

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**HELD IN THE STAFFROOM**  
**ON TUESDAY 8 SEPTEMBER 2020**

<b>Present:</b>	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Kat Gilbert-Tunny	Staff Representative	
	Neil McLaughlin	Property	
	Todd Retter	5YA Property	
	Elizabeth Smith	Personnel	
	Claire Wilde	FOTS	

<b>Attendees:</b>	Robyn Caley	AP
	Cathy Ediker	DP
	Liz Catley	Within School Teacher
	Nick Adams	Across School Teacher
	Kelly Savage	Within School Teacher
	Pam Wilkins	Junior Team Leader
	Susan O'Neill	Minute Secretary

**Apologies:** None

**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**

**KĀHUI AKO – WITHIN SCHOOL**

3. Liz – Learning Support Years 3 to 6. Mahi and outcomes to date include releasing teachers for 1-1 time with particular students, helping teachers to design strategies to address various behavioural and learning challenges presented, and supporting children in the playground, through Peaceful Playground initiatives. Next steps include coordinating data for Kāhui Ako Learning Support Register as well as accessing various intervention, resources and assessments.
4. Pam – Learning Support Years 1 to 2. Mahi to date includes creating a Te Rito register to compile (across all Kāhui Ako schools) a SENCO register, using release component to meet with families, organising community readers programme and supporting behaviour observations. It was noted that there have been restrictions on professional development opportunities due to Covid-19 restrictions. Stress levels due to experiences under Covid-19 obviously varies between families, communities and schools with some loss of cohesiveness due to working in a variety of spaces, families having restricted access to the school site and changes in communication.

5. Kelly – Culturally Responsive Practice. Unfortunately, several school wide events such as hāngi and the matariki breakfast, have had to be cancelled although teachers have incorporated celebrations of these events into their programmes. The normalisation of te reo is continuing well with many staff members completing courses through te wānanga. Māori language week offers another opportunity for promotion and encouragement.

### **KĀHUI AKO – ACROSS SCHOOL**

6. Nick (AST) presented a summary of mahi from AST perspective including localised curriculum, and the recognition of local history. The school is proud to be working towards the erection of two pou after many years' work by present and past staff and students. Mention was made of a new trophy for te Ao māori to be presented in 2021. Recent community feedback about our school making connections was pleasing to receive. Nick spoke to the importance to our learners of having their backgrounds being understood and recognised.

### **ASTTLE AND WRITING MODERATION**

7. ASTTLE Report. Cathy presented this report outlining the generally pleasing results from Year 4 learners while the data gathered from Year 5 and Year 6 learners was generally lower than expected, particularly writing although all year groups show progress made. The results have been studied in-depth and the particular make up of these learners (eg the number of ESOL students and those on the SENCO register) goes some way to explaining the current results. The results continue to show our charter goals in regards to the achievement of our Māori students, is lower than desired.

### **ITEM 3 – DECISIONS**

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

- a. International Student Fair. Recent on-line fair generated student interest resulting in two 2021 enrolment enquiries. Current restrictions will not allow new international students into the country and this situation for 2021 remains uncertain. The school currently has enrolments from three International Students for 2021. The MOE has provided additional monetary support for schools with international students, including TPS, and this will be used to help fund current staff next year.
- b. Parent Survey. This survey has been circulated annually since 2013 with a response of 42% last year. The Board agreed to keep this survey as an annual event and discussed updating and adding a couple of the questions. The option for a neutral option is to be included (a total of five possible responses), include the opportunity for the respondent to be contacted and a comment box to be included around different positive systems new under Covid-19 restrictions. Survey to be distributed prior to the holiday break.
- c. Cohort entry. This change in NE enrolment timing is an option for 2021. NE students would begin their schooling within one of two available intake periods per term following their fifth birthday. There are systematic advantages to the school and potential advantages through starting NE students within a group. It will help to maximise staffing and assist with class planning.

Fiona (A1)

## ACTION

**Motion:** Tauranga Primary School agrees to operate a cohort entry policy for NE students from 2021.

Fiona (A2)

**Moved:** Fiona Hawes      **Seconded:** Claire Wilde

- d. ERO review meeting. Fiona attended a recent meeting where options to build the evaluative capacity of schools were considered. ERO would aim to work alongside newer principals, take away current benchmarks and set all schools a 3 to 4 year review cycle. They would produce a Board specific report and then a separate community report rather than providing a grading. Overall the desire seems to be to build capacity rather than carry out a moment-in-time test type evaluation.
- e. 5YA. The refurbished classes are looking fantastic and the classes are settling well into these new spaces. The final few items are being followed up with the construction company.
- f. Policies for Review. These have been made available. Fiona is to research the availability of suitable external appraisers for 2021.
- g. Personnel.
- Jo Howard has been appointment as Permanent Team Leader (Senior Syndicate). This appointment was ratified by the Board.
  - Maternity leave – one teacher will be on maternity leave for 2021.
  - EAP. The school has joined Vitea as an employee assistance programme and will ensure all staff are aware of the availability of this support
- h. Advertising Signage. A discussion was held on allowing limited paid advertising signage within the school grounds. The Board agreed that as long as the advertising did not contravene any Council by-laws, was aligned with the school ethos, was appropriate to the area situated and there was a written agreement in place, this would be acceptable.
- i. **Motion:** That the Principal's report be accepted.  
**Moved:** Aaron Moores      **Seconded:** Anna Bell-Booth

Fiona (A3)

## ITEM 4 – REVIEW

9. Finance. Aaron outlined items from recent finance meeting. There are no new areas of concern although there are many changes for both income and expenses due to the complexities of the current pandemic. There will need to be a thorough process around the 2021 budget due to changes under Covid-19 and the knock-on effects such as interest rates. Once the washup for the current 5YA is complete, the finance committee will have a more accurate picture of the 2020 finances and working capital available

10. FOTS. The meeting scheduled for early September was cancelled as have the pizza days, the donut Fridays and the disco.

## ITEM 5 – DISCUSSIONS

### AGENDA ITEMS

11. Agenda Items for Next Meeting. Items to be included are:
- Reading Recovery

- ALL

**ITEM 6 – ADMINISTRATION**

12. Confirmation of Minutes. The minutes of the last meeting held on 4 August 2020 were accepted as a true record with all actions considered off agenda. It was noted that there was no movement on the request (A1) for physical restraint training and the identified hazard (A2 - technology outdoor roofing material) being address with the roofing contractor booked to remediate.

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

13. Correspondence.  
Inwards.

- a. Teacher requesting maternity leave 2021
- b. Pub Charity Inc receipt of funding application

Outwards

- c. Nothing of note

14. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.00pm.

15. Next Meeting. Next meeting 7.00pm, Tuesday 27 October, 2020.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Chairman

September 2020

Attachments:

- 1. Principal's Report.

Distribution:

All Trustees  
Deputy Principal  
Executive Officer  
Board Secretary  
Website  
File