: Board Elections information of Services including prices – The previous name for this company was CES and as CES was used in previous elections, the Board of Trustees have approved the use of them for the September 2025 elections. The Secretary to complete the form and submit to Schooled Limited on behalf of MAS. <p>General Business: Meeting arranged with Neil Wilkinson for Principal Recruitment – Tim Marshall advised that this has been deferred until such time as the Board of Trustees receives notice of Principal Retirement / Resignation.</p> <p>Property: Milton Street and Waller Street – Deferred to next meeting. Builder to assess repairs. <i>See Property above.</i></p> <p>Property: Fairfax Street – Dog proof fencing and shade cloth expenses have been submitted by Tenant. The Property Committee have assessed and determined that the expense reimbursement is to be declined.</p> <p>Property: Waller Street – Carpet to be checked by Property Committee to determine cause of damage. Tenant to be advised of outcome. The Fireplace also to be checked.</p> <p>Kapa Haka Funding – Funding for the Staff who attended can be applied for. As Andy Ashworth was absent from the meeting and unable to speak to the report, this has been deferred to the next meeting, set for Tuesday 18th February 2025.</p> <p>Letter to Stephen Todd and Family – Letter now signed by Tim Marshall, Presiding Member. Can now be sent.</p> <p>Employment Process – It was queried if there is an Equal Opportunities Officer in MAS, or available to MAS. Di Van Der Zwet has taken on the role for the Board of Trustees to help the Board understand the MAS employment process, policies and procedures. When complete, a report will be submitted to the Board for review. This is about the Board gaining more understanding of the Employment Process, thus helping the Board become a well-rounded and informed employer.</p>
MINUTES OF THE PREVIOUS MEETING	<p>The Minutes of the October 2024 meeting were approved by all attending members of the Board of Trustees electronically.</p> <p>Meeting closed at 9:50pm. Next Meeting – Tuesday 18th February 2025 at 6.30pm in the Staff Room.</p>

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	<p>Confirmed as a true and correct record:</p> <p>_____</p> <p>Tim Marshall – Presiding Member</p> <p>Dated: _____</p>