

**Twizel Area School Board of Trustees
Minutes of Meeting
11th March 2025
Twizel Area School Meeting Room
4.30pm**

In attendance: K.Staniford, B.Mincham, M.O'Carroll, S.Blanchard. N. Graham, M. Dunnicliff, S.Scarlett
Apologies: A.Bacchus

Meeting opened at: 4.39pm

Bruce Micham will chair the meeting

Karakia: M. O'Carroll

Item 1: Welcome

The meeting was opened with a welcome to all present.

Item 2: Confirmation of Agenda

Karen Smith to address the group regarding EOTC at 5:00pm.

Motion: *Moved by B.M to amend the agenda to include a Conflict of Interest sheet/data.*
Outcome: *All in favour – Motion passed.*

Item 3: Minutes of Previous Meeting

S. B. raised a query regarding the EOTC Policy, specifically around the process for declining EOTC events.

Motion: *Moved by B. M that the minutes be accepted as a true and accurate record.*
Outcome: *Motion carried.*

Item 4: Correspondence

Motion: *That the Board of Trustees approve the out-of-budget purchase of two ovens for the Food Technology department, as outlined in the proposal received.*

Outcome: *Motion carried.*

Note: Bookcase previously requested is no longer required.

Item 5: Principal's Report

Motion: *Moved by K.S That the Board of Trustees approve the EOTC Training Requirements and EOTC Operational Limits as presented.*

Seconded by: N. G **Outcome:** *All in favour – Motion passed.*

Motion: *Moved by K S: That the Board of Trustees adopt the following Health and Safety Goal – “Everyone goes home happy, healthy & well. Our school is a safe and healthy learning environment for all students, staff, and visitors. We implement comprehensive health and safety measures in accordance with New Zealand regulations and good practice.”*

Seconded: M. D

Outcome: *All in favour, with M.O abstaining – Motion passed.*

Motion: *Moved by K.S: That the Board of Trustees agrees to reimburse teachers for the cost of flu vaccinations upon presentation of a valid receipt.*

Seconded: M.O

Outcome: *All in favour – Motion passed.*

N.Graham will complete EOTC Modules.

Karen Smith Joined the meeting at 5pm via Google Meet.

C. Saunders entered the room.

EOTC Discussion – Summary of Karen's Presentation

Karen introduced herself and explained her involvement with EOTC. She highlighted that the level of risk for the Board is significant and encouraged open discussion, inviting questions from the group.

Key points included:

- **Safety Management:** KS noted the Safety Management Plan is nearing completion. CS is actively working on developing and refining Standard Operating Procedures (SOPs).

- **Staff Upskilling:** CS emphasised that ongoing staff training is essential in meeting safety expectations.
- **Board Responsibility:** The EOTC Sub-Committee has engaged in constructive discussion around the Board's role as a responsible and reasonable employer.
- **Curriculum Alignment:** Karen advocated that trips should have a clear curriculum base and educational purpose.
- **Snow Club Concerns:** Supervision levels and curriculum alignment for Snow Club were discussed.
- **Critical Thinking in Emergencies:** S.B. asked about critical thinking, to which Karen stressed the importance of staff being mentally prepared for emergencies—not simply relying on forms.
- **Contextual Adaptation:** While the approach aligns with EONZ guidelines, it has been adapted to suit the school's unique environment.
- **Weather Monitoring:** Weather conditions are a major factor; Karen raised questions about who is responsible for monitoring forecasts and training staff to interpret them.
- **Pre-site Visits:** These need to be recent and relevant—ideally within a short timeframe before the trip.
- **Feasibility vs. Safety:** While schools often try to make trips happen, Karen cautioned that this must not come at the expense of safety.
- **Operational Risk Levels:** High-risk (red-level) activities should be cancelled, not negotiated.
- **WorkSafe Expectations:** In the event of an incident, WorkSafe expects immediate access to documentation and formal statements. Karen's school was well-prepared; the question remains whether our school could respond similarly.
- **Transport Issues:** Concerns were raised around the availability of only manual vans, while some staff can only drive automatics.
- **Culture and Boundaries:** Karen candidly noted that some teachers may push boundaries in an effort to offer experiences, potentially increasing risk.

Closing:

KS thanked Karen for attending and sharing her insights. Once the work is complete, KS expressed confidence that the improvements will provide greater assurance to the Board.

Karen left the meeting at 5.34pm.

S.B asked to move the Agenda item General Business EOTC forward, so this conversation can be had now.

EOTC Sub Committee

S. B. presented the following motion:

Motion: *That the Board endorses the work of the EOTC sub-committee and staff, and encourages the continued implementation of the recommendations outlined in the report.*

During the discussion, it was noted that K. S not yet signed the delegations for the EOTC sub-committee. Additionally, there was concern raised regarding the timing of EOTC forms, which are often submitted the day before the trip, not allowing sufficient time for the Chair to review and sign off on them.

The Board acknowledged the importance of EOTC trips and reiterated that the goal is not to prevent students from participating in these valuable experiences but to ensure they are safely managed in accordance with the school's policies and procedures.

Motion: *Moved by S. B.: That the sub-committee be delegated the responsibility to review and approve individual trips, with the full support of the Board. The Board acknowledges and accepts ultimate responsibility for the decisions made by the sub-committee.*

Seconded by: S. S

Abstained: M. O

Outcome: *Motion passed.*

C.S. Departure:

C. S left the meeting at 6:09pm.

Discussion:

A discussion was held regarding whether the Chairperson is permitted to vote on matters. M. O'Carroll expressed concern about the number of overarching committees within the Board's structure.

S.B. Departure:

S. Bleft the meeting at 6:13pm.

Discussion on Safety and Trips:

A brief discussion took place concerning safety protocols and the need to expedite the approval process for trips, particularly in light of recent changes to the Health and Safety Act.

Motion: *Moved by K. S That the Board approves the Principal's Report.*

Outcome: *Motion passed.*

Item 6: Policy Reminder

6.A.1: Concerns and Complaints

6.A.2: Performance Management

6.A.3: Protected Disclosure

Item 7: Finance Report

B. McMillan presented the financial report.

Motion: *Moved by B. McMillan: That the financial report be approved as presented, with no amendments, and taken as read.*

Outcome: *Motion passed unanimously.*

Item 8: Health & Safety Report

The Health & Safety report was noted, with no further amendments required.

Extra Business

The report received from the Principal regarding the meeting with Mackenzie District Council was noted and read.

Item 9: Public Excluded

Motion: *Moved by B. McMillan: That the meeting move into public excluded session at 6:20pm.*

Outcome: *All in favour – Motion passed.*

Confirmed as a true and correct record of the meeting.



Bruce Mincham
Presiding Chairperson

Date:

15/05/2025

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Item 9: Public Excluded

Motion: *Moved by B. McMillan: That the meeting move into public excluded session at 6:20pm.*

Outcome: *All in favour – Motion passed.*

Staff Requests:

Motion: *Moved by B.M To approve unpaid leave for MMC to travel to Canada from Monday, 2nd June to Friday, 27th June.*

Seconded by: M.O

Outcome: *All in favour – Motion passed.*

Approval of Previous Minutes:

Motion: *Moved by B M To approve the previous minutes.*

M. O'Carroll stated that she had not received the previous minutes and, therefore, would abstain from voting.

Seconded by: S.S

Outcome: *Motion passed.*

Closing:

The meeting was closed with a Karakia by M. O'Carroll.

The meeting concluded at 6:22pm.

Confirmed as a true and correct record of the meeting.

Bruce Mincham
Presiding Chairperson

Date:

15/03/2025