

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 2 DECEMBER 2019**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Neil McLaughlin	Property	
	Todd Retter	5YA Property	
	Elizabeth Smith	Personnel	
	Claire Wilde	FOTS	
Attendees:	Cathy Ediker	DP	
	Robyn Caley	AP	
	Nick Adams	AST	
	Susan O'Neill	Minute Secretary	
Apologies:	Kat Gilbert-Tunny	Staff Representative	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting especially those presenting reports tonight.
2. Declarations of Interest. No declarations of interest were noted.

ITEM 2 – TEAM OVERVIEWS

3. **Kāhui Ako Governance Summary.** Nick summarised the work he has been involved with over the past 12 months where his role as AST sees him work primarily through Tauranga Primary, Merivale Primary and Tauranga Boys College. Nick has been impressed with the openness to learn and school wide progress at TPS in areas such as the normalisation of Te Reo, improving connections and pedagogical change. At TPS, the Term 1 2020 focus is around turangawaewae including plans for the erection of two pou our students have been working on for the past six years.
4. **Play Based Learning.** Robyn presented an update on the changing needs of our NE learners. Data shows our children coming to school increasingly less school ready. Latest research indicates delaying formalised teaching to match developmental readiness as having more positive long-term outcomes for learning. Our programme has been arranged specifically to suit our learners with a mix of playbased learning and more traditional teaching. Signs to date appear to indicate success for these students under this system. Teachers encouraging learning through play assists development in students' thinking. Retesting next year of those with existing test results in the lower levels will prompt further checks and possible interventions as well as reveal any progress made. Assisting students learn social skills is a focus area for many. Robyn feels that this change has been very positive for both students and teachers. Teachers will take part in further training in this area in 2020.

5. **Sports Report.** Kat and Jo prepared the sports report outlining the wide range of activities organised within and outside school. There is a notable increase of year 1 and year 2 students involved in organised sport. The Board recognised the excellent role modelling and work carried out by Jo and the school sport events are well managed by Kat. The Board are keen to support Jo in suitable training should she be interested and find courses of value.

ITEM 3 – DECISIONS

6. **Principal Report.** Fiona presented her report, a copy of which is attached.

a. **International Students.** Numbers are looking positive although there are restrictions on numbers in the middle school area due to the building work in the first half of the year.

b. **Lion Foundation.** Fiona asked the Board for support in applying to the Lion Foundation for financial support to continue to valuable work of our sports co-ordinator. The past support received from the Lion Foundation has helped the school offer greatly improved the options for our learners in sport and health and well-being.

Motion: The Board approves the application to Lion Foundation for financial support (of \$10,000) for the Sports Co-ordinator role on 2020.

Moved: Aaron Moores **Seconded:** Anna Bell-Booth

Fiona (A1)

c. **Springboard Trust.** Fiona has highly valued this opportunity over the past 12 months with the final session being held last week.

d. **Feedback.** Follow-up was completed as per previous minutes with nothing to report and no further action sought.

e. **Junior Pick Up Time.** Term 1 to trial Year 1 and 2 students finishing their school day at 2:50pm to ease the issues around traffic safety and parking issues for those picking up these children.

f. **NZ Principals’ Federation/Australian Primary Principals Association Annual Conference.** Fiona requested for approval to attend the conference in Melbourne during her sabbatical in September 2020. Fiona presented a comprehensive proposal including purpose of the trip, the support this would offer to the curriculum and expected costs.

Motion: The Board supports the Principals attendance at the 2020 combined NZ Principals’ Federation/Australian Primary Principals’ Association annual conference in September 2020.

Moved: Todd Retter **Seconded:** Elizabeth Smith

Fiona (A2)

g. **Resignation.** The Board has received a resignation from Kylie Forlong who is taking on a teaching role with Taumata. The appointment process for a replacement teacher is underway.

h. **International Student Report.** Fiona presented this report and noted the current process of appointing a new ESOL tutor for 2020.

i. **Analysis of Variance 2019.** This report was presented comparing 2019 annual goals against progress to date. The data shows most movement for

those who measured “at” to “above”. The target of 80% of māori learners achieving at or above expected Curriculum levels in Mathematics was not met – 71% now sit in these levels. The writing target of having 80% of māori learners achieving at or above expected curriculum levels in writing was not met – 76% now sit in these levels. The school continues to work with all learners to maximise their learning opportunities. A note was made that the standards within the 6-year net and SEA assessments are to be recalibrated to meet lower average results over the past few years.

Motion: The Board accepts the 2019 analysis of variance as presented.

Moved: Anna Bell-Booth **Seconded:** Claire Wilde

j. **Motion:** That the Principal’s report be accepted.

Moved: Claire Wilde **Seconded:** Todd Retter

ITEM 4 – REVIEW

7. **Property.** Todd reported on the recent 5YA progress as tenders closed this week. Three tenders were received with a relatively low range of tender prices. Further consideration is being carried out including conditions on the pricing. Comparisons and analysis to be made in conjunction with WSP. The project currently sits with TCC for consent.

Motion: The Board gives approval to the property committee to accept an appropriate construction tender within the current budget. Should no suitable tender be within current budget, the property committee is to report back to the Board in order to make a decision about additional funding.

Moved: Aaron Moores **Seconded:** Neil McLaughlin

8. **Finance - Draft Budget 2020.** The finance committee has reviewed the 2020 draft budget and recommended the Board to approve this draft as tabled. The draft is based on 454 students and is for a deficit of \$122,300. The cash deficit is projected for the 2020 year-end is \$436,800 including the Board contribution of \$300,000 towards the current 5YA. A review will be completed in March/April 2020 when more concrete information is available around funding, students and property. Aaron outlined that the Board has a history of approving draft budget deficit with revisions being lower and actual figures being very positive.

Motion: The Board approved the 2020 draft budget for a deficit of \$122,300.

Moved: Claire Wilde **Seconded:** Aaron Moores

9. **FOTS.** Claire reported on recent projects including movie fundraiser and Frosty Friday. Good group of new parents getting involved. Options for healthy food options discussed.

ITEM 5 – DISCUSSIONS

- Assemblies scheduled for week 9 and 10, 2019. Board members offered to attend each of the two main assemblies. Any further attendees for the Wednesday assembly are to contact Fiona.
- 2020 Board meeting times and dates 2020. To continue with Mondays at 7:00pm in weeks 3 and 8 of each term. Dates as follows:

Term 1 17 February

 23 March

Term 2 11 May

 15 June

Term 3 10 August

 21 September

Term 4 26 October
30 November

AGENDA ITEMS

10. Agenda Items for Next Meeting. Items to be included are:
- Elect Chair
 - Elect Deputy Chair
 - Confirm school charter
 - Review Draft 2019 Annual Accounts if available

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 16 November were accepted as a true record with all actions considered off agenda.

Moved: Fiona Hawes **Seconded:** Aaron Moores

12. Correspondence.

Inwards.

- a. MOE – approval of minor amendment to enrolment scheme
- b. Chris Hipkins – new contracts all additional eight Teacher Only Days
- c. Resignation - Kylie Forlong
- d. Leave request – a long serving permanent teacher requests LWOP for two weeks in term 2, 2020. Implications for class responsibilities and any cost to the school were considered alongside wide ranging benefits to the staff member were discussed.

Motion: The Board approves the Leave without pay for this teacher for two weeks in term2, 2020.

Moved: Anna Bell-Booth **Seconded:** Claire Wilde

- e. Outwards.
- f. None of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9:15pm.

14. Next Meeting. Next meeting 7.00pm, Monday 17 February, 2020.

Susan O’Neill
Minute Secretary

Aaron Moores
Chairman

December 2019

Attachments:

1. Principal’s Report.

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