

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 4 AUGUST 2020

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Kat Gilbert-Tunny	Staff Representative	
	Neil McLaughlin	Property	
	Todd Retter	5YA Property	
	Claire Wilde	FOTS	
Attendees:	Robyn Caley	AP	
	Cathy Ediker	DP	
	Jo Howard	Acting Senior Team Leader	
	Jason Morgan	Middle Team Leader	
	Jana Smith	Year 1 Lead Teacher	
	Pam Wilkins	Junior Team Leader	
	Susan O'Neill	Minute Secretary	
Apologies:	Elizabeth Smith	Personnel	

ACTION

ITEM 1 – ADMINISTRATION

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

ITEM 2 – PRESENTATIONS

TEAM LEADERS (OVERVIEW OF TEAMS) AND SENCO REPORT

3. Junior team was introduced by Pam and Jana. The juniors consist of Year 0-2 learners. Celebrations to date in 2020 included the excellent participation of students during lock down, significant progress noted for year 2 learners moving from low school entry stanines and learners come back well after shutdown interruptions. Learning through play has been a focus. Identified learning challenges include a group with low literacy, difficulties in access to additional support and some low levels of oral language including an increasing number of learners identifying as ESOL. Focus areas include fine and gross motor skills, oral language and learning through play.
4. Middle team was introduced by Jason who outlined particular areas of celebration including the year 4 camp, the success of their remote learning programme and the work of the teaching team to maximise use of digital technology. Challenges include working in temporary spaces (hall, library and room 14), identified needs in emotional and social skills and writing. Focus areas include ALL (writing), formative assessment practice and mathematics. This team is looking forward to moving into the refurbished middle classes

later this month.

5. Senior team was introduced by Jo where highlights include senior hikoi, on-line learning and back to school with many learnings being carried through from lock-down. Identified challenges include improving growth mind-set, social and self management skills and writing skills. There are many focus areas moving forward: ALL, target group teaching and Banqer, a reward financial literacy programme.

6. SENCO Report. Cathy presented the extensive SENCO report revealing increased need in many areas and the frustrations of accessing the desired support. The levels for additional support are increasing each year. The newly introduced Breakfast Club (a joint scheme from Fonterra, Sanitarium and MSD) has been well received. It was noted that the additional SENCO leadership availability this year has proved very useful and there is strong desire to see this continue in 2021.

ITEM 3 – DECISIONS

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

- a. Kāhui Ako. Nick Adams appointed to AST role for a further 18 months. Hangi preparation underway. NZ Principal Association has made a recommendation for reallocation of kāhui ako funding as the overwhelming feedback from principals is that the cost of this programme could be better directed towards more urgent need such as SENCO considerations.
- b. July Roll Return. Student numbers 435 plus 11 international students which is lower than recent previous years.
- c. Policies for Review. These include principal appraisal where consideration for the appointment of an external appraiser needs some timely thought.
- d. Physical Restraint. Fiona has requested refresher training for this important area. The response received to date states that it is only available in situations with very limited boundaries and our school would not qualify. The Board supported Fiona in this request and outlined its concern in this important area of health and safety. Being able to ensure staff are adequately trained in this heavily regulated area is vital and the Board asked Fiona to communicate the Board's concern to the MOE.
- e. Risk Management. The MOE Property Advisor has noted the current translucent sheeting, over the external work area behind technology, as a risk to be mitigated. The School is working with contractors to obtain quotes and advice for suitable action.
- f. School dates. The following term dates for 2021 were tabled:
Term 1 – 4 February to 16 April – 96 half days
Term 2 – 3 May to 9 July – 98 half days
Term 3 – 26 July to 1 Oct – 100 half days
Term 4 - 18 October to 16 December - 86 half days
The Board was happy to ratify these dates for 2021.
- g. Year 6 Camp. To improve attendance at year 6 camp and make this affordable for all our learners, the school wishes to apply to Pub Charity Ltd for a grant.

Fiona (A1)

Fiona (A2)

Motion: The Board approves that a grant application is made to Pub Charity Ltd, for \$8,035 (net), to support attendance at year 6 camp in December 2020.

Fiona (A3)

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

- h. Cyclical Maintenance. Due to the inclusion of the internal and external painting of 5 “classes” from A Block in the current 5YA, the annual provision of Cyclical Maintenance revision. The current provision for these areas is \$32,462 and this should be moved from 2020 to 2033.

Motion: The Board approves the revision of the current cyclical maintenance provision by \$32,462 in 2020 to 2033 for A Block.

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

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

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

ITEM 4 – REVIEW

8. Property. Neil reported on the recent PCG and discussions in regards progress and variations. Code of compliance is currently scheduled for 11 August 2020.

9. Finance. Aaron outlined items from recent finance meetings. One teacher is currently being paid from Bulk Grant and bank staffing is looking well managed. A high level of on-call cash is recognised due to the complexities of the payments and funding under the refurbishment project. Wash up in this area should allow tighter planning in the coming months. Teacher aide collective increase is due for payment in November; the situation of funding and timing of payments with this area are being monitored carefully. The finance committee shared caution around the projections for International Students due to the situation under Covid-19 restrictions. The 2020 planned Korean fair has been cancelled, and agents and the school are working hard to provide quality experiences and encourage continued enrolments. The budget implications of a probable reduction in income was recognised.

The revised 2020 draft budget (for a deficit of \$75,302) was found to have miscalculated \$3,000 income and \$3,800 Covid expenses. This results in the overall budget deficit being corrected to \$76,102.

Motion: That the Board approves the recalculated revised 2020 budget for a deficit of \$76,102.

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

10. Personnel. **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the proceedings of this meeting (from 9.25pm to 9.53pm) namely agenda items 3.4. The grounds are that the matters are those of personnel and the reason is to protect the privacy of the individuals. This motion is proposed to comply with Sec 48 of the LGOI and M Act 1987 and the special requirement when moving to exclude the public.

11. FOTS. Meeting last week included many new people on board. Upcoming events include Donut Fridays, pizza day and a disco. A major water feature is planned for 2021. Next meeting week 7.

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

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

- AsTTle – Reading and Maths (Year 4-6)
- OTJ – whole school reading, writing and maths
- Kāhui ako
-

ITEM 6 – ADMINISTRATION

13. Confirmation of Minutes. The minutes of the last meeting held on 16 June 2020 were accepted as a true record with all actions considered off agenda.

Moved: Fiona Hawes

Seconded: Aaron Moores

14. Correspondence.

Inwards.

- a. MOE Appointments Panel
- b. MOE Confirmation of receipt of July roll return
- c. NZEI – advice of teacher aide paid union meeting

Outwards

- a. MOE roll return and confirmation of 2021 donation Scheme opt-in

15. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.53pm.

16. Next Meeting. Next meeting 7.00pm, Tuesday 8 September, 2020.

Susan O’Neill
Minute Secretary

Aaron Moores
Chairman

August 2020

Attachments:

- 1. Principal’s Report.

Distribution:

All Trustees
Deputy Principal
Executive Officer
Board Secretary
Website
File