

**Minutes of Board of Trustees Meeting of Twizel Area School
held on:**

Date: 19th August 2025
Time: 4.30 pm
Location: Meeting Room TAS

Welcome / Karakia and Apologies.

In attendance: N.Graham, B.Mincham, S.Blanchard, C.Saunders, A. Bacchus, T. Byrne

Apologies: M.Dunnicliff

Welcome to Sarah Thompson - observing.

Motion:

Confirmation of Agenda. Motion to accept NG

Seconded by CS

All agreed

Motion carried

Conflict of Interest Registry.

Minutes of the previous meeting.

Motion "to approve the minutes of the previous meeting".

NG motioned. Seconded by SB

All agreed. Motion carried

Correspondence

Inwards: Student course. NZ snowboarding Instructor alliance

Motion: To approve student leave for snowboarding certification.

CS motioned.

NG seconded.

All agreed. Motion carried

Furniture approval

Looking at Quote to compare against Ministry proposal

Cyclone

Leasing computers with Cyclone. Compatible with Windows 11. Using the library to loan computers out. Office desktop to be approved. Other computers to be looked at next year. 48 month lease for the office.

Motion "to approve the 48 month lease of desktop PC's for front office and finance.

CS motioned.

TB seconded the motion

All agreed - Motion carried

Outwards: -

Principal's Report

Motion: "to create an additional step in SchoolBridge to ensure Board awareness of trips at the earliest possible time

First - CS

Seconded - SB

All agreed

Motion Carried

Motion: "To approve the Principals report as shared and read, by the Presiding Member.

First: TB

Seconded: BM

All agreed

Motion carried.

Policy: Reminder to review policy as per policy review schedule

Finance Report

Meeting minutes attached.

Motion: "To approve the finance report as shared and read".

First: B.M.

Seconded: CS

All agreed

Motion carried.

Health and Safety update

Fire Drill done and all sorted.

Nothing else has come up.

General Business

Secretary position being finalised - Advert going out.

N.G will get advice around the wording considering what we need to add in the advert.

Looking to hire someone who has the right skills including prepping the documents and sending out board minutes.

Next meeting - 4th September short time frame so proposing Wednesday 17th September 4.30pm

Election Update

7 nominees put their names forward. Voting closes 16th September.

Boards association - New Training once the new board is elected.

Looking to get Cleave Hay in to do some training with the new board.

Secondary School Strike - Communication going around that the Secondary School is striking along with the other Secondary Schools in NZ. We are part of the Area School Collective so we are not striking. - Communication to be sent out clarifying this.

Twizel Update - Role of Board in the update and that the role of board is to hire all staff. This is incorrect. Amendment to be asked for. The board hires the Principal and Deputy Principal.

Motion to move out of regular meeting at 5.32. TB- Seconded CS all agreed - Motion carried

Motion to move into Public Excluded at 5.33 NG Seconded CS all agreed. Motion carried

Motion to move back into regular meeting 6.22

N.G. motioned
Seconded by CS
All agreed
Motions carried

Meeting ended at 6:23

Minutes compiled by, T.B

Nicola Graham



Presiding Chairperson

Date:

17/9/25

