

**Twizel Area School Board of Trustees**  
**Minutes of Meeting**  
**15th May 2025**  
**84 Boundary Terrace**  
**4.30pm**

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

**Karakia.** K.S.

**1. Welcome and Apologies.**

**2. Confirmation of Agenda.**

2.A. Conflict of Interest Registry. No updates.

**3. Minutes** of the previous meeting were approved with no amendments.

Motion by the PM: "That the Board accepts the minutes as a true and accurate record".

Seconded: S.S

Motion carried.

**4. Correspondence**

Inwards & outwards received, noted, and discussed.

**5. Principal's Report**

Motion by the PM: "That the Board accepts the Principal's report as circulated and discussed".

Seconded: S.S.

Motion carried.

Motion by the PM: "That the Board accepts the policies scheduled for review in Term 1, 2025, with no changes made".

Seconded: A.B.

Motion: carried.

**6. Policy Update.** Reminder by the PM to review policies before the next meeting.

**7. Finance Report.** BM has communicated notes and received the draft. Annual Draft accounts report received today and will be reviewed. Before our next meeting the annual accounts will require signing.

Motion: "That the Board directs the PM and Principal to sign the 2024 Annual Accounts report".

First: B.M.

Seconded: A.B.  
Motion carried.

7.A. *Asset Schedule*: A new asset register will be created for the school when moving into the new school. To be noted: The two main current assets are 1. 13 Jolly Road; and, 2. School shed.

7.B. *Home & School Association*: We need to create a second bank account line to manage H&SA finances as well as H&SA robust finance procedures.

Motion: "That the Board approves the creation of an H&S Association ANZ account under the main account, along with robust finance procedures for the HSA to follow in using this account".

First: N.G.

Seconded: S.S.

Motion carried.

*ACTIONABLE ITEM*: S.S. agreed to communicate with the HSA regarding ongoing decisions surrounding the HSA finances and procedures.

## 8. Health And Safety Report

8.A. The 2025 Health & Safety Improvement Plan - Draft is in process and shared as an FYI.

8.B. Term 1 Evaluation was completed and successful

## 9. General Business

9.A. Board Spending re: the new build and furniture. The MOE has confirmed they will provide \$\$\$ (**please confirm the amount for the minutes**) for furniture. HSA may still be needed to support some school equipment as part of the school build.

*ACTIONABLE ITEM*: It would be useful to discern if there is a need to apply for external funding for equipment/anything required outside of the budget as part of the school build.

9.B. Upcoming Elections for BoT & Process.

September election. We will need to hire an officer. Discussed if we should provide an online process as a cost saving. The school is reimbursed by the MOE for the cost of the election.

Motion: "That the Board move to an online voting system for the BOT elections".

First: S.B.

Second: A.B.

Motion carried.

9.C. EOTC Update. K.S. updated the Board. The committee met earlier today to discern the feedback received from School Docs. The committee went through the School Docs comments/suggestions that were reviewed against the TAS EOTC document (their recommended changes). The EOTC document will be updated regarding the changes.

Motion: "That the Board accept School Docs changes to the EOTC policies and that these be integrated into the Board Policies where appropriate".

First: K.S.  
Second: A.B.  
Motion carried.

*ACTIONABLE ITEM:* Recommended procedures will go into the Board Policies.

PM Motion to move out of regular meeting at 5:52.  
PM Motion to move into committee at 5:52

Moved back into regular meeting at: 7:02

**10. Staff BOT rep Election:**

Motion: "That the Board calls for an election to be held asap for a Staff -BOT representative to hold this position for the remainder of the current Board's term".

First: BM  
Second: SS  
Motion carried

Motion: "That the Board directs the PM to ask Debbie Caine to take on the role of the returning office for the BOT staff representative election".

First: BM  
Second: AB  
Motion carried

Closing Karakia: SB  
Motion to close meeting at: 7:10

Minutes collated by S.Blanchard (in absence of the secretary)

Nicola Graham



Presiding Chairperson

Date: 17/9/2025

