

**MINUTES OF THE TOKO SCHOOL BOARD OF TRUSTEES MEETING HELD ON  
23rd FEBRUARY 2021 7.00PM AT TOKO SCHOOL**

*The chairperson declared the meeting open at 7.00pm*

**Present:** Kim Waite (Principal), Katherine Sextus (Chairperson/Health and Safety) Julie Roberts(Secretary/Property), Steven Harvey(Property) Nia Chesswas(Treasurer) and Grant Robinson(Property), Sasha Hancock (Staff Representative)  
Sue Fergus (Deputy Principal)

**Apologies:** Annette Hinton (Minute Secretary)

Nominations for Offices

**Chairperson** - Katherine Sextus nominated by Julie Roberts and seconded Grant Robertson.  
Carried unanimously

**Secretary** - Julie Roberts nominated by Steven Harvey , seconded by Sasha Hancock . Carried unanimously

**Treasurer** - Nia Chesswas nominated by Steven Harvey, seconded by Julie Roberts. Carried unanimously

**Property** - Sasha moved property be split into buildings(inside) and grounds(outside) - Julie (grounds), Grant (school house) and Steven (buildings) to cover property. Seconded by Kim Waite  
Carried unanimously.

**Minutes of the previous meetings:**

Held 8th December 2020 at 5.30pm.

Steven moved that the minutes be accepted as a true and correct record. Grant seconded. Carried unanimously.

**Matters Arising from Previous Minutes** - None

**Additions to the Agenda** - None

**Correspondence In** - email from Roxanne Smith

**Correspondence Out** - none

**Principal's Report**

**Professional Development:**

Cultural Responsiveness Hui - Kim, Sue and Megan attended

Kahui Ako - Shelley attended her first meeting

Structured Approach to Literacy - Sue, Jolynne and Megan attended. Sue talked through the new changes to the way we teach reading. Kahui Ako is paying for Christine from Massey University to work with schools around implementing this programme.

Kim talked through the Kahui Ako attendance data. Our own school data sits at regular attendance levels.

Parent Teacher Conferences were very successful at the beginning of the year.

Leavers Survey - looked at the responses. Discussed the cups given out at the end of the year.

Changes happening with appraisals - professional growth cycle now. We will update our system as the year progresses.

New staff - Tash Coulson and Tracey Hooker have settled in well.

Sports Coordinator was successful last year so this will continue this year.

Pool Cover has been replaced.

Please look through and comment on the Health and Safety policy before the next meeting.

Kim moves that her report be accepted. Katherine seconded. Carried unanimously.

### **Finance Report:**

Nia moved that we add \$3000 to the 2021 budget to cover the cost of the pool shade area

Accounts for payment are December 2 \$12005.31, December 3 \$7079.00 and January \$11,473.48.

Steven Harvey seconded the motion. **Carried unanimously.**

Discussion around pool hoist from 2019.

Nia moved that her report be accepted. Grant seconded. **Carried unanimously.**

### **Special Projects/Property**

10YA - we need a BOT delegate for the planning meetings. Julie, Steven and Grant will try and attend.

The pool is looking amazing. Charlie is doing a great job. A couple of kids and Kim and doing the chemicals a few mornings a week.

Independent report done on the school house. Four things need doing. Julie discussed.

Julie has approached a few parents about helping with the gardens.

The key locking system is finished and is working well.

**General:**

Friends of Toko School had their first meeting and it all went well. No Country Fair or Trail Bike Ride this year due to the new committee just getting organised. They are looking at some other things this year. Pig hunt will go ahead.

Covid Level 2 - took a bit of organising the night before but all went smoothly during the first day. Feedback is that it all seemed pretty seamless.

Board workshops are available if members want to attend

**Board Hours and code of conduct etc will be sorted at the next meeting**

**The chairperson declared the meeting closed at 8.25pm**

**Date for next meeting 30th March 2021**

**Signed Chairperson.....**

**Katherine Sextus**