

**MINUTES OF THE TOKO SCHOOL BOARD OF TRUSTEES MEETING HELD ON**  
**25th May 2021 7.00pm AT TOKO SCHOOL**

*The chairperson declared the meeting open at 7.00pm*

***Wakataka te hau***

**Present:** Kim Waite (Principal), Katherine Sextus (Chairperson/Health and Safety) Julie Roberts(Secretary/Property/Grounds), Steven Harvey(Property/Buildings) Nia Chesswas(Treasurer), and Grant Robinson(Property SchoolHouse) Annette Hinton (Minute Secretary )

**Apologies:** Sasha Hancock Staff Representative, Sue Fergus

**Declaration of Interests:**

**MONITORING**

**Principal's Report**

Kapa Haka has started. We will hold a Whanau/Grandparents Day and will do a powhiri for our guests.

A Structured Literacy Workshop is planned for parents on the 3rd June.

All staff participated in the Pause Breathe Smile Program in the school holidays.

Bek Galloway is continuing to work with teachers to support them with their classroom inquiries.

Kahui Ako Leadership Data/Evaluation Hui - Sue, Sasha and Kim

Ben Laybourn has been working with Sasha, Kim and Sue

Kahui Ako Office Administrator Lunch- Annette and Kim

Structured Literacy Meeting- Christine Braid - Jolynne , Megan, Sue and Kim

Year 7 and 8 Technology - the final fit out for this is now complete

Kahui Ako Kapa Haka Group - a new initiative

Me and my School - assessment tool a discussion was held around this

Attendance - Reports are in folder

Professional Growth Coaching - Kim has had her first meeting with Fiona Parkinson and 3 other principals

NAG 4 is up for review

Earthwise Funding Application - the school has applied for Teacher Aide time and materials to the value of \$3500 to support our distillation journey

Kim moved her report to be accepted and the updates to NAG 5, which were discussed at our last meeting, be accepted.

Seconded Julie Roberts

**Carried unanimously**

**Finance Report:**

Treasurer's Report: Accounts for April \$38,893.30, May \$3,842.19 and May 2 \$10,927.05 have been paid, Nia Chesswas moved to ratify them.

Seconded Katherine Sextus

**Carried Unanimously**

**Board Code of Conduct -**

This document is in the induction folder and board members will be required to sign this at the next meeting.

**STRATEGIC DISCUSSIONS****Nag 4 Property-** See Report

A SIP monies programme was presented to the board. Steven Harvey presented plans for our new staff room extensions. The plans are being drawn up now.

Playground Swings - We are getting new quotes for the swing sets that had been deferred from last year. We have marked out a spot for these to be put and the board was asked to check it out in the daylight and give their thoughts.

**General:**

**Community Meeting:** 29th June at 7pm A discussion was held on how this will be run this year.

**Hautu Training:**

1st June 2021 - This is organised and paid for through the Kahui Ako, so board members need to advise if they wish to attend this.

**Kahui Ako Memorandum of Understanding 2021-2024:**

This needs to be signed for the next 3 years advising the Ministry we are committed to be involved with the Kahui Ako for the next term.

**Professional Development -**

\_A discussion was held on what is available at the moment and it is hoped to bring more professional development to the Stratford area.

**ADMINISTRATION****Minutes of the previous meetings:**

Held 30th March 2021 at 7.00pm.

**Additions to the Agenda -** None**Matters Arising from Previous Minutes -** None

**Correspondence In** - Teachers Gazette, Letter from N C Volzke(Stratford Mayor), Ending Streaming in Aotearoa

**Correspondence Out** - Waka kotahi re School Zone sign

**Steven Harvey moved that** the minutes be approved as a true and correct record.  
Seconded Grant Robinson

**Carried unanimously**

**Board Hours** - reminder to submit your hours into the spreadsheet

**STA News:** None this month

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

***Date for next meeting 29th June 2021 at 9am at the school***

**Signed Chairperson.....**

**Katherine Sextus**