

19/08/24

**Twizel Area School Board of Trustees  
Minutes of Meeting  
6th March, 2024  
Twizel Area School Meeting Room  
5pm**

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

**Meeting opened at: 5.04**

Karakia: B. Purcell

**Item 1. Confirmation of Agenda**

**Motion** by PM to approve Agenda of meeting held Feb 24.  
Motion passed.

**Item 2. Governance**

**2.A BOT Vacancy: Presiding Member/Vacancy Update**

Presiding member is still in discussion.  
Vacancy Update - H. Devries has started the process, we are looking for 2 parent reps.  
Would be nice to have someone who has a building/consenting/financial.

**2.B Student BOT rep update/vacancy**

**Motion** K.S moves motion The board accepts the verbal correspondence of R. Henderson resigned as student rep on the BOT.

Seconded S.B All in favour Motion carried

**Motion.** K.S. motion for the Board to approve that Deb Cain be appointed the returning officer for student election..

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

**2.C Delegations**

**Motion.** K.S. motion for the Board to approve the 2024 Delegations document.

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

**2.D Code of Conduct**

Each board member signed the Code Of Conduct.

### Item 3. Minutes.

Motion by PM to approve minutes of meeting at circulated and read.held Feb 21st.  
Seconded B: P All in favour . Motion carried.

### Item 4. Correspondence

- Funding Request - Sports Coordinator

**Motion: That the Board supports the application** to Trust Aoraki for \$5225.50 to assist our students travelling to Tuatapere for the Southern Area School Tournament. The funds will be used for hireage of 3 vans to Tuatapere and 1 of the 3 night accommodation needed for the tournament.  
Seconded M OCarroll Motion Passed

- Leave Request

**Motion.** That the board Approves F.H 2 week unpaid leave.

First: S. Blanchard . Seconded: M. O'Carroll . All in favour. motion carried.

- Netball Letter

The principal will write back to the Netball club about insurance and how it will work with potential clashes.

To be added to school docs

Twizel Area school reserves the right to reserve the school vans as priority or external booking.2 weeks in advance will be given.

**Motion.** That the board recommends changing the school transport policy K.S will share the request with school docs.

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

**Motion.** That the board receives all correspondence as shared and read.

First: B.M. Seconded: M.O . All in favour. motion carried.

### Item 5. Principal's Report

5.A. Policy review reminder

5.B **Motion.** K.S. motion for the Board to approve the Performing Arts and Curriculum refresh reports.

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

5.C **Motion.** K.S. motion for the Board to accept the SEN & GAT report..

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

Hau Tu Discussion around Hau Tu document. B.P suggests going online to understand the document as it is very in depth.

B.P would like to take more time to understand.

B.P has a document to share and if anyone has any questions, direct questions to B.P

**ACTION POINT - Add Hau Tu to the next meeting Agenda.**

5.E **Motion.** K.S. motion for the Board to accept that the Principal offers assurance that the school holds an SEN Register document

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

Ero will join us for the 1st May meeting around some board training.

**Motion:** That the Board approve the Principal Report as read and received.

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

#### **Item 6. Finance**

B.M spoke to his report.

We received the draft financial statements from last year. The financial officer has passed on all questions.

No report on the year to date.

GST Update - Late payment fee.

Colette to come work with Deb on GST return.

Deb to be asked for a reconsideration.

**Motion:** That the Board has read and received last year's accounts draft up to Dec 31 2024.

First: . Seconded: . All in favour. Motion carried.

#### **Item 7. Health & Safety Report.**

7.A The Board Accepted the Health and Safety Evacuation Report as shared and read.

#### **Meeting ended at 5.50pm**

Move into Public Excluded 5.50 pm

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