

# **MINUTES**

## **Twizel Area School Board of Trustees Meeting**

**27 October 2021**

**MINUTES OF TWIZEL AREA SCHOOL BOARD OF TRUSTEES MEETING  
HELD AT TWIZEL PROMOTIONS OFFICE, MARKET PLACE, TWIZEL  
ON 27 OCTOBER 2021, 5.30PM**

**PRESENT:** Joy Paterson (Chair), Daniel Hunter, Bevan Newlands, Nicola Graham, Kate Staniford (by zoom), Michele O’Carroll

**PUBLIC ATTENDEES:** Bruce Mincham

**1 OPENING AND WELCOME**

The meeting opened with a Karakia

**APOLOGIES:** Bevan Newlands for lateness (arrived at 5.35pm)

**2 DECLARATIONS OF INTEREST TO BE UPDATED EACH MONTH**

REGISTER OF INTERESTS October 2021	
NAME	TRUSTEE INTERESTS
Joy Paterson	Deputy Chair, LineTrust South Canterbury. Member Upper Waitaki Water Zone Committee. Husband is Councillor for Mackenzie District Council.
Michele O’Carroll	Husband is staff member at the school.
Bevan Newlands	Occasional reliever at the school. Wife is staff member of the school. Chairman Twizel. Sports Development Board.
Daniel Hunter	Student representative on CRAG.
Kate Staniford	Husband is staff member of the school.
Debbie Brough	Nil
Nicola Graham	Nil
Sharon Blanchard	Nil

**3**

**The Board approved** the minutes of previous meeting of 28 July, 2021.  
Moved MO/KS/**CARRIED**

Matters Arising from the Minutes (not already on the agenda): None

**The Board approved** the minutes of Public Excluded meeting of 9 August 2021 with one amendment; Nicola’s surname to be corrected.  
Moved NG/MO/**CARRIED**

**The Board dealt with** the following decisions made by email in week 3 of September 2021:

**Bruce Mincham** was appointed to the Board and Chair of Finance Sub-Committee

Moved JP/MO/Carried

**Adoption of** Kiwi Park Finance report was deferred until next meeting and Bruce was familiar with it.

Moved MO/SB/Carried

**Out of Hours use of School Subcommittee** formation was deferred until new school is built and security issues can be resolved.

Moved SB/MO/Carried

**Reports on** Student Achievement, H&S minutes of July 21, Principals Report for August 21 were received.

Moved SB/NG/Carried

4 **CORRESPONDENCE:**

Inwards: Mark Frost Leave application 24/9/21, In committee  
Debbie Brough Resignation from Board 15/10/21  
Office of Ombudsman 20/10/21

Outwards: Mark Frost Leave Application 24/9/21, email 22/10/21 In committee  
Chair letter to parents 18/10/21

**The Board resolved** to receive the correspondence. Debbie Brough's resignation was accepted. No further action required wrt to OIA request.

Moved BN/NG Carried

5 **PRINCIPAL'S REPORT**

**The Board resolved** to receive the Principal's Report.

Moved BN/MO/ Carried

The Board reviewed the annual work plan for Term 4 and were pleased with progress.

6 **PARENT BEHAVIOUR**

The Principal outlined the behaviours of some parents that were of major concern that had prompted her letter and the Chair's letter to parents. The Principal was investigating extra physical security measures in the reception area for staff safety and had found a suitable training course for staff in 'managing' these situations safely and effectively. The Board expressed great concern for the physical and mental safety of staff and the need for some urgency in implementing these ideas.

**7 NEW SCHOOL BUILD**

The Principal outlined progress to date with MoE and the Master Planning sessions that had been held with staff in the past month. The Principal and Chair described the meetings they had attended with Mackenzie District Council over the community library on 5 August and 18 October.

**8 FINANCES**

The Chair of the Finance Sub-Committee talked to the reports. He reported that he and the Principal were starting on the budget for 2022 in the next week.

**The Board moved** to receive the reports.

Moved BM/BN/Carried

**The Board resolved** that the Principal is to advise all staff that there is to be no further spending on budgets (including capital items) unless she has given specific permission.

Moved SB/BN/Carried

**The Board resolved that** the delegations be reviewed and updated when the budget is being developed.

Moved JP/BM/Carried

**9 INSURANCE POLICY**

Various proposals for insurance with changed/new wording were received. There is no urgency for this.

**10 STRATEGIC PLANNING FOR 2022**

A strategic planning session will happen on Monday 1 November with staff and members of the Board. The session will be run by SB.

**11 STUDENT REPRESENTATIVE ELECTIONS**

These were in progress. The new student representative would attend the next meeting.

**12 TRAINING FOR BOARD OF TRUSTEES**

This was deferred to next year.

**13 HEALTH AND SAFETY AND EMPLOYMENT REPORT**

**The Board resolved** to receive the report of September 2021.

Moved MO/BN Carried

**14 GENERAL BUSINESS**

**14.1 COVID AND VACCINATION**

The Principal gave a brief overview of what this entailed for the school. It is a complex and onerous process.

**14.2 STA MEMBERSHIP**

**The Board resolved** to continue with the membership.

Moved/JP/SB/Carried

**The Chair would** forward STA newsletters to the Board as they arrived

**14.3 ERO VISIT**

This is scheduled for the 29 November to 1 December. The process seems more detailed and onerous than was expected. In view of the compliance requirements around Covid and vaccinations, the Principal to ask if the visit could be deferred to early in the new year.

**15 PUBLIC EXCLUDED**

**The Board resolved** to move into Public Excluded 7.00pm

Moved SB/BN/Carried

**The Board resolved** to move out of Public Excluded 7.43pm

Moved BN/BM /Carried

**16 Next Meeting: November 23, 5.30pm.**

The meeting closed at 7.45pm.

Confirmed as a true and correct record of the meeting.



Joy Paterson  
Chair



Date:

