

Twizel Area School Board of Trustees
Minutes of Meeting
7th November 2024
Twizel Area School Meeting Room
16:30

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

Apologies: C. Lousley

Meeting opened at: 16.36pm

Karakia: All members participated in Karakia

Item 1. Welcome

The Chair welcomed Mackenzie Dunnicliffe (M.D) to her first official meeting. Farewell to A.C for his last meeting - thank you for your contribution to the board. Mackenzie introduced herself. S.B. asked everyone to introduce themselves.

Item 2. Confirmation of Agenda

Motion by S.B. to approve Agenda of meeting held 7 September 2024.
Seconded N.G. All in favour. Motion passed.

Item 3. Minutes.

Previous minutes, one set of initials was changed from B.N. to B.M.with regards to the school buses.

There was a question regarding van hire charges to the netball club in the last meeting minutes from S.B. K.S. to follow up

Motion by S.B. to approve the edited minutes of the meeting held 8 August 2024.
Seconded N.G. All in favour. Motion passed.

Item 4. Correspondence

Y4-6 Curriculum

Received report

Music Bus

K.S. had asked C.S. to write some information about Mrs A's request to run a Music bus at T.A.S during the school day. C.S. wrote a list of pros and cons and it is in a file in the board folder. A decision needs to be made as to whether this will be part of the curriculum in which case the school will pay for it otherwise it will be pay per use. After some discussion, S.B. recommended we send it back to the SLT to review.

Market Day

K.S. has already responded to this

Rowing Club

K.S. proposes that we accept their request although it is a challenge for them to do their training as it does affect children's punctuality and attendance.

Motion: "To approve the participation of the students as per the request letter 28.08.24 from the Twizel Rowing Club".

First: K.S.-Seconded N.G. All in Favour Motion passed.

Health Consultation

Nyree put out the Health Consultation paper that happens every two years. The responses received were to go ahead and Nyree would like the Health Curriculum Statement approved for the next two years.

Motion: "To approve the Health Curriculum Statement for December 2024"

First: K.S. -Seconded: M.O. All in Favour. Motion passed.

Dark Sky Lighting

K.S. and B.M. spoke with each other about this letter prior to the meeting and agreed they need to bring someone in from the school team who is passionate about the night sky to champion this. The concern is that the new school would have the wrong type of lighting. K.S. suggests we submit a different type of lighting to the builders once they have been contracted.

It was agreed we should support and respond to the Aoraki Mackenzie International Dark Sky Reserve that we are keen to incorporate this into the school and ask if there are any financial incentives to support the school through this.

Curriculum Report

Request for more Teacher Aides. There is no more funding for this. Information only no further action needed.

Phone Quote

K.S. suggests we put this in as an asset request in the 2025 spending period. The 3CX quote is the best one that has come through. Information only. Not further action needed.

Motion: PM called for acceptance of all correspondence that has come in.

K.S seconded. All in Favour. Motion passed.

Item 5. Principal's Report

Motion "That the Board approves the enrolment of one staff member in a regional Te Reo Māori course being offered by Ngai Tahu in early 2025. There is no cost to the school".

First: K.S. Seconded: M.O'C All in favour. Motion passed.

Motion PM called for approval of the Principal's report.

Seconded S.S. All in favour. Motion passed.

Item 6. Policy Reminder

Reminder to look at the four policies from term 3 in preparation of the next board meeting

- Performance Management,
- Principal professional growth cycle,
- Concerns and Complaints,
- Protected Disclosure

There are also eight policies to be reviewed at the February 2025 board meeting

- Finance and Property Management,
- Managing Income and expenditure,
- Financial Conflict of Interest,
- School Donations,
- Expenditure,
- Asset Management and Protection,
- Property Maintenance,
- Prevention of Bribery, Corruption, Fraud and theft

Item 7. Finance

We will be paying for the computers in next year's budget but need to commit to purchasing them now.

Motion: “That the Board pre-approves the 2025 Asset Purchase of \$26000 for completing the computer lab replacement in the 2025 Budget.

First: K.S. Seconded B.M. All in favour. Motion passed.

Motion: “Now that the 2023 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2024 annual accounts.

We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports”.

First: K.S. Seconded: B.M. All in favour. Motion passed.

Motion: “That the board recognises the financial information as part of the finance report”

First: B.M. Seconded by S.B. All in favour. Motion passed.

Item 8. General Business

8.A BoT Policy Sub-Committee

Motion “Recommendation to the BoT that they review their governance policies as the document is out of date”.

Seconded: K.S. N.G. All in favour. Motion passed.

Motion: “Recommendation to adopt the Staff Illness and Injury policy as proposed by the subcommittee. This will be included as part of the induction process for new staff and existing staff will be made aware it is a new policy”.

First: S.B. Seconded: N.G. All in favour. Motion passed.

8.B BOT PM - last meeting in Dec

This is S.B's second to last board meeting as Presiding Member. The December meeting will be the last meeting of the year. We will need to elect a new Presiding Member in the February 2025 meeting. Information Only. No further action required.

Public Meeting finished at 17:59. Moved into Public Excluded at 6pm

Confirmed as a true and correct record of the meeting.

Sharon Blanchard
Presiding Chairperson

Date:

07/03/25