

Tararua College

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

Held in the Iain Anderson Office, Monday 20th of
May 2024 at 5.30 pm.



1. Present:

Iain Anderson, Rebecca Brown, Michelle Rankin, Phil Marsh, Clint Worthington, June Kahu, Maia Morrison, Joanna Sheridan, Emaraina Eruera, Des Waters.

Rebecca Brown asked our new Board Members Joanna Sheridan and Emaraina Eruera to introduce themselves to the board.

Des Waters our new Deputy Principal also introduced himself to the Board Members.

1.1 Members of the Public:

Apologies:

Karakia
Tutawa mai I runga
Tutawa mai I raro
Tutawa mai I roto
Tutawa mai I waho
Kia tau ai te mauri tu
Te mauri ora ki te katoa
Haumi e, hui e, taiki e

2. Conflicts of Interest:

Rebecca Brown has a conflict of Interest with point 15 General Business, social media and will leave the room when this is discussed.

3. Property Committee

3.1 All Property Developments

Phil Marsh gave his overview with the following points.

- Phil Marsh has been informed just prior to our Board meeting that we are nearly at the end of allocated funds from the Ministry to complete the work required around the school.
- Phil Marsh will hold off on any further decisions being made by the BOT for work to be completed until he has had the opportunity to discuss this with Geoff and Jess

(Project and Delivery manager) and get confirmation on what funds we can use. Jason Rankin will attend this meeting with Phil Marsh on Tuesday 21st May.

- The MOE have however approved an overspend which can only be allocated to the work to be completed on the trench.

Library

- Peggy McConnell our new appointed Librarian has managed to achieve a lot since she has started. Including completing a stock take and has set up the Accessit Library Management System for students to be able to access to find resources.

Cyclical Maintenance

- Cyclical maintenance is significant maintenance work that schools do on a cycle.
- Phil Marsh will look at getting quotes for painting the outside of our school buildings, replacing all the “salmon” colour paint.
- The decision has been made to put on hold the work to be completed to the gym floor. New quotes will be obtained at this time before proceeding.

4. Finance Report

5.1 Governance report and Cashflow Forecast:

[Governance report for April 2024.pdf](#)

Discussion around the Draft Audit Report before this can be signed off with the date of 20th May 2024.

Audit Findings for Discussion:

The BOT have been asked to sign off on the credit card statement.

SUE Reports: They have asked that Iain signs the Draft and Final report. Then the Sue Report will also be signed off by a BOT member.

Action from point 6 from the report is to be removed as this contract did not go ahead.

Action from point 10 Asset Register, to be looked then left on or taken off.

Changes have been made to the annual report template they have added a new section to report on. Iain Anderson to complete this.

That the BOT move to approve the 2023 financial statements for Tararua College. Iain Anderson will contact Jo Scott to discuss the proposed changes to the Draft Audit Report.

Carried

- The Finance Subcommittee will add to their agenda to discuss and look at purchasing the ApprovalMax for Xero accounting system.
- Action required for the follow up on the 3rd party occupancy.

5. Confirmation of previous BOT meeting minutes Monday 25th of March 2023

That the minutes of the meeting for 25th March 2024 be confirmed as a true and accurate record of that meeting.

[March Minutes 2024.pdf](#)

Iain Anderson/Clint Worthington

carried

6. Matters Arising

- HPA Review process still to be completed. Our Internal review has been completed. The BOT have put together some questions to go out to the community.
- Principal Review to be circulated to the BOT by Iain Anderson
- Still looking at changing our supplier for our Uniform contract

7. Correspondence

Rebecca Brown read an email from Louise Powick from Explore Pahiatua sent to the BOT asking the Board to submit a submission on behalf of the school.

- The BOT have discussed and decided to promote this information on our Facebook page only.

The school lunches will stay the same till the end of the year and then the proposed changes from the government will apply.

- We will have to wait to make decisions once options have been given to the school.

New Stage Productions had asked to hire our hall for a fundraising event in May 2024.

- They are no longer going ahead with this event.

8. Management Report

[Management report 20th May 2024.pdf](#)

Iain Anderson made special reference to the following points from the Department Reviews meetings and these were the three main issues raised:

- Low level of LIT especially in Year 11. A concern around LIT/NUM testing going forward.
- Attendance. To be able to achieve there standard they need to be present in class.
- Low engagement in learning.

Iain Anderson has made the following recommendations for 2024:

- Focus on developing literacy ability of all students (especially junior students)

- Greater clarity of expectations to both students and whanau of course requirements etc.
- Re-evaluate the number of subjects being taught for those students on external courses.
- Focus on development of NZC and Level 1 with all staff to ensure consistent, high quality teaching school wide.
- Reinforce the need to attend school “regularly” and how this can impact on attainment.

9. Health and Safety

Phil Marsh will continue to work with June Kahu and Joanna Sheridan as a subcommittee, however we still require two PPTA members to join.

10. Farm Committee

Clint Worthington gave his Farm report. He has concerns around the dirt that has been dumped on the farm and would like to see action on this to be removed.

11. Compliance

Moved to the next meeting.

12. Curriculum

Moved to the next meeting.

13. Policy for Review

Log in details for new BOT members for School Docs.

14. General Business

14.1 Sub Committees:

Finance:

- Emaraina Eruera will join the Finance subcommittee.

Te Ohu:

- June Kahu will continue to attend the Te Ohu meetings. Joanna Sheridan is currently working on some projects with Te Ohu and will continue to do this with her working group.

14.2 Social Media Co-ordinator:

Iain Anderson suggested that we hire a website social media co-ordinator, and he gave an overview on a proposed Job Description. Rebecca Brown has offered to do this for the college working 10 hours a week. If the BOT agree we will employ Rebecca for a year to see how it works. The BOT were happy to employ Rebecca and she will start as soon as she can till the end of the year when the BOT will reassess the Job.

That the BOT agreed to hire Rebecca Brown to take on the role as our website social media co-ordinator

Carried

Meeting Closed at 9.15 pm