

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 17 FEBRUARY 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:	Cathy Ediker	DP	
	Susan O'Neill	Minute Secretary	
Apologies:	Elizabeth Smith	Personnel	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The 2019 Chair welcomed everyone to the meeting, looking forward to another busy year ahead.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – DECISIONS

3. Elect 2020 Board Chair. As per requirement, the start of each year requires an election of Board Chair. For several years now, the Board has benefited from Aaron's leadership in this role and Aaron was willing to stand again for nomination. The Board Secretary called for nominations.

Motion: That Aaron Moores be elected to the position of 2020 Board Chair

Moved: Anna Bell-Booth **Seconded:** Neil McLaughlin

4. Elect 2020 Deputy Chair. This position remained vacant in 2019. Aaron spoke to the meeting about the desire to have a Deputy Chair in times of Chair's absence or unavailability.

Motion: That Anna Bell-Booth be elected to the position of 2020 Deputy Board Chair.

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

5. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Kāhui Ako. Three TPS teachers have been appointed 2020 WST roles while Nick continues in his AST role. Focus currently on establishing the new team, confirming job descriptions and expectations.
 - b. Coronavirus. Following MOE/MOH advice including isolation protocol when deemed necessary. Personal hygiene reminders will assist in spread of this and other viruses.

- c. Accelerated Literacy Learning. The school has been awarded two spaces on this ALL MOE initiative. DP will lead this initiative which equates to \$8,000 funding and allocated mentor time.
- d. CCTV cameras. TCC have installed cameras on 5th and 6th Avenues. Feedback has been received from the school community and there was a report in local paper. Council currently providing warning letters for illegal parking with fines to follow if necessary.
- e. 10YPP and 5YA. Good progress recently including site set-up currently underway and building and resource consent confirmed. Additional money for the 5YA has been allocated through the School Investment Package.
- f. Support Staff in School Collective. Recent collective agreements have confirmed payment of minimum living wage for support staff. A pay parity claim for teacher aides is currently being finalised. These rises are expected to be funded by the MOE. On 6 March, schools will receive the first instalment of funding to cover back payments (including holiday pay) and pay increases up to 31 March. On 1 April, schools will receive an increase to their second quarterly operational grant to cover pay increase until 30 June. These increases and subsequent funding may have an impact on 2020 budget.
- g. Charter 2020 - 2022. Encompassing the vision statement and three main strands of ako, whanaungatanga and turangawaewae. Strategic goals are included with a three-year overview and then detail of actions and outcomes the school is looking to achieve. This has produced a working document at leadership and teaching level. A note was made of the variation in staff wellness survey results and this was put down the timing of the survey and the link to workload and pressures. After a discussion around hui aims, it was agreed to add community building events to this section including Matariki and kapa haka performances.
Motion: The Board approve the 2020-2022 Charter as presented with the additional hui comments included.
Moved: Claire Wilde **Seconded:** Aaron Moores
- h. Student numbers. These are currently lower than recent years negatively affecting the school's staffing entitlement. Increasing numbers of students identified as ESOL is leading to changes of practice and areas of focus for teachers and leaders.
- i. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Anna Bell-Booth

ITEM 4 – REVIEW

6. Property. This was covered in the Principal's Report.
7. Finance. Aaron discussed issues from the recent finance meeting where the draft December 2019 financial reports were reviewed. The changes in presentation of the December accounts, due to the inclusion of annual requirements, makes these accounts difficult to compare to the usual monthly figures. Clarification is being sought from the accountant to allow better clarity and understanding of this process. A summary of the

overall situation will be provided alongside the 2019 confirmed annual accounts. The current prediction for the end of the 2019 year is for a surplus of approximately \$70,000. The finance committee are looking to update the way monthly accounts are presented to the Board to assist with understanding of the overall financial situation of the school.

8. FOTS. Claire reported on the meeting last week where it was pleasing to see several new members. The next meeting on 17 March will include the AGM and election of officers. Discussions were mainly around planning for the year ahead, including any ideas for a major fundraiser and ideas to utilise a portion of the current reserves (\$20,347).

9. Policy Review. The Board was asked to follow instructions in Principal's report to comment and consider the three policies under review (Recognition of Cultural Diversity, Staff Leave and Separated Parents, Day to Day Care and Guardianship).

Board (A1)

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

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

- 2019 Annual accounts
- 2020 budget revision
- P.A.T. maths results

ITEM 6 – ADMINISTRATION

11. Personnel. In Committee (8.30pm to 9:24pm below).

12. Confirmation of Minutes. The minutes of the last meeting held on 2 December 2019 were accepted as a true record with all actions considered off agenda.

Moved: Anna Bell-Booth

Seconded: Aaron Moores

13. Correspondence.

Inwards.

- a. NZSTA – president and officers election process notification.
- b. Associate Minister of Education – child youth and well being strategy, sexual education in schools.
- c. Leave application – teacher aide has applied for six days (LWOP) during term time. This leave would be at no financial disadvantage to the school and the leadership team can accommodate cover without adversely affecting learners. This leave was approved.

Fiona (A2)

Outwards.

- d. None noted.

14. In Committee: **Motion:** That the public and staff (staff representative remained present at request of Principal) of Tauranga Primary School be excluded from the following part of the proceedings of this meeting namely agenda item 11. The grounds are that the matter is that of personnel and the reason is to protect the privacy of the individual. 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.

15. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9:24pm.

16. Next Meeting. Next meeting 7.00pm, Monday 23 March, 2020.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

January 2020

Attachments:

1. Principal's Report.

Distribution:

All Trustees
Deputy Principal
Executive Officer
Board Secretary
Website
File