

Hororata Primary School

Learning for our future

Minutes of the Hororata Primary School Board of Trustees meeting held at
The Hororata Primary School, on Thursday 7 April 2022 7pm (Tui Classroom)

Opening

Present: Mrs J Loos opened the meeting, welcoming all along

Mr M Gameson, (Principal) Mrs P Oliver (Staff Rep/Secretary), Mrs I Harris, Ms M Scarlett, Mr T Irving,
Mr C Thwaites also in attendance Mrs C Asuncion

Apologies: Nil

Speaking Rights (if applicable): Nil

Strategic Section:

Principal's Report (Points for Discussion)

1. NAG Guidelines 1. Curriculum Requirements & Student Achievement: As per Mr Gameson's report.

Active Culture Update: Mr Gameson pointed out that Term One of 2022 had been a most unusual term.

Term 1 Most Malvern Events have been cancelled. Hororata Primary School will hold their swimming sports during Term 4.

Highlights: The School has been fortunate during the Term to have had coaches from the Canterbury Swimming School in. Senior students have had training with Mitch and Canterbury Rugby have been in. The whole school also enjoyed cricket skills.

Upcoming Term 2:

A Rugby Fun Day will be held in May. Cross Country events to follow.

Learning Culture Update:

Baseline Student Achievement Report for 81 children was displayed. The report summaries demonstrated Student Achievement Data with Literacy/Reading, Writing and Maths (Numeracy). Numbers of each group and percentages shown. Also a detailed planned action for lifting achievement was advised.

Autumn Festival: Up, Up, And Away is the theme for the last day of Term Autumn Festival (Thursday April 14).

2. NAG Guideline 2 Documentation & Self Review:

Annual Planning Documentation including Charter, Annual Plan, Student Achievement, has been forwarded To the Ministry of Education this week.

E R O Self Review: Conference was held with Michelle, Mr Gameson and Mr Irving in attendance.

Policy Review Update: As advised.

3. NAG Guidelines 3. Employer Responsibilities:

Provisional Staffing Entitlement: Staffing Schedule The summary from the Ministry of Education for Hororata Primary School was displayed. The Staffing Roll indicator shown as for 82 students

Teacher Aide Appointment Moved that a teacher-aide be appointed by the Board of Trustees until the end of year – total of 15 hours per week. (Mr T Irving/Ms M Scarlett)

Kahui Ako The Board approved in principle for Mr Gameson to stay on in his Leadership Role for a further twelve months. Moved (Mrs J Loos/Mrs I Harris).

4. NAG 4: Financial & Property Management:

Required Action Banked Staffing:

The Financial Monitoring Revenue and Expenditure to-date was displayed. Board approved.

Finance Update – Moved that the Financial Statement to the 31st of March 2022 be accepted

M Gameson/T Irving

#2 Draft Budget

Moved that the Draft 2022 Budget be approved as the Budget for 2022. M Gameson/ J Loos

Property Management

School House Management- Moved that the up-to-date school house financial report be approved

Moved Mr Gameson Seconded Mr Thwaites

School Property:

Capital Maintenance Works Projects as listed in the Principal's Report was also discussed.

Reimbursement – The reimbursement account of \$ 1,117.60 owing to Mr Gameson was approved for payment. Mr Irving/Mr Thwaites.

5. NAG 5: Health & Safety – As per Principal's reports

Covid Update '22

6. NAG 6: Administration

March Return: Data shown

Photocopier Upgrade. New photocopier to be installed over the holidays. Overall costing for both the rental and useage combined figures should remain the same.

2022 Board of Trustee Elections: Election Date to be Wednesday 7 September. Penny Oliver to be the school parents Returning Office. Judith Beales to be the Staff Rep Returning Officer.

Also that the election term be for a period of three years. Moved J Loos/I Harris

School Dates: as per Mr Gameson's report

2022 Year

Term One Monday 31 January to Thursday 14 April Then Easter Follows.

Term Two Monday 2 May to Friday 8 July

Term Three Monday 25 July to Friday 30 September

Term Four Monday 17 October to Friday 16 December

Teacher Only Day 2022 March COD Day for all Malvern schools.

Official Public Holidays. Our school will also hold a Teacher Only Day on Friday 9th September and Thursday 10 November.

Moved that the Principal's Report be accepted. Mr M Gameson Seconded C Thwaites.

General Business:

Minutes of Previous Meeting Taken as read **Moved** M Gameson/J Loos

Matters Arising: Nil

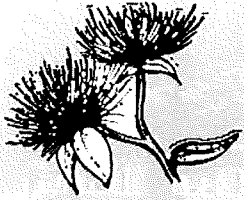
Correspondence as listed:

9.30 Move That The Meeting Move Into Committee: J Loos/M Scarlett

10.00pm Move that the Meeting Move Out of Committee J Loos/T Irving

Meeting closed 10.00pm. A thank you to members in attendance.

Next Meeting: Thursday 19 May 2022 2pm ERO will be in attendance.



Hororata Primary School

Learning for our future

Minutes of the Hororata Primary School Board of Trustees meeting held at The Hororata Primary School, on Thursday 24 February 2022 7pm

Opening

Present: Mrs J Loos opened the first meeting for 2021, welcoming all along

Mr M Gameson, (Principal) Mrs P Oliver (Staff Rep/Secretary), Mrs I Harris, Ms M Scarlett, Mr T Irving,

Mr C Thwaites

Apologies: Nil

Speaking Rights (if applicable): Nil

Strategic Section: Nomination for Board Chair beginning 2022.

Mrs J Loos, Moved Mr Irving Seconded Mr Thwaites. As there were no further nominations Mrs J Loos was re-appointed.

Nomination for Vice Chairperson beginning 2022

Mr T Irving Moved Mrs Harris Seconded Mrs Loos. As there were no further nominations Mr Irving was duly reelected.

Port folios: Property: Mr Thwaites and **Policies** Mrs I Harris with Ms Scarlett as assistant to both remain the same. At this point it was advised that there would be elections either September or October of 2022. With the Omicron around they could well be held over until 2023.

Meeting dates: Possibly a day meeting per term with teachers reporting on the Learning Culture invited to be in attendance. Also pupils throughout the school.

Monitoring: A slide show on the school happenings during 2021 showing what a busy, enjoyable and active programme for Hororata Primary School.

Principal's Report (Points for Discussion)

1. NAG Guidelines 1. Curriculum Requirements & Student Achievement: As per Mr Gameson's report.

Active Culture Update: The Active Culture Headlines advised of the Aquatics Programme, the Swimming Programme, and Whakatipu Kaihautu, with Miss Borlase as Sport Co-ordinator, and also Upcoming Events. Sports mostly cancelled and Hororata Swimming date has been put back a week to Friday 11 March.

The Swimming Sports will include the Selwyn Sports who will incorporate a Splash Spectacular.

Learning Culture: Proceeding with Camp preparation, Wellington Camp, (Covid strategies will be put into place). The Board also endorse the fact that the City component of EOTC may have to take place closer to home.

Spelling Bee: Hororata to hold their own as the Malvern event has been cancelled.

Autumn Festival: Up, Up, And Away is the theme for the last day of Term Autumn Festival (Thursday April 15).

2. NAG Guideline 2 Documentation & Self Review:

Annual Planning. The 2022 School Charter, including updated sections in accordance with MoE reporting requirements, Annual Plan, Student Achievement Targets, Budget and Annual Board Agenda have been Prepared to be submitted to the Ministry of Education for review. Mr G presented the documents to the Board.

Policy Review Cycle: The SchoolDocs programme was advised advising that this programme gives all stake Holders an opportunity to contribute to the Review Schedule. Each Term schedule was advised and broken down to line up with each meeting date.

3. NAG Guidelines 3. Employer Responsibilities:

Provisional Staffing Entitlement: Composition has been received from the MoE of the 2022 Provisional Staffing Entitlement. This is detailed as per Mr G's report.

Staffing Schedule: The 2022 Staff Schedule detailing the 2022 staffing composition was also detailed.

4. **NAG 4: Financial & Property Management:**

Required Action Banked Staffing: Explained as per Mr Gameson's report. **Moved Mr Gameson that the January February Banked Staffing Statement is accepted seconded Mr T Irving.**
The 2022 #2 Draft Budget was updated to the meeting
The Financial Monitoring Revenue and Expenditure to-date was displayed.

Finance Update – Moved that the Financial Statement to the 20th of February 2022 be accepted
M Gameson/T Irving

Bank Balances as per the Principal's report. The Board of Trustee agreed that the ASB Investment account, currently \$60,124.67 is not to go below \$ 50,000.00 for the 2022 year. Moved J Loos/Seconded M Scarlett.

#2 Draft Budget Explained further by Mr G who also advised that a hard copy would be sent out.

Pool Closure: Due to high expenditure the pool would be closed on the 20th March.

Property Management

School House Management- Moved that the up-to-date school house financial report be approved
Moved Mr Gameson Seconded Mr Thwaites

School House Garden – Mr Thwaites and Mr Irving to look at this during the Logic meeting.

School Property: Logic Meeting to be held with Simon during the week beginning 28 February. Mr Thwaites and Mr Irving to be included in this meeting. Date to be advised.

5. **NAG 5: Health & Safety – As per Principal's reports**

Covid Update '22 The Ministry of Education advice to Principals is to put updated Covid info out to the school community. Covid School Phase Red Updated to Board with main points being Schools and kura are OPEN for on site learning for all students.

Masks in place, Mask exemptions to be advised to the Board Chair. Large activities with students should not go ahead unless held outdoors. No external students on site for non curriculum related inter-school activities. No non essential visitors on site. Support for off site learning will be provided for those who are advised to remain at home. At this point Mrs Loos advised that correspondence had been received regarding non wearing of a mask. This matter was discussed and resolved.

6. **NAG 6: Administration**

Action Required: School Dates: as per Mr Gameson's report
2022 Year

Term One Monday 31 January to Thursday 14 April Then Easter Follows.

Term Two Monday 2 May to Friday 8 July

Term Three Monday 25 July to Friday 30 September

Term Four Monday 17 October to Friday 16 December

Teacher Only Day 2022 March COD Day for all Malvern schools.

Official Public Holidays. Our school will also hold a Teacher Only Day on Friday 9th September and Thursday 10 November.

Moved that the Principal's Report be accepted. Mr M Gameson Seconded J Loos.

General Business:

Reimbursement: Approved that Mr Gameson's reimbursement of \$935.50, as approved and signed off by Mrs J Loos. be accepted. J Loos/M Scarlett

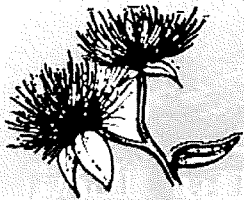
Minutes of Previous Meeting Taken as read **Moved M Gameson/J Loos**

Matters Arising: Nil

Correspondence as listed:

Meeting closed 9.44pm. A thank you to members in attendance.

Next Meeting: Thursday 31 March 2022.



Hororata Primary School

Learning for our future

Minutes of the Hororata Primary School Board of Trustees meeting held at
The Hororata Primary School, on Thursday 02 December 2021 7pm

Opening

Present: Mrs J Loos opened the final meeting for 2021, welcoming all along

Mr M Gameson, (Principal) Mrs P Oliver (Staff Rep/Secretary), Mrs I Harris, Ms M Scarlett, Mr T Irving,
Mr C Thwaites

Apologies:

Speaking Rights (if applicable): Nil

Strategic Section:

Monitoring:

Principal's Report (Points for Discussion)

- 1. NAG Guidelines 1. Curriculum Requirements & Student Achievement:** As per Mr Gameson's report.
- 2. NAG Guideline 2 Documentation & Self Review:**
Self-Review, Smoke Free note update to the Smoke Free Policy which now also includes Vaping.
Concerns and Complaints Process being updated. A copy as per Mr Gameson's 2 December Report
- 3. NAG Guidelines 3. Employer Responsibilities:**
Staff appointment Update Mairin Borlase accepted employment offer and will start teaching in the Yr 5-6 class (Tui) 31 January 2022
Classroom Composition: (Update) the Board of Trustees approved the motion that we put into place a fifth part-time classroom for 2022. Moved M Gameson seconded Jodie Loos.
Malvern Kahui Ako: A strong scoping exercise has been carried out by three Malvern Principals into the proposal to have ICT contracted expertise for Malvern schools. The proposal is sustainable with real benefits of doing this as a cluster.
Mana Ake: Services extended. Report as per Mrs Foster, Wellbeing Portfolio Hororata Primary School.
Te Whakamanawa (Ms Cullen and Miss Raybould) Amanda and Julia would like to continue into The 2022 year to complete this assignment.
2022 Stewardship Structured Model: This model was shared with the Board of Trustees.
- 4. NAG 4: Financial & Property Management:**
Required Action Banked Staffing: Explained as per Mr Gameson's report. **Moved Mr Gameson that the December Banked Staffing Statement is accepted seconded Mr T Irving.**
Reading Recovery: 2022 will be a standalone situation for the upcoming year as Windwhistle and Glentunnel declined.
Provisional Staff Entitlement/Usage 2022 – PLD Allocation. The Ministry of Education have allocated our school 100 hours to enable us to continue our Mathematics journey with Evaluation & Associates.
The 2022 #1 Draft Budget was presented to the meeting
The Financial Monitoring Revenue and Expenditure to-date was displayed. Bank Balances advised.
Finance Update – Moved that the Financial Statement to the 30th of November be accepted M Gameson/M Scarlett
Of Note: It was advised that the 5 Charolaise Dairy Cross cattle which we purchased via Carlow were sold at Canterbury Park this week averaging \$ 1825.00 per head. Eric Lenssen has grazed these cattle non gratis for the past two years. We will look for this to be an annual fundraiser.
Also AFFCO donation from sale of calves advised.
South Fuel update
The Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flow(s) which are/is derived from the Board's 2021 operating and capital purchases budgets. M Gameson/T Irving

Motion: The Board authorizes the Board Chairperson and Principal to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed. T Irving/C Thwaites

Property Management

School House Management-

Hobbs Street House: Update on sale Rates (SDC), Insurance Company to be advised.

Moved Mr Gameson that the up to date school house financial report be approved Seconded/ I Harris

5. NAG 5: Health & Safety – As per Principal's reports

Covid Update '21

2021 Prize Giving This is deemed as a NON Curriculum event. Our Year Six leavers will be invited to a formal dinner party at the school. This will be catered for by our PTA. Date & Invitation to be sent.

2021 Prize Giving This is deemed as a NON Curriculum event.

End of Year Celebration Assembly: Friday morning last day of term (December 17). A different format for us. We will capture this with filming being carried out. This will then be posted on to the web-site and Facebook. The newsletter will be published around this.

School Pool: Mr Gameson advised of the Ministry broadcast on swimming pools. P Oliver was also Present, and, Yes, it did take our breaths away.

Under the Orange Traffic Light system pool openings are under review. The meeting to reconvene for a Special Meeting with the Pool opening outside of school hours on the Agenda. The Board wish to reassess the situation a.s.a.p.

6. NAG 6: Administration

Action Required: School Dates: as per Mr Gameson's report, to be reviewed.

2022 Year

Term One Monday 31 January to Thursday 14 April Then Easter Follows.

Term Two Monday 2 May to Friday 8 July

Term Three Monday 25 July to Friday 30 September

Term Four Monday 17 October to Friday 16 December

Teacher Only Day 2022 March COD Day for all Malvern schools.

Official Public Holidays. Our school will also hold a Teacher Only Day on Friday 9th September and Thursday 10 November.

Moved that the Principal's Report be accepted. Mr M Gameson Seconded J Loos.

General Business:

Reimbursement: Approved that Mr Gameson's reimbursement be accepted.

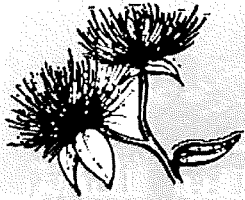
Minutes of Previous Meeting Taken as read **Moved** M Gameson/J Loos

Matters Arising: Nil

Correspondence as listed:

Meeting closed 9.36pm. A thank you to members in attendance.

Next Meeting: Special Meeting to discuss Pool Opening outside of school hours only Monday 6 December 2021



Hororata Primary School

Learning for our future

Minutes of the Hororata Primary School Board of Trustees meeting held at The Hororata Primary School, on Thursday 28 October 2021 7pm

Opening

Present: Mrs J Loos opened the October day meeting, welcoming members in attendance.

Mr M Gameson, (Principal) Mrs P Oliver (Staff Rep/Secretary), Mrs I Harris, Ms M Scarlett, Mr T Irving.

Apologies: Mr C Thwaites

Speaking Rights (if applicable): Nil

Strategic Section: Power Point Overview of Term Three

Monitoring:

Principal's Report (Points for Discussion)

1. **NAG Guidelines 1. Curriculum Requirements & Student Achievement:** As per Mr Gameson's report.
2. **NAG Guideline 2 Documentation & Self Review:**
School Evaluation Indicators - The Draft evaluation focus was reported upon by Mr Gameson and are as written in the 28 October Principal document. School Docs update as provided by Mrs I Harris
3. **NAG Guidelines 3. Employer Responsibilities:**
An interview was held by the Board Members with members in attendance (as per the In-Committee Book). The interview was deemed as an outstanding interview with excellent responses. The position has been offered to Miss B (Mairin) and we are currently awaiting her response. Miss B is allowed ten days provisional teaching and will be in Tui for the rest of Term Four teaching every Friday.
Miss Cullen (Science Course T3 -4 2022) Currently a reliever is being sourced.
Classroom Composition: Parent Teacher Association and Staff have been consulted with and approve the 2022 Classroom Composition as printed in the 28 October Principal Report.
Extra - Mrs Genna Bird has been offered an additional three hours per week Ministry funded to work with a number of groups two afternoons per week.
8. **NAG 4: Financial & Property Management:**
Required Action Banked Staffing: Explained as per Mr Gameson's report. Moved Mr Gameson that this be accepted seconded Mr T Irving.
Provisional Staff Entitlement/Usage 2022 – Preliminary documentation via the Ministry was shared with the Board. **The 2022 Budget** to come forward.
Budget will include funding for two full time Teacher Aides to cover two identified children. Three part time teacher aides also to be employed.
The Financial Monitoring Revenue and Expenditure up-to-date was displayed.
Bank Balances to date were also advised.
Finance Update – Moved that the Financial Statement to the 30th of September be accepted M Gameson/M Scarlett
Action Required: School Auditor BDO. Moved that the BDO firm be accepted as Hororata Primary School 2021- 2023 Auditors. Moved M Gameson/J Loos.
Property Management
The Occupancy Use Certificate has been received showing finances. The Ministry owe Hororata Primary School the sum of \$ 121411.97.
A sub-committee meeting (Mr Gameson and Mr Thwaites) met with Selwyn District Council neighbouring land owners and held a most successful meeting regarding fencing matters, gateways and tree stumps. All this work to be carried out.

School House Management-

Hobbs Street House: Update on sale – No settlement as yet. Paper work has to come through. Rates (SDC), Insurance Company to be advised.

Moved Mr Gameson that the up to date school house financial report be approved Seconded/ I Harris

9. NAG 5: Health & Safety – As per Principal's reports

Covid-19 update: Ministry of Health Staff vaccinations requirements were covered

Of note all Malvern Events for Term Four 2021 have been called off. Including Kapa Haka, Malvern Athletics and Junior Sports. Mr Gameson advised the Spring Fair for the Hororata Parish had been cancelled at the Domain but replaced by a Garden Market

No Pet Day for 2021 – video entries can be sent to school. Also children may complete a Project book. Wednesday 10 November would now be a school Athletics Day

10. NAG 6: Administration

Action Required: School Dates: as per Mr Gameson's report, to be reviewed.

2022 Year

Term One Monday 31 January to Thursday 14 April Then Easter Follows.

Term Two Monday 2 May to Friday 8 July

Term Three Monday 25 July to Friday 30 September

Term Four Monday 17 October to Friday 16 December

Teacher Only Day 2022 March COD Day dfor all Malvern schools.

As per Mr Gameson's report for the official Public Holidays. Our school will also hold a Teacher Only Day on Friday 9th September and Thursday 10 November.

Dates were approved by the Board. Moved Mr Gameson that the dates as advised be confirmed. Seconded Mrs I Harris

Moved that the Principal's Report be accepted. Mr M Gameson Seconded J Loos.

General Business:

Reimbursement: Approved that Mr Gameson's reimbursement be accepted.

Pool Opening: Aiming for all tasks to be completed and the pool to be dewinterised by Canterbury Anniversary Weekend. A Working Bee to be held prior to deal with the long grass . Electric Heat Pump quotes have been called for with a quote from Coombes to come in.

Bus Driver Update: Mr Gameson has been, and will be driving for Term 4 2021.

Minutes of Previous Meeting Taken as read **Moved** M Gameson/J Loos

Matters Arising: Nil

Correspondence as listed:

Meeting closed 8.30pm. A thank you to members in attendance.

Next Meeting: Thursday 2 December 2021