

TINUI SCHOOL BOARD

MEETING MINUTES

7 May 2025 2025

Meeting started at 5PM and concluded at 6:21PM

1. ADMINISTRATION	
1.1 Present	Tom Brown ("TB"), Adam Gaskin ("AG"), Rachel White ("RW"), Keryl Lee ("KL"), Haidee Sanderson ("HS"), Katy Balfour - Presiding Member ("KB"), Meghan Moore
1.2 In attendance	Roz Mexted ("RM")
1.3 Apologies	N/A
1.4 Conflicts	N/A
1.5 Confirm last meeting minutes	Moved: KB Seconded: TB
1.6 Matters arising	<p><u>Financial audit</u> - All went off without a hitch. Pretty straightforward. Signed off for another year. RM says make sure nobody is approving their own expenses. Should be approved by someone on the board.</p> <p><u>Open days</u> - Discussion re open days. KL says we don't need to change the role but can enter students as "learning from home" so that the school is not closed and we can still meet our open days.</p>
1.7 Board correspondence in/out	N/A
2. STRATEGIC MATTERS	
2.1 Discuss 2025 workplan and confirm meeting dates	No one has any problem with next meeting dates. TB asks whether we could have an open meeting for people to attend who might be interested in being on the board. RM suggested we could hand out nomination forms at

	that meeting. RW says a good time to have something like this would be at 2PM and, provided the meeting didn't run too long, people could then collect their kids at the end of the school day.
2.2 Policies for review	<p>KL says policies for review can be entered online in SchoolDocs. Some changes can be made to some policies but others are generic and bound by legislation and cannot be amended. RM suggests that we can have board developed, annual reviewed, school policies pertaining to the school specifically that are separate to SchoolDocs. KL says you can have SchoolDocs upload those school specific policies too. TB sought clarification about how to review policies in SchoolDocs. On the SchoolDocs website go to current review, click on the policy you want to review and click "Start your review". KB suggests everyone has a look at the policies for review and bump this to next meeting.</p> <p>Moved: Seconded:</p>
3. MONITORING	
3.1 Principal's update	
3.1.1 Attendance	KL has suggested we provide an incentive to students to increase attendance. For example, at the last assembly, KL gave out certificates for those who had achieved 90% attendance and above. We could hold a lunch at the end of the last term for students who had had good attendance, or give out certificates and a chocolate bar at assembly.
3.1.2 Property	<u>Key for garage door where bikes stored</u> - AG does not know where that might be. He came down in the holidays and the door was unlocked. He locked it from the inside and came out the side door. KL says children are responsible for locking the shed. KB suggests that while

	<p>this is resolved, have an adult check that the door is locked and do a stock take of the bikes. There are meant to be 15 there.</p> <p><u>Power bill</u> - The power bill says there is no feed coming from the solar panels. AG is going to get someone to sort this out. TB is not surprised. Our power bill has been larger than what was budgeted for. Panels may have been disconnected during rebuild and never reconnected.</p> <p><u>Rates</u> - KL says schools aren't charged rates on land. They can be charged rates for water, sewage and rubbish, where applicable. AG will find out from the Masterton District Council whether we are charged rates on land. RW will provide previous invoice to AG so he has the property number.</p>
3.1.3 Past and future events	<p>Discussion re giving a koha to people who assist with school events e.g. the Mitchell's whose land we use for cross country. Everyone in agreement that petrol vouchers are a good koha and up to \$200 is sensible. TB suggests that we could ask the fundraising committee to chip in \$1,000 per year to cover these costs because these are activities that enrich the students school experience.</p>
3.1.4 Guitar/Ukelele teacher	<p>There is someone in the village who can give guitar and ukelele lessons. Thinking that he could come to the school and give group ukelele lessons. He would charge \$30/hour and we could have him for one hour a week. KL says we got a grant at the beginning of the year and purchased 12 ukeleles. RM suggests we trial this for a term and if it is going well, we extend it out to the end of the year.</p>
3.1.5 Alzheimer's Wairarapa	<p>Someone from Alzheimer's Wairarapa came out with lego today. RW suggests this could be an elective and that we would need to provide a koha for travel costs for them</p>

	too.
3.1.6 Assurances	KL uses SchoolDocs who put out a list each term of things a principal should convey to the board.
3.1.7 Emergency and Evacuation Drill	On the calendar for Tuesday next week.
3.1.8 Student achievement data	KL copied a report that came from NZCER. Stanine 9 is well above and stanine 1 is well below. This graph is a representation of where students are for their age. The writing results graph shows us in comparison with similar schools south of Taupo that are country schools and a medium to high decile. The blue represents the other schools and the red represents our students. Some discussion about how to interpret this graph. RM suggests we need to get some advice from e-asstle so that we know what we are looking at. The Target Students document goes into more detail about the results.
3.1.9 Learning behaviour problem in senior class	KL is trying to get some support for this. Suggested that we engage Seasons for Growth to come onboard and run some sessions with the students, however buy-in from parents has not been particularly successful.
3.1.10 Reliever	There is a reliever on board who is covering .4 for KL.
3.1.11 KL leaving at end of May	Thank you KL for the great job you have done as acting principal.
3.1.12 Principal's update passed	Moved: KL Seconded: KB
3.2 Finance update	
3.2.1 Governance Report	TB hasn't had April governance report through yet so he is working to the end of March. TB made an assumption that we were better off in 2024 Financials because we backdated an insurance payment and a grant to those

	financials, which means didn't make a huge profit but we didn't make as big a loss as budgeted. If TB is wrong about this he will clarify at our next meeting.
3.2.2 Accrued leave	We don't have a big liability of accrued leave which is good.
3.2.3 Relief teacher budget	This is in excess for the year. KL says the reason for that is because we had a whole term with a relief teacher. KL says we can use bank staffing throughout the rest of the year.
3.2.4 Finance update passed	Moved: AB Seconded: AG
3.3 Property update	
3.3.1 IR Group Projects	Over the holidays we had Aotea Communications come in. Internet cables upgraded for a cost of \$24,000.
3.3.2 Maintenance schedule	AG is sorting out the grey water issue on the field and confirms that can be taped off for cross country. AG thinks this is caused by the tank we had cleaned out not long ago and that a Masterton District Council pump is not working, so the tank has filled up again. Gary and Masterton District Council are coming out tomorrow to look at this.
3.3.3 Stem room switchboard	AG has sent Nicky an email about this.
3.3.4 Gardening	Simon is now on board. Thank you KL for sorting that out.
3.3.5 Carpenter	AG has shown Joe both sets of doors on the PE shed and he is coming back with a price and plan. KL says students need a lesson on how to lock the PE shed doors. AG says going to have an auto closer installed on the swimming pool gate.
3.3.6 Property update passed	Moved: AG Seconded: KB

3.4 Health and safety update	
3.4.1 Wasps	<p>Bit of an issue still. Can't locate the nest. Didn't do an official walk around due to weather but as noted in previous reports:</p> <ul style="list-style-type: none"> - Wasps are a bit of an issue - Grey water issue is underhand - There are keys to be cut - Query re Womarld getting in contact after alarm went off at school in the middle of the night some time last term
3.4.2 Grey water issue	Being sorted out.
3.4.3 Keys	Having some more keys cut. Fire brigade on board about having some keys with them so they can get into the school if need be.
3.4.4 Alarm	The alarm went off in the middle of the night last term and no one was contacted. AG suggests the principals cell phone number should be given to the operators so they can be contacted if the alarm does go off.
3.4.5 Health and safety update passed	<p>Moved: KB</p> <p>Seconded: TB</p>
4. GENERAL BUSINESS	
4.1 Website	RW asks if the website is being used by the school community. With Facebook, there is not much reason to use the website. KB says we legally have to have a website. RW says we could encourage people to go to the website to read the newsletter instead of reading it on Facebook.
4.2 School camp	Last meeting we talked about shelving this until Term 3/Term 4. If anyone has any ideas, note them down and we can discuss them with KL's replacement.
4.3 150th anniversary	KB had a talk with her mother-in-law about this and she

	has agreed to be the point of contact for expressions of interest to be on the committee. There will be people in the community who were part of the 125th anniversary and who will want to be part of the 150th anniversary. KB suggests we could put on a cocktail evening and encourage people to go and see the newly restored church. If anyone has any ideas please pass them on.
4.4 Board open day	No date for this yet. Try to link a few things in on the same day e.g. the annual survey. Board members are to come up with a few questions for the survey to discuss at the next meeting.
4.5 Cross country	Farmers have been contacted and notices have gone out to other schools. KB to confirm with the fire brigade whether they are still coming.
4.6 Thank you to staff from last term	Thank you to Shirley, Miss May and KL for their help.
5. NEXT MEETINGS	
5.1 Meetings confirmed	4 June 2025 at 5PM 23 July 2025 at 5PM 6 August 2025 at 5PM