

# CONFIRMED

## MINUTES

### Twizel Area School Board of Trustees Meeting

23rd November 2021

MINUTES OF TWIZEL AREA SCHOOL BOARD OF TRUSTEES MEETING  
HELD AT , SWEET MOOS MARKET PLACE, TWIZEL  
ON 23<sup>RD</sup> NOVEMBER 2021, 5.00PM

**PRESENT:** Joy Paterson (Chair), Bevan Newlands, Nicola Graham, Sharon Blanchard, Kate Staniford (Principal), Monique van der Westhuizen (Student representative) Chelsea Lousley

**Apologies:** Daniel Hunter

#### 1. OPENING AND WELCOME

The meeting opened with a Karakia

**Apologies Lateness:** Michele O'Carroll (Staff Representative) arrived 5.10pm  
Bruce Mincham arrived 5.15pm

#### DECLARATIONS OF INTEREST TO BE UPDATED EACH MONTH

REGISTER OF INTERESTS October 2021	
NAME	TRUSTEE INTERESTS
Joy Paterson	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. Chairman Twizel, Sports Development Board.
Monique van der Westhuizen	Student representative on CRAG.

Kate Staniford	Husband is staff member of the school.
Bruce Mincham	Committee Mackenzie District Council, Treasurer Twizel Volunteer fire service, Treasurer Aoraki Mackenzie dark sky reserve.
Nicola Graham	Nil
Sharon Blanchard	Daughter works at the school.

## 2. MINUTES OF PREVIOUS MEETINGS

**The Board approved** the minutes of previous meeting of 27<sup>th</sup> October 2021.  
*Moved Nicola Graham*  
*Seconded Sharon Blanchard*  
**Carried**

**The Board approved** the minutes of previous special meeting of 17<sup>th</sup> November 2021.  
*Moved Bevan Newlands*  
*Seconded Kate Staniford*  
**Carried**

**The Board approved** the minutes of 2<sup>nd</sup> previous special meeting of 17<sup>th</sup> November 2021.  
*Moved Nicola Graham*  
*Seconded Bevan Newlands*  
**Carried**

## 3. MATTERS ARISING FROM THE MINUTES (NOT ALREADY ON THE AGENDA):

Chairperson asked principal about security matter for front reception. The Principal reported that a contractor had been approached for a quote.

### 1. CORRESPONDENCE:

Inwards: Bruce White  
Peter Johnstone

Outwards: Anneke Smit

**The Board resolved** to receive the correspondence and discuss further in committee  
*Moved Sharon Blanchard*  
*Seconded Michelle O'Carroll*  
**Carried**

**1. PRINCIPAL'S REPORT**

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

*Moved Sharon Blanchard  
Seconded Michelle O'Carroll  
Carried*

**6. 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.

**7. FINANCES**

The Chair of the Finance Sub-Committee talked to the reports. He reported that he and the Principal were still working on the budget for 2022.

**The Board moved** to receive the September financial report.

*Moved Bevan Newlands  
Seconded Michelle O'Carroll  
Carried*

**The Board moved** to receive the October financial report.

*Moved Joy Paterson  
Seconded Bruce Mincham  
Carried*

The board is still awaiting asset fixture documents from executive officer. These documents will be emailed to the board for the next meeting.

**The Board moved** to receive the interim budget 2022.

*Moved Joy Paterson  
Seconded Bruce Mincham  
Carried*

**The Board moved** to adopt the Kiwipark finance system..

*Moved Bruce Mincham  
Seconded Sharon Blanchard  
Carried*

**New Devices 2022**

The Board received a report that the school is running low on quality devices and it was suggested that 60 chrome books will need to be updated for the coming year.

The Board has asked that the:- the number of devices in school, their condition and working order be provided and if there is a grant available for new devices.

**Audit 2022**

Bruce Mincham talked to the audit proposal. There has been a significant jump in audit fees and that the hourly recovery has increased.

**The Board moved** to accepted Nexia’s proposal and fees.  
*Moved Bruce Mincham  
Seconded Bevan Newlands  
Carried*

**8. REPLACEMENT TRUSTEE ON BOARD**

The Board noted the process on how the position is to be filled. To follow the required process, a letter will be placed in the school communication to parents. If less than 10% of voting members vote for a bi-election, then the Board may fill the position by selection.

**The Board resolves** to fill the position as per STA protocols.  
*Moved Nicola Graham  
Seconded Monique van der Westhuizen  
Carried*

**9. STRATEGIC PLANNING**

The Principal explained she will need sometime to filter through documents and will work offsite at some stage for 2 days to achieve this.

**10. HEALTH AND SAFETY AND EMPLOYMENT REPORT**

**The Board moved** to receive the report of October 2021.  
*Moved Sharon Blanchard  
Seconded Bruce Mincham  
Carried*

**The Board resolved** to adopt the recommendations of the report but wait for school docs policy to be adapted to make sure they align.  
*Moved Bevan Newlands  
Seconded Michelle O’Carroll  
Carried*

Sharon Blanchard excused herself from the meeting 6.20pm

**11. PUBLIC EXCLUDED**

**The Board resolved** to move into Public Excluded 6.25pm

*Moved Michelle O'Carroll  
Seconded Nicola Graham  
Carried*

**12. Next Meeting Wednesday 2<sup>nd</sup> February 2022 5.30pm Venue TBA.**

The meeting closed at 6.58pm with a Karakia

Confirmed as a true and correct record of the meeting.

Bevan Newlands  
Chair



Date: 16/3/22