

**Minutes of the Board of Trustees of Strath Taieri School,
held in Room 5, Strath Taieri School,
Monday 5th July 2021**

Meeting Opened at 5.42pm

Present: Alice Scott, Jim McArthur, Kate Martin, Bevan Wilson, Stacy Atkinson, Amber Matthews, Charlotte Dykes, Nicola Hornsey (via speaker phone), Cynthia Flanagan

Apologies: Nil

Declarations of Interest: Nil

Visitors: Lisa Bankshaw

New Board Member: Welcome to new board member Bevan Wilson.

Motion: That Bevan Wilson be accepted as board of trustees member.

K.Martin / S. Atkinson Carried

Welcome - Alice welcomed Lisa Bankshaw.

Motion: To grant speaking rights to Lisa.

J. McArthur / A. Scott

Carried

Request for Study Leave

Lisa would like to apply for full time, paid, study leave (32 weeks study leave and 8 weeks teaching) to study learning support needs for children with special needs. Application criteria includes isolation of school, board and principal support. Closing date for application is 10th September 2021.

The board positively endorses Lisa's study qualifications as a benefit for the school, however provisional support given pending 2022 staffing requirements.

Plan to discuss further in committee at end of this meeting.

Introduction to Structured Literacy

Lisa also presented a new way of approaching reading being rolled out in the school which aligns with the NZ Curriculum. It is a structured approach using an evidence based pathway for learning involving neuroscience and the reading link and incorporating sounds, heart words and spelling steps. The new books have been purchased and are already receiving positive feedback from the children able to relate to the Australian themed content. There are 7 progressive stages with extra units at certain stages. New books can also be obtained for when a child is taking longer to progress.

It is primarily for children in the first 3 years at school with children in groups of similar ability. On completion of this pathway the child then graduates onto the appropriate level on the current

colourwheel.

There is a PDL 2 day workshop coming up for all the teachers to learn more about this.

Principals Report

Please refer to the attached document.

[Motion: That the Principal's Report be accepted.](#)

[A. Matthews / C. Dykes](#)

Carried

Professional Development

All 3 teachers will be attending the 2 day workshop in Queenstown. This workshop is about the neuroscience and reading link. The board supports reimbursement of travel and accommodation expenses for this workshop.

School Documents

- 1) Visitors
- 2) Protected Disclosure
- 3) Reporting to Parents on Student Progress and Achievement

The board discussed these documents. Updated policies to be ratified at next meeting.

Student Standown

On 30/6/2021 a student was stood down for 2 days. Extra funding and support for this student had been applied for and received. For further discussion in committee meeting following this meeting.

Finance Report

See attached Financial Report.

62% of income received and tracking well with a surplus.

PTA organising a Rogaine @ Matarae in November 2021 and hoping to raise \$5,000 for the playground.

[Motion: The board accepts the May and June 2021 finance reports.](#)

[May Financial Report A. Scott / C. Dykes](#)

Carried

[June Financial Report A.Scott / K.Martin](#)

Carried

Property

Tour of Silverstream and Tokoiti schools junior block refurbishments. More discussion with staff is required, regarding ideas from this tour, in Term 3.

Tech Room Project Update

Jim updated the board with the revised plans presented for viewing. These included changes such as lino going to the door, and a cupboard in the corner. A question was raised about the increasing costs for the plans being redrawn. No architect invoices have been received yet.

LSC / Admin Block Project

Plans presented for viewing of this project. Suggestions for further changes were made re a cavity slider door. Agreed to not alter the plans as further delays could impact the funding for both projects, which are on a time schedule.

Board reviewed plans for LSC and Tech Room and are satisfied to continue with the projects.

Property Maintenance

One shade sail still to be taken down and needing to be taken away for repair.

Playground requires more bark.

Follow up with Builder Cam re female toilet ceiling repair.

Bike Track Project

Following a whole school brainstorm on what the students would like to see in their playground, a bike track construction is being investigated by Stacy and overseen by Jim.

A donation of tyres for around the edge has been offered. Funding grant/s will likely be necessary to complete this project, e.g. for new bike purchases.

Motion: That the board supports the Bike Track Project.

A. Scott / J. Mc Arthur

Carried

PCG for Property Projects

Charlotte requested to be removed as PCG for property projects.

Motion: That Charlotte is removed as PCG for property projects.

A. Scott / A. Matthews

Carried

Projects and Funding Grants

It was suggested the staff put together a list of projects which may require funding grants and these can

then be matched with possible funding providers in the future.

Community hours by Adrian completed and signed off by J. Tisdall.

Health and Safety

Bus Safety

Bus signage uncertain due to change in bus company contract.

LED bus signage to slow traffic to be followed up.

Recommended a thank you be sent to Rural Women for their colour advertising in the Taieri Pet.

Bullying Policy Review

Further discussion required.

Alice concerned about stress levels for Jim and how the board can help if / when necessary. Encouraged to delegate when able.

A mid year get together suggested for September with possibly a dinner and Escape Room. Further organising needed to finalise this.

Strategic Plan for 2023

Alice would like to make a start on creating a Strategic Plan Document with the mission statement, values and outcome goals and bring to Term 3 meeting for further discussion.

Compliance Checklist

1. Audited Annual Finance Report uploaded to school website.
2. Student absences monitored and followed up.
3. Fire Evacuation has been carried out this term.
4. That all SUE reports have been checked and signed by Principal along with information on current Banked Staffing figures.

[Motion: That the above compliance requirements have been done in Term 2.](#)

[K. Martin / S. Atkinson](#)

[Carried](#)

LSM Report

Nicola had no update to report.

L. Bankshaw left the meeting at 7.48pm.

Minutes of Meeting on 18 May 2021

Motion: That the previous minutes as circulated are a true and correct record of the meeting.

A. scott / C. Dykes

Carried

Correspondence

Resignation letter received from board secretary Anna Wilson. The board is appreciative of Anna's contribution.

NZSTA news.

Ministry - Bulletin Issue 142-May, 144- June. Special Covid-19 updates re Wellington L2.

Motion: That the inwards correspondence has been received.

A.Scott / A.Matthews

Carried

Meeting Evaluation Responses

Alice thanked those who gave evaluation responses. Overall positive responses about how we run our meetings.

Meeting Attendance.

Alice reviewed meeting attendance. Jan - July meeting attendance payment will be lodged.

NEXT MEETING MONDAY 16TH AUGUST 2021 AT 5.30PM

Close of Meeting: Alice thanked everyone for their attendance and contributions to the meeting.

Meeting Closed: 8.04pm.

Chairperson

Date

ACTIONS

Alice - induction for Bevan

Alice - organise supply and delivery of bark to top up playground

Alice - follow up with Cam re toilet ceiling job

Stacy - to take down sunshade and get repaired

Alice - send thank you card to Rural Women

Amber - follow up LED bus safety signs with Allan

Charlotte - to correspond with staff / board re Sept social get together

Jim - discuss with staff and make a list of projects that may need funding grants

