

Twizel Area School Board of Trustees  
Minutes of Meeting  
24 February, 2024

08/19/24  
B

**In attendance:** K.Staniford, B.Mincham, M.O'Carroll, B.Purcell, N.Graham, S.Blanchard.  
Apologies: R.Henderson, C.Lousley.

**Meeting opened at: 4.32pm**

Karakia: M.O'Carroll

**Item 1. Board vacancy and Presiding Member role.**

Board discussed the current board vacancy along with vacancy for Presiding Member. S.B. called for interest from members present. No-one available or keen to take on the role.

**Motion, re: Presiding Member:** For S.B. to retain the PM role until the beginning of the meeting scheduled for the 1st of May.

First: B.M. Seconded: B.P. All in favour. Motion carried.

**Resolution:** Be it resolved that the Board will move to co-opting an individual with the skills associated with the PM role. B.P. seconded. All in favour. Resolution carried

**Motion, re: Board vacancy.** That the Board hold an election to fill the current vacancy.

First: S.B. Seconded: B.M. All in favour. Motion carried.

**Moved into Public Excluded at 4.57 pm.**

The Board had a conversation about who could possibly be interested in the co-opting position.

The Board appointed Hanna De Vries to be the Returning Officer for the Board Election for the elected position.

**Motion, re: Public Excluded Minutes.** Motion by the PM to move to approve the minutes of the Public Excluded Minutes on 10 August, and 24 November 2023.

Seconded: B.P. All in favour. Motion carried.

**Moved out of Public Exclusion at 5.19 pm and into the regular meeting.**

**Item 2. Minutes.**

Motion by PM to approve minutes of meeting held Dec 7, 2023.

Seconded: B.M. Motion passed.

**Item 3. Correspondence**

- Phone quotes - waiting for more info
- Letter to Board from Netball committee - Junior students wanting to be released to attend Oamaru and asking to use the school van for that purpose.

Discussion of use by other clubs and insurance. KS will check insurance and ask the Netball club to talk with Snow Club about conflict of use of vehicles.

- CL - Bereavement leave approved
- Bus Safety concerns passed on - lack of signage - Waka Kotahi have said its fine - KS will contact WK again. MMC can reply to parents.
- Request leave KM - approved - paperwork so he can apply under contract for Sports Leave - must go to Ministry
- Request leave MO - approved
- NZ Area Schools newsletter - Nationals - approved
- Quotes for Water Blaster - referred to finance section
- Te Manahuna Kahui Ako - received correspondence

**Motion.** That the board receives all correspondence as shared and read.  
First: S.B. Seconded: N.G. All in favour. motion carried.

#### **Item 4. Principal's Report**

3.1. Discussion of School's Strategic Plan.

**Motion.** K.S. motion to approve the 2024 update of the school's Strategic Plan.  
Seconded: S.B. All in favour. Motion carried.

3.2. Variance report on last year's goals.

**Motion.** K.S. motion for the Board to approve the 2023 Variance Analysis.  
Seconded: B.M All in favour. Motion carried.

3.3 Principals Professional Growth Cycle.

**Motion** by PM for the Board to approve the Principals Professional Growth Cycle and Mentoring Process for 2024.  
Seconded: N.G. All in favour. Motion carried.

3.4. Budget - refer to Finance Report in Item 4.

3.5. BOT's Workplan. Board discussed the 2024 Board Work Plan.

**Motion.** That the Board approve the 2024 Work Plan.  
First: K.S. Seconded: N.G. All in favour. Motion carried.

3.6. Discussion re: Southern Area Schools Kahui Ako. SB called a motion to approve the amendment to the 24 November 2023 minute to read:

**Motion:** That the Board wishes to withdraw from the Southern Area Schools Kahui Ako at the end of Term 4, 2023, following a stakeholder consultation which was 72% in favour of withdrawing. A further consultation will take place to decide whether joining Te Manahuna Kahui Ako is in the best interests of the school's strategic interests in Term 1, 2024.

First: S.B. Seconded: N.G. All in favour. Motion carried.

3.7. Policies: Term 4 Policies discussion.

**Motion:** That the Board has reviewed the Term 4 2023 Policies up for review, they include: Inclusive Education, Māori Educational Success, Learning Support

Coordination, Identify Learning Support, Gifted Learners, The Board accepts them with no feedback or changes.

First: B.M. Seconded: M.O. 5 in favour. 1 abstaining. Motion carried.

3.8. Code of Conduct - BOT to review and sign at the next meeting.

**Motion:** Motion to approve the report of principal, K.S. Report as received and read.

First: S.B. Seconded: B.M. All in favour. Motion carried.

#### **Item 4. Finance**

4.1. B.M. waiting for generated reports. Problems with filing GST returns - school is being proactive with IRD - zero problem. Talked to Budget: Finance Sub-Committee Meeting was held 1st February 2024.

**Motion:** That the Board has reviewed the 2024 Operating and Capital budgets presented, and approves the Operating Deficit of \$(40,927) and the Capital budget of \$45,288 (for asset additions as listed).

First: B.M. Seconded: S.B. All in favour. Motion carried.

4.2. Rowing money is now in a separate account.

**Motion:** That the Board approve the Treasurer's Report as read and received.

First: S.B. Seconded: N.G. All in favour. Motion carried.

**Item 5. Health & Safety Report.** The Board Accepted the Health and Safety Evacuation Report as shared and read.

**Meeting ended at 6.16pm**

Move into Public Excluded 6.19 pm

Moved out of Public Excluded and back into the regular meeting at 6.24 pm

**Motion:** Motion by PM to close meeting at 6.24. Seconded: KS. All in favour. Motion carried.