

## **Minutes of the Tawhai School Board of Trustees Meeting Held 19 September 2023**

**Present:** Karen Poole, Jaydy Marsh, Kelly Robinson, Robert Mackie, Hayden Patel, Rebecca Daniels and Raewyn Lummis, Shelley Dalton (until 6.30pm)

### **Apologies**

- Dave Whiteman.

### **Minutes of the Previous Meeting**

- Read and approved - Moved and seconded - Robert and Jaydy.

### **Matters Arising from Previous Minute**

#### **Action Points**

- Te Ara Huarau framework - Sharon and Karen will be meeting in the holidays.
- Schedule a Hautu review in term 4.
- Jaydy will send out a doodle poll for meeting the holidays.
- With the tragic events that have happened recently, Karen would like the EAP service to come to school. This will be a cost to the school.
- The board agreed to give the recent family a koha of \$500 which will come from Board discretionary Moved/seconded by Hayden/Robert

### **Correspondence**

- None.

### **LSC/SENCO review Shelley LSC to present**

- Shelley explained her role as a LSC (Learning Support Coordinator) and what is involved with her job.
- Shelley also explained the role of the SENCO (special educational needs coordinator) which Sharon does.

### **Principal report**

- Taken as read.
- Jaydy acknowledged Karen's sabbatical report.
- Principal Wellbeing Fund - the Board agreed to carry this fund over to 2024. Moved/seconded - Rebecca/Robert. These funds come from the NZEI Collective Agreement.
- Term dates for 2024 - moved/seconded - Jaydy/Rebecca.

### **Property and Finance**

- Raewyn will email the finance report to the Board.

**Strategic Planning** - we were going to unpack NELPs but Karen has put on shared drive for members to familiarise themselves with.

- Jaydy will send out a doodle poll to meet in the holidays to work through the consultation and prioritise key themes for 2024 Strategic Plan.

### School docs Policies review

- Inclusive Education
- Maori Educational Success
- Learning Support

### Quotes

- Chromebooks quotes
  - Solved - \$9125.00
  - Noel Leeming Upper Hutt - \$12,475.00
- The board approved to purchase chromebooks through Solved.
- Sound system for the COLA
  - Select - \$20,012.18
  - ENZEC - \$10,177.50
  - Audio Workshop - \$9797.19
- Kelly will coordinate a meeting with Select - Hayden and Karen.

### Health and Safety update

- Lloyd to investigate the lock on the girls toilets in the senior block.
- RAMS forms for camp - these are being finalised. Jaydy has given initial approval.

Incommittee

In : 7:55pm

Out : 8:05pm

Meeting closed - 8:05pm

Next meeting will be confirmed.

### **Actions:**

- Kelly to organise a prezzi card for the family.
- Kelly will coordinate a meeting with Select - Hayden and Karen.

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Chairperson

22/11/23.  
\_\_\_\_\_  
date