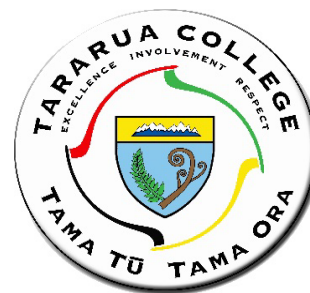


Tararua College

Minutes of the Board of Trustees Meeting, Te Poari
Tiaki O Tararua

Held in the Iain Anderson Office, Monday 25th of
March 2024 at 5.30 pm.



1. Present:

Iain Anderson, Rebecca Brown, Michelle Rankin, Phil Marsh, Clint Worthington, June Kahu, Maia Morrison

1.1 Members of the Public:

Apologies: Shelley Arends, Jason Rankin

Karakia

Whakataka te hau ki te uru
Whakataka te hau ki te tonga
kia mākinakina ki uta
kia mātaratara ki tai
E hī ake ana te atakura
He tio, he huka, he hauhunga
Tihei mauri ora

let the wind from the west fall upon us
let the wind from the south fall upon us
it becomes piercingly cold inland
it becomes bitterly freezing out to sea
take hold of the red-tipped dawn
Tis a sharp cold, tis frosty, tis fresh

2. Conflicts of Interest: Nil

3. Property Committee

3.1 All Property Developments

Phil Marsh gave his overview with the following points.

- Siera Delta have found asbestos in the drain coming across the quad. They will be dealing with this over the Easter Weekend.
- The plans for the alterations that are required with the Te Whare Awhina building will go ahead. This will include the kitchen and fire alarm upgrade. Phil Marsh received a quote from Hazmat for them to come in and complete an Invasive check and testing. Once we have received the results, we may have to look at relocating staff and students out of the building with the possibility of moving to one of the empty classrooms.
- **That the BOT approve the Hazmat quote of \$2,600** **Carried**
- Tech block not in the weather tight budget this is due to a design issue.
- Phil Marsh referred to an email he received. Rebecca Brown has asked Phil Marsh to forward this email onto Jason Rankin and herself.
- A plan of the drains has been received from Geoff Gibson. Central Demo will continue with their work around the school.
- Rankin Building Ltd will start the work on building the stage in the quad area.

- Invoices have been sent to the ministry for payment.
- Caroline Adams and Jason Rankin are working with Phil Marsh regarding plans to Science Block roof to remove the dorma windows.
- PTP painter quote for science block.

That the BOT approve both quotes from PTP for \$24,725. Carried

- Tim Sorenson has been at the college and cut our grass on the Rugby fields we will now look at having Tim do this on a regular basis going forward. Rebecca Brown asked with all the work being completed around our Rugby Field with contractors will our fields be ok before the winter sport start.

4. Finance Report

5.1 Governance report and Cashflow Forecast:

[Governance for Feb 24 - March Meeting.pdf](#)

5.3 Asset Register

- Phil Marsh has worked through the asset register report. The amount of \$13,443.86 will be the written off costs.
- **That the BOT have approved 13,443.86 to be written off carried**

5.4 Office Max

Phil Marsh gave an overview on our purchasing through Office Max.

[Officemax expenditure FYI - March Meeting.pdf](#)

5.5 Uniform Contract with Argyle

Phil Marsh has been investigating the offer of a new uniform contract through NZ uniform. This would not mean we are making changes to our current uniform but are only changing the supplier. Continued investigations and discussion required at our next month's meeting.

5. Confirmation of previous meeting minutes Thursday 30th of November 2023

That the minutes of the meeting for 12th February 2024 be confirmed as a true and accurate record of that meeting.

Iain Anderson/Clint Worthington carried

6. Matters Arising

- Rebecca Brown has asked the BOT members if she is sending out emails looking for approvals by members can they all please reply to these emails. She would like to see a reply Yes or No from you, so we know that everyone

has received and read the email. If it is an urgent matter Rebecca Brown will send a message via text to the committee.

- **That the BOT approved to purchase all the commbox resources for the classrooms.** Carried
- [CommBox Email.pdf](#)
- Emily Look, Alex McKinlay, and Joanna Sheridan to have a meeting regarding the HPA Review once a date has been set. Once this committee has met and made some suggestions Rebecca Brown, Jason Rankin and Maia Morrison will meet and discuss how the BOT will deliver their feedback to the community.

7. Correspondence

- Shane Brown has sent in an email from the New Stage Production asking for permission to have alcohol at an event they wish to host here at the College, and they are looking at hireage of our college hall.
- **That the BOT approve New Stage Production to host the bride party of the year in our school Hall, at a Hire cost of \$300 and approve for them to apply for a special licence.** Carried
- A request has come in from the Tararua College PTA asking if the BOT would pay for the movie licence costs so they can hold their family movie night.
That the BOT approve to pay the cost of \$375 for the movie licence fee. Carried

8. Management Report

[Management report 25th March 2024.pdf](#)

8.1 Michelle Rankin will follow up with Mary Zambazos for an report for Aroha from AE

8.2 Sophia Elliott is working from home on Te Kura

8.3 Principal Review

WSSPA Professional Growth Cycle Principal Review.

What is Iain's growth objective for this year.

PLD for Senior Leadership Staff.

1. Train Des Waters and Joanna Sheridan 2. Put in place a succession plan to encourage them to grow into their roles.

Iain will look at developing the senior leadership team to develop their skills and abilities including a focus on training the leaders to be confident in taking on additional roles or roles in other areas.

Iain Anderson will work on his own personal growth plan going forward.

9. Health and Safety

No report submitted at this meeting.

10. Farm Committee

No report submitted at this meeting.

11. Compliance

12. Curriculum

13. Policy for Review

Phone Policy:

The Bot discussed that they are currently meeting the criteria of this policy.

Term One Review:

Te Tiriti o Waitangi

BOT went through Te Tititiri o Waitangi policy. Review submission approved.

Board responsibility.

BOT went through this document. Review submission approved.

Documentation and self-review policy

BOT went through this document. Review submission approved.

14. General Business

Board Election Parent Rep

The Board had a discussion and have decided to start the process with advertising on Facebook for 1 parent Rep nomination.

That the BOT moved that Michelle Rankin be the Returning Officer for this if we are required to hold an election.

Carried

Meeting Closed at 7.10pm