

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 1 DECEMBER 2020

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

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting, the final Board meeting for 2020.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. International Students. Currently 12 students with a total of 11.45 FTTE accounted for in 2020. The 2020 teaching team comprises Cathy Ediker (International Student Director), Viv Quinn (ESOL/International Student Tutor) and Catherine White (Domestic ESOL Tutor). Held a recent afternoon tea complete with a translator to ensure understanding of events for the rest of the year and upcoming trip. The school has made use of Zoe Kingston (Year 5 student) and her mother, Keiko, who offered their services as translators to assist with the new Japanese family. It was pleasing to see the positive achievement date for these students in 2020. It was noted that the majority of our international students enrol through Tauranga Korean Times whose high level of service has been very much appreciated. The school has enrolled 5.5 FTTE international students for 2021. Thanks to Cathy and her team for their continued good work during this challenging year.
4. Sports Report. Kat presented the sports report which detailed many cancelled events, mainly due to Covid-19 related restrictions and also through poor weather conditions. The full and comprehensive report outlined events, student achievements and the challenges met during lockdown. Kat and Jo have offered to manage the South Cluster in 2021. Both Kat and Jo continue to run a positive and interesting programme for our learners.

ITEM 3 – DECISIONS

5. Principal Report. Fiona presented her report, a copy of which is attached.
- a. NELP. Fiona shared the NELP priorities – expectations at this stage are for awareness of these priorities while awaiting further instruction regarding reporting and planning. Further guidance and PLD is expected. Boards will need to ensure that the Statement of NELP is specifically considered and incorporated into strategic planning in the future.
 - b. Application for Grant to Lion Foundation. Since 2011, the highly valued role of sports-coordinator has been financially supported by The Lion Foundation. This role is considered crucial to enable the school to offer sporting support, instruction, motivation and administrative systems to our learners.
Motion: The Board agrees to apply to the Lion Foundation for \$10,000 to support the continuation of the role of Sports Coordinator in 2021.
Moved: Neil McLaughlin **Seconded:** Claire Wilde
 - c. Kāhui Ako. This group has Ministry approval to appoint an external lead for a further two years.
 - d. Schools Out. This before and after school care organisation has started running their services from the school site. They have completed induction requirements and sound communication systems have been established.
 - e. Vandalism. Recent events include tagging on property along 5th Avenue and damage to several sun shades on the junior site. The remediation of this damage has been managed within the vandalism budget.
 - f. Tauranga City Council. Plan Change 26 information has been received by the school. Submissions are open until 18th December. The Board discussed possible implications and concerns. Fiona to provide feedback on the school's continued desire to close 5th Avenue to through traffic and the societal need to preserve sufficient green spaces within the city.
 - g. 2021 Annual Plan Overview. The proposed 2021 annual plan overview was previously shared and was tabled for discussion. LTP professional learning hours have been agreed by the Ministry with 120 funded hours to be utilised in 2021. The school is to fund a school-wide major structured literacy learning opportunity (MOE funding is currently unavailable for this training). Data proves that literacy rates are declining rapidly and this whole school development is considered highly important to assist our learners in literacy and reading. Two other local primary schools, Matua and Tuamata, also investing in this PLD in 2021.
 - h. Principal Sabbatical. Fiona's previously approved sabbatical has been deferred to term 2, 2021.
 - i. Principal Appraisal. Fiona has identified Dr Wendy Moore as her preferred external appraiser for 2021. Her service offers work with other primary principals as well an individual appraisal processes.
Motion: The Board approves the appointment of Dr Wendy Moore to complete the principal appraisal in 2021.

Fiona (A1)

Fiona (A2)

Fiona (A3)

Moved: Aaron Moores **Seconded:** Elizabeth Smith

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

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

ITEM 4 – REVIEW

6. Finance. The finance committee presented the 2021 Draft Budget for a deficit \$102,714 and a cash deficit of \$109,093 (including \$33,379 final retention to current 5YA). A comprehensive summary of the factors influencing these figures, accompanied the draft budget. The Board were satisfied that due diligence in this process had been carried out, with information available to hand at this time. The deficit budget can only be presented to the Board recognising that school holds sufficient reserves to manage this and recognises the need for careful future financial planning beyond 2021.

Motion: The Board approves the 2021 Draft Budget for a deficit of \$102,714.

Moved: Elizabeth Smith **Seconded:** Claire Wilde

7. Property – 5YA. Fiona is working to resolve the current outstanding amount carried by the school for the recent 5YA renovation project. The MOE have agreed on a figure to reimburse the school and the balance will be used on remaining projects identified within the 5YA.

8. Policies. Note made of the new Privacy Act and the new level of awareness it requires.

9. FOTS. No further meetings for 2020. A pizza lunch order option will be held this Friday.

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

10. Agenda Items for Next Meeting. Items to be included are:

- Election of officers
- Confirmation of 2021 meeting dates

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 27 October 2020 were accepted as a true record with all actions considered off agenda.

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

12. Correspondence.

Inwards.

- a. Nothing to note

Outwards

- b. Nothing of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.30pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 16 February, 2020.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

December 2020

Attachments:

1. Principal's Report.

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