

CONFIRMED

MINUTES

Twizel Area School Board of Trustees Meeting

2nd February 2022

MINUTES OF TWIZEL AREA SCHOOL BOARD OF TRUSTEES MEETING
HELD AT TWIZEL AREA SCHOOL, TWIZEL
ON 2ND FEBRUARY 5.30PM

PRESENT: Joy Paterson, Bevan Newlands, Nicola Graham, Bruce Mincham, Kate Staniford (Principal), Monique van der Westhuizen (Student representative) Chelsea Lousley

Apologise : Sharon Blanchard

1. OPENING AND WELCOME

The meeting opened with a Karakia

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. Sweet Moos owner

2. APPOINTMENT OF PRESIDING MEMBER

Current chairperson nominated Bevan Newlands for Chairperson this was seconded by Michelle O'Carroll.

No other nominations were received.

Bevan Newlands was happy to accept the nomination on the grounds that the board will actively look for a replacement.

Chairperson moved that the board accept the nomination of Bevan Newlands as Chair until a suitable candidate had been sought to take over this position.

CARRIED

The principal thanked the previous chair for her time and commitment towards Twizel Area School.

3. MINUTES OF PREVIOUS MEETINGS

The Board approved the minutes of the previous meeting of 23rd November 2021.

*Moved Nicola Graham
Seconded Bruce Mincham
Carried*

The Board approved the minutes of the previous public excluded meeting of 23rd November 2021.

*Moved Bevan Newlands
Seconded Michelle O'Carroll
Carried*

The Board approved the minutes of the special meeting of 8th December 2021.

*Moved Nicola Graham
Seconded Bevan Newlands
Carried*

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

Front reception security to be followed up with company.
Asset register to be completed.

5. CORRESPONDENCE:

Inwards: PPTA union meeting letter.

Outwards: N/A

The Board resolved to receive the correspondence and to approve the paid union meeting on 25th February, senior students will be released at 12.35pm.

Moved Joy Paterson
Seconded Michelle O'Carroll
Carried

6.FINANCES

6.1 DECEMBER REPORT

Treasurer advised the December report from Solutions & Services has not been received. A copy will be sent to the Board once received.

6.2 END OF YEAR PREPARATION

Solutions & Services provide us with a checklist of information that they will require from us to draft the year end financial report. We normally have all that is required to Solutions & Services by the end of February. The Treasurer will liaise with Maria and Kate about completing the documentation required.

The information arising from our asset audit undertaken last year was sent to Solutions & Services prior to Christmas. Solutions & Services will update our Property, Plant and Equipment records. The asset audit did not include our IT assets.

Michele O'Carroll stated she received a document on the last day term for the computers asset register which she still hasn't completed. The logistics of undertaking the audit were discussed and the Principal undertook to make resources available to undertake the audit.

6.3 AUDIT

No communication yet from the Auditors concerning the timing of the 2021 audit. Principal has received a questionnaire from our Auditors.

6.4 BUDGET

-The draft budget tabled now includes firmed up budgets from the faculty leader not available at the time of our last meeting, plus a one off training budget. The revised budget has an operating deficit of \$5,147.

The financial position budget has not yet been completed as we still do not have the final numbers for 2021.

The Principal spoke to and requested approval of a capital expenditure budget of \$9,000.

The Treasurer in requesting approval for the 2022 operating budget and capital expenditure budget pointed out that the operating budget had a non-cash item being depreciation of \$122,000..

The chair moved a motion for the principal to employ someone to establish the ICT assets register

Seconded Michelle O'Carroll
Carried

The Treasurer moved to accept the income budget for 2022 including \$7000 for capital expenditure.

Seconded Joy Paterson
Carried

The chair moved that the financial report be moved as true and accurate.

Seconded Michelle O'Carroll
Carried

7. STRATEGIC PLAN 2022

Community engagement may not be able to happen with the RED covid situation. The board wishes to commend the Principal on her efforts working on the strategic plans

The board moved to accept the strategic plan document for 2022.

Moved Bruce Minchem
Seconded Monique van der Westhuizen
Carried

8. BOARD WORK PLAN

Board discussion the work plan presented and worked around meeting dates for 2022. Meeting will be held at 5pm at Twizel Area School unless changed prior to the meeting.

Current meeting dates

- 3rd March
- 31st March

- NO April meeting
- 5th May

The board moved to accept the Board WORKPLAN FOR 2022.

*Moved Bevan Newlands
Seconded Joy Paterson
Carried*

9. REPLACEMENT TRUSTEE ON BOARD

Discussion around who could be a positive addition to the board.

The board moved to ask the next selected parent candidate.

*Moved Joy Paterson
Seconded Nicola Graham
Carried*

The Chair moved a motion to co-opt previous member.

Carried

10. PRINCIPALS REPORT

The principal talked to her and stated that we currently have 228 students on the current role.

The principal talked about the covid traffic light system and what different phases mean for our school.

The principal talked about Analysis of Variance and the goals the board had set for 2021. She explained that the NCEA goal was met. However the mathematics target goal was not met. This could be down to disrupted learning with COVID 19, there were also issues with attendance in Yr 7,8,9 and A.L.I.M did not run this year.

The principal Moved a motion to accept Analysis and send the report to MOE.

*Seconded Bevan Newlands
Carried*

The Chairperson moved that principa'sl report be accepted

*Seconded Nicola Graham
Carried*

11. POLICY DOCUMENTS

Confirmed documents for term 4 2021 now completed.
Feedback has been received .

The Chairperson moved a motion that policy documents remain the same.
Seconded Kate Stainford
Carried

12. STAFF TRAINING

Working safely with the public.
To be looked at again whether to go with the proposal or not.

13. PRINCIPAL'S APPRAISAL

Out of meeting motion has been passed to accept the principal's appraisal.

14. RATIFICATION OF APPROVAL STAFF LEAVE

Member of staff's leave has been approved.

15. NEW SCHOOL BUILD

No update or contact so far this year.

16. GENERAL BUSINESS

Moderation summary - Very happy as all standards sent away have come back and all have been marked correctly.

17. PUBLIC EXCLUDED

The Chairperson moved that board go into Public Excluded 7.30pm
Carried

The Chairperson moved that the board to move out of Public Excluded 7.55pm
Carried

12. Next Meeting Thursday 3rd March 2022 5.00pm Twizel Area School

The meeting closed at 7.56pm with a Karakia

Confirmed as a true and correct record of the meeting.

Bevan Newlands
Chair



Date: 18/1/22

