

Twizel Area School Board of Trustees
Minutes of Meeting
13/06/2024
Twizel Area School Meeting Room
4.30pm

In attendance: Bruce Mincham, Sharon Blanchard, Kate Staniford, Ariki Curtis, Nicola Graham

Apologies: Belinda Purcell, Michele O'Carroll

Meeting opened at: 4.35pm

Karakia: KS opened with Karakia

Item 1. Welcome

The PM welcomed everyone to the meeting and thanked them for pushing the meeting out a week.

Welcomed Ariki back to the board.

Item 2. Confirmation of Agenda

Motion by PM to approve Agenda of meeting 13th June

Motion carried.

Item 3. Minutes.

Motion by PM to approve minutes of meeting as circulated and read held 1 May 2024

Seconded by: NG All in favour.

Motion carried.

Item 4. Correspondence

4.1. Attendance

Term 1 Attendance report from MOE.

9% of the missing attendance statistics are teachers not taking a class roll

Holiday term time requested by staff

Attendance is slowly improving and will take some time to get back to pre-covid levels.

4.2. Rugby Letter

KS to write to Rugby- Same deal as netball 80% attendance.

4.3. Community Library

New computer and stocktake completed.

Motion by PM to receive correspondence as read and received.

Seconded by NG

Motion passed

Item 5. Principal's Report

Reading recovery will cease at the end of the year, losing .4 of a teacher in primary next year. Sharon Reid is currently training in this area.

DARE not to swear is going well. Students have learnt alot about leadership over this time.

Staff reimbursement for flu costs.

Motion by email: That the Board approves the reimbursement for flu vaccination costs for staff members in 2024.

First: K.S.

Second: S.B

Motion carried.

EOTC

KM has attended a EONS system meeting to make sure he is up to date with new systems. KS & SB needing more time to look over EOTC information.

RS has set up an online system which is currently being trialled.

External provision is a big grey area, whose responsibility is it when students leave the school. Transition of responsibility between the school and external providers needs to be defined.

SB suggested a sub-committee be formed to look over EOTC/H & S documentation and policies.

Motion That the Board forms a sub-committee to review EOTC policies and procedures to be composed of three board members.

First: S.B.

Seconded: BM

Motion carried.

The following board members volunteered to participate in this committee:

S.B. NG,KS,BM.

KS has asked the committee to look over the school policy documents before they meet.

KS has asked that at the next meeting Aug 8th committee looks over the new online EOTC.

This sub-committee will report back to the board.

Motion. That the Board accepts the principal's assurances on Board Assurances Term 2 2024.

First: K.S.

Seconded: NG

Motion carried.

AI Systems

Discussed the policy and the need for it to cover off the use of AI in curriculum led initiatives.

KS recommends Statement 2 to allow students to use it under teacher direction.

Motion: That the board adopts statement 2 as per the AI policy as a middle ground, and then reviews the AI Policy 12 months after its application.

First: K.S.

Seconded: N.G.
Motion carried.

Motion. That the Board accepts the principals report as read and shared.
First: S.B.
Seconded NG.
Motion carried.

Item 6. Finance. B.M.

The financial year ended Dec 23 has been audited and has been signed off by KS & SB. We have received a letter from the auditor about some matters and the response letter is in the board documents for this meeting. At the Finance meeting it was agreed that the finance committee will sign the journals off at each meeting. We have received the first 4 months of the financial year. There are a few miss codings to sort. Photocopier quote as per current contract finishes Feb. There are three photocopiers for school.

Motion That the board accepts the quote from Heartland services.
First: K.S.
Seconded BM
Motion carried.

Motion. That the Board approves an asset purchase outside of the 2024 approved purchases for \$2200 for a new drill set. The current set has reached the end of life and is unfit for purpose.
First: K.S.
Seconded A.C.
Motion carried.

Item 9. Health & Safety Report.

Motion. The Board approves the Health & Safety report held 8th May 2024
Seconded: NG. All in favour. Motion carried.

Item 10. Public Excluded

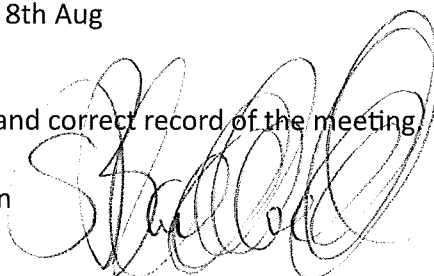
Meeting ended at 5.38

Secretary left the room. Moved into in-committee meeting at 5:39

Motion: Motion by PM to close the in-committee meeting at 6:05 and general meeting at 6:06.

Next Meeting Thursday 8th Aug

Confirmed as a true and correct record of the meeting.
Sharon Blanchard
Presiding Chairperson



Date:

24/09/24