

Minutes of the Tawhai School Board of Trustees Meeting Held 25 February 2025

Present: Karen Poole, Hayden Patel, Jaydy Marsh, Robert Mackie, Rebecca Daniels, Kelly Robinson, Dave Whiteman

Apologies

- Raewyn Lummis

Minutes of the Previous Meeting

- Read and approved - Moved and seconded – Hayden and Jaydy.

Matters Arising from Previous Minute

Action Points

- Hayden attended the community meeting. Decision had not been made whether Tawhai remains an emergency hub. If not, the radio and water tanks will be removed. Food remains - for children.
- Stocktake for the asset register is not undertaken by Education Services.
- Hazard - heaters in the classrooms have been taken away.
- Board payments had been made for 2024.
- Karen had assurance that the codes had been rectified.

Beginning of the year business

- Election of presiding member -
 - It was unanimously agreed that Jaydy would be the Presiding Member
- Code of Conduct
 - Everyone agrees to and has understood the Code of Conduct Policy and will agree to follow and abide by it to the best of their ability.
- Delegations
 - The board unanimously agree with the delegation authority to the principal.
 - Finance - Raewyn, Hayden, Karen
 - Health & Safety - Rebecca and Robert will oversee the in school Health and Safety Committee
 - Other staff members - in the Principal absence - DP or AP

Correspondence

- 2025 Elections

Principal report

- Taken as read.

Analysis of Variance and Annual Plan

- This was tabled with the Board and is in the shared folder.

Next meeting 1 April 2025

Actions:

- Civil defence hub at Tawhai School - will Tawhai School no longer be required?
- Karen to liaise with Raewyn (when she is free) regarding the code changes with Ed Services. This is an ongoing thing.
- Karen to revisit the attendance statistics next term.
- Karen to send through the attendance statistics without student names, to Hayden and Robert.
- Whanau gathering notice -Karen to email the Board - any comments to Dave/Karen by Monday.
- Karen to include 'policies' in the 2025 Board Work Plan
- Rebecca to draft an acknowledgement letter.
- Election letters - Jaydy to put this on email .



Chairperson



date