

MEETING MINUTES

Lake Tekapo Primary School Board of Trustees

Date: 18th February 2025 Time: 5pm

1. Present: Angela Marshall , Casey Jeffries , Simon Tocker, Simon Waymouth , Amanda Simpson, Judith Speck , Amy Richardson.
 2. Apologies - none.
 3. Declarations of Interest - none.
 4. Confirmation of Minutes of previous meeting
Moved: Casey Jeffries. Seconded: Amanda Simpson. Carried.
 5. Matters arising from previous minutes- Jane has confirmed she will be the returning officer for school board elections this year.
 6. In/Out Correspondence - none
 7. Ratification of between meeting approvals:
 - Pool pump - Purchase of new pump which broke during the holidays. Approved over email 20th December.
Moved: Angela Marshall. Seconded: Simon Waymouth . Carried.
 - Budget 2025 - Discussed over email but will move officially during the meeting.
 - Christmas teacher gifts - purchase of a voucher for Simon and Maria. Approved over email 11th February.
Moved: Judith Speck. Seconded: Casey Jeffries. Carried.
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Board Task Checklist 2025:

Appointment of presiding member Simon Tocker

Moved: Amanda Simpson. Seconded: Judith Speck. Carried.

Finance: Simon Tocker

Personnel: Amanda Simpson

Communication: Judith Speck.

Compliance / Curriculum: Angela Marshall

Property: Casey Jeffries

Moved: Simon Tocker Seconded: Casey Jeffries. Carried.

Secretary role with speaking rights Amy Richardson.

Moved: Casey Jeffries Seconded: Amanda Simpson. Carried.

Date for Triennial Election:

Sep 10, 2025

Moved: Angela Marshall. Seconded: Amy Richardson. Carried

Finance

Budget for 2025 formally reviewed and approved, [see here](#).

Moved: Simon Tocker. Seconded: Angela Marshall. Carried.

Feb 2025 NAG report also discussed, [see here](#).

Uncommitted funds: \$184,397.

Look towards making a 3 Year plan for the school house - Available funds are healthy and some can be allocated for improvements.

NZEI: Principalship in a Rural School

[See report here](#). National report of the nature of a rural school. Some members feel the document was useful and the information around the board role was helpful. Discussion around the principal role and the pressures. A good impartial reference point. How are we delegating all of the roles with a limited number of staff.

ERO Teaching Observation Framework.

Document received in the holidays. [See here](#). Working on this as a staff this year to understand the expectations of ERO and how we can plan and prepare for this. Important the Board sees the requirements also as this will be what ERO are focussing on.

BOT Review 2025 & Succession.

Last year presented a curriculum framework to the board as well as vision and values. Work has been done over the course of the year but in light of all the changes coming currently just sitting with it until we know what the implementation will look like.

Working on structured literacy. Numicon maths and Prime maths. Strong emphasis on this literacy and maths programme and using these programmes. Are we meeting the standards we are aiming towards in terms of teaching when we are delivering these programmes?

Importance of succession planning in this year. Worst case scenario could easily happen as we are such a small school. How can we be ahead on this and ensure consistency with the board / teaching staff going forward. Open and honest discussions need to be had. Board members are all happy to stay on, Casey will do 18 month term after elections. Potentially look for new

members to share the load. Amanda will keep checking in regularly with staff to help plan for future.

Personal / Professional development: realistically nothing planned for 2025. There's limited capacity for anything else at this time.

Discussion around SCOT & PESTLE. Strengths can be the same as weaknesses - things that are great about this school & community can also be the things that prove challenging.

Annual 3 Year Strategy Plan 2024 -2025 - Draft, Analysis of Variance Report 2024 & Draft Annual Plan 2025 have been reviewed and updated.

Self Review from Staff

End of 2024 Collation. [See here](#). Teachers reviewed questions around School Composition and Expectations and Responsibilities in their roles. This helped form the discussion for Teacher Only Day and it is hoped that the reflections, ideas and feedback will help us create the 2025 plan.

Teachers felt that the work with Rudd & Sprout were some of their favorite initiatives so we need to keep working on tying this into the curriculum going forward and how this can fit into the government's policy.

Staff discussed how they can continue to support each other in their roles with all the expectations around them and how they can continue to share the load.

Self Review of Programmes

Teachers discussion around the reviews of the programmes shared with the BOT [see here](#). Teachers discussed how they rated them & how they tried to add value to them .How to make it a balanced programme. This follows up the Teacher Only Daily Timetable work in 2024 (One Hour a Day Policy). This is part of the Staff Growth Cycle and relates directly to job specifications. Jane and Angela also contributed to the documentation.

General Business

1. Fundraiser The Mackenzie - 5th April: Needing some parents. Simon Tocker has said yes at this stage however we will need to confirm parent help and spread the word.
2. Make dates for this years meetings:

Mar 25, 2025 5:00PM

May 6, 2025 5:00 PM

Jun 3, 2025 5:00 PM

Jul 22, 2025 5:00 PM

Aug 19, 2025 5:00 PM

Sep 16, 2025 5:00 PM

Oct 14, 2025 5:00 PM

Nov 18, 2025 5:00 PM

Confirm date for next meeting: March 25th, 5pm.

Meeting Closed: 7:01pm.

Signed:



Simon Tocker
Board Chair

Date:

15th / May / '25.