

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

Date: 5 June 2025
Time: 4.30 pm
Location: Meeting Room TAS

Welcome / Karakia and Apologies.

In attendance: N.Graham, B.Mincham, S.Blanchard, M. Dunnicliff, C.Saunders, K.Staniford, S.Scarlett

Apologies: A.Bacchus

Welcome to Sarah Thompson - observing.

Motion: That the board provide speaking rights to C.Saunders as part of the handover into Acting Principal role.

First: K.S.

Seconded: N.G.

Motion carried.

Confirmation of Agenda.

Conflict of Interest Registry. B.M reminder

Minutes of the previous meeting.

Motion from the PM to approve the minutes

Note to add \$282,500.00 to the minutes

Seconded: B.M.

Motion carried.

Correspondence

Inwards: [TBHS/TGHS Zone from MoE](#)

No action required

Outwards: [Community Library to MDC](#)

Update: A meeting was held with the council regarding the request. The termination of the contract for the library from 1988 has nothing to do with the buildings. Only inventory. Children's/Young Adults and reference books/Chattels/computers belong to the school. Aiming for the end of the year for the books to be moved into the new school. The council is negotiating with the MOE around the building.

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

Seconded: M.D.

Motion carried.

Policy: Reminder to review policy as per policy review schedule

Finance Report

Meeting minutes attached.

Reviewed the draft auditor's report.

Journal reporting requires a firmer process for documenting.

The following motion needs to go forward as the recommendation from the auditors is what we actually do in practice, but it needs to be reflected in our policy.

Motion: "That the Board update its Governance Policies to include a requirement for Treasurer and Principal sign-off of all financial journals at the Board meeting following receipt of the accountant's monthly report, and that this procedure be added to the Finance Officer's Job Description".

First: B.M.

Seconded: N.G.

Motion carried.

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

First: B.M.

Seconded: S.S.

Motion carried.

General Business

[EOTC Sub-Committee Policy](#) Proposal

Motion: "That Policy B12 is incorporated into the Governance Manual".

First: K.S.

Seconded: B.M.

Motion carried.

School Build Update

No formal minutes received since meeting on Tues 3 - here are [notes from Site Manager](#) and his [progress report photos](#)

Motion to move out of regular meeting at 4:54.

Motion to move into Public Excluded at 4:54

Motion to move back into regular meeting 6:41

N.G.

S.S.

Motions carried

Meeting ended at 6:41

Minutes compiled by, S.Blanchard

Nicola Graham



Presiding Chairperson

Date:

17/9/25