

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 10 AUGUST 2021

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	Deputy Chair
	Neil McLaughlin	Property	
	Dave Medley	Staff Representative	
	Todd Retter	5YA Property	
Attendees:	Robyn Caley	DP	
	Liz Catley	AST Kāhui Ako	
	Cathy Ediker	DP	
	Jo Howard	Senior School Leader	
	Pam Wilkins	Junior School Leader	
	Susan O'Neill	Minute Secretary	
Apologies:	Claire Wilde		

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting especially those presenting reports tonight.
2. Karakia. Fiona opened the meeting by leading a karakia which is widely used in the school.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

4. Structured Literacy all Teams. Structured Literacy is explicit, systematic teaching. Starting with phonological awareness (identification and manipulation of sounds) through to matching letters to sounds, reading words fluently, building vocabulary and finally building comprehension skills. This has been a steep learning curve for staff. Staff are positive about their professional growth as well as starting to see evidence of improved outcomes for students especially for those with learning challenges. There will be a parent/whānau information evening on 14th September at 6:00pm
5. Basic Fact Acceleration. The school has identified automatic recall of basic facts as a priority for all students as a foundational skill needed for success in mathematics. All teams have targets and programmes in place. Basic facts tracking results, from Terms 1 and 2, were shared. All data gathered demonstrates progress.
6. Social Skills Programmes. In the junior school, Wee Thinkers is being used while The Zones of Regulation is being trialled this year in the middle school. Both

A1 (Fiona)

programmes are positively influencing students, are valued by teachers and will be embedded into our practice.

DECISIONS

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

a. International Students. A “high value international education draft policy “has been released by MOE for comment. The draft statement seeks to define what “high value” means for students and the international education sector. The issues around the pressure on housing stock, teacher supply and other factors are being reviewed in conjunction with recognised benefits. Fiona has provided feedback as have many schools regarding the possible implications this policy may have for the primary sector. The Board discussed the possible impacts these limitations may have on the school’s financial position and how this may be combated.

b. Board Elections 2022. The suggested dates for the 2022 triennial board elections have been shared by the NZ School Trustees’ Association. The recommended election day is 4 May 2022.

Motion: The Board approves the 4 May 2022 as the confirmed date for the triennial board election date. A2 (Fiona)

Moved: Fiona Hawes **Seconded:** Anna Bell-Booth

c. Year 6 Camp Grant Application. To make this valuable experience affordable for all our learners, the school wishes to apply to Pub Charity Ltd for a grant to assist with the costs of travel, accommodation and activities associated with the Totara Springs experience.

Motion: The Board approves the application to Pub Charity Ltd, for up to \$10,000 to support attendance (by assisting with costs of travel, accommodation and activities) at year 6 camp in December 2021. A3 (Fiona)

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

d. Appointment. Following the recent resignation of one of the school caretakers (Junior Batista), the school has appointed Jim Robinson to the position of part-time caretaker, start date to be confirmed once security checks have been completed. The Board ratified the appointment of the new caretaker.

e. Property. Richard Standing (MOE) completed a walk around of the school and was very happy with the maintenance and overall quality of the school site. One building has been found to have evidence of water seepage and further investigation is required. Fiona has reported this to the MOE to be considered within the weather tightness programme.

f. Reading Recovery. The MOE has been asked for detail in regards to future plans for the delivery of the Reading Recovery training programme and the physical building in terms of building strategy and the master plan. As this building has been previously tagged for removal, Fiona recommends the Board indicate to the MOE intention to cease lease arrangements with The University of Waikato at the start of the next 5YA round (July 2024)

Motion: The Board will indicate to the MOE (and the University of Waikato) that it will cease the hosting lease of the Reading Recovery service from July 2024. A4 (Fiona)

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

g. Liability Insurance. The school accountant has shared a document outlining the liabilities for the Board. Trustees are not personally liable and it is important to demonstrate good and fair intent in processes around risk assessment and H&S. The major liabilities were discussed including school

- camp, the pool, enrolments and contractors on site.
- h. Sabbatical Report. Fiona expressed her sincere thanks to the Board for this valuable opportunity and to her team who stepped up in her absence to ably manage the school. Fiona took time to reflect, research and rejuvenate. From Fiona's wellness report, several recommendations were proposed including the need for a dedicated annual hauora budget for staff and upgrading the staffroom to provide a work free and welcoming zone. The Board was supportive of these ideas and agreed to investigate an upgrade.
- i. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Neil McLaughlin

ITEM 4 – REVIEW

8. Finance. Aaron presented the minutes from the recent finance where the June accounts were reviewed. It was agreed to establish a separate bank account attached to an eftpos card replacing the system of using cheques for petty cash. The school is required to appoint an auditor for the upcoming three year cycle and will await the presentation from the current auditors. The overall financial situation at the end of June 2021 is very positive currently running a surplus. Increased teacher staffing expenses will be incurred from the start of term 3 as the school is now staffed over entitlement by approximately 1 FTE – this has been budgeted for.

9. Property. The 5YA retention invoice has been presented to the school and this is being held while the condition of the middle carpet continues to be assessed.

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

10. Agenda Items for Next Meeting. Items to be included are:
- SENCO report
 - Academic progress – Reading, Writing and Mathematics

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 22 June 2021 were accepted as a true record with all actions considered off agenda.

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

12. Correspondence.

Inwards

- a. Junior Batista - resignation from caretaker position
- b. Kāhui Ako Appointments Panel – notification of Across School Appointment, Melissa Osmond

Outwards

- c. Nothing of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.55pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 14 September, 2021.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

August 2021

Attachments:

1. Principal's Report.

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