

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 7 DECEMBER 2021

Present: Aaron Moores Finance/Presiding Member
Fiona Hawes Principal
Anna Bell-Booth Finance/Deputy Presiding
Member
Neil McLaughlin Property
Dave Medley Staff Representative
Todd Retter 5YA Property
Claire Wilde

Attendees: Susan O'Neill Minute Secretary

Apologies:

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting, the final one for 2021.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. International Students – EOY Report 2021

This report was presented by Fiona. Six international students were enrolled at TPS in 2021 with one returning enrolment for 2022. Cathy Ediker (International Student Director) and Viv Quinn (International ESOL Tutor) ran a successful programme this year. A reduced programme and deployment of associated staff is planned for 2022. The current restrictions on enrolment are predicted to last for at least another year.

Motion: That the International Students Board Report (End of Year 2021) be accepted.

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

4. Sports Report

A somewhat frustrating season was experienced with many sports forced to shorten playing seasons and cancel events due to Covid-19 restrictions. Jason Morgan (HOD Sport) provided a thorough overview of events and acknowledged the excellent work of Jo Taele, our highly valued sports co-ordinator. Excellent mahi has been carried out through a testing Covid sports environment.

DECISIONS

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

- a. **Analysis of Variance 2021.** A summary of the 2021 analysis of variance was discussed with variance data provided. The percentages featuring in the “above” levels have increased especially in Maths. The Overall Teacher Judgements 2021 were shared and data from outcomes versus goals were discussed. The outcomes in Reading were very positive and the new structured literacy programme appears to be contributing to this success. Progress in writing and variations in basic facts tracking were also discussed
Motion: That the 2021 Analysis of Variance be accepted as tabled.
Moved: Aaron Moores **Seconded:** Claire Wilde
- b. General property updates were provided of current work and plans for over the December/January school break
- c. Weather tightness issues affecting N Block have been identified and are being remediated through the MOE process
- d. Links were provided for the two policies for review in term 4, 2021 (Harassment and Māori Educational Success)
- e. Assurances. A comprehensive list of board assurances was provided and recognised
- f. Appointments 2022. The following appointment were presented for ratification:
- Mariska van Standen, fixed term full time teaching position
- Kylee Martin, permanent part time teacher aide position
The Board ratified both positions
- g. Meetings dates for 2022. Tuesdays at 7.00pm on the following dates:
15 February
22 March
17 May
21 June
9 August
13 September
1 November
6 December
- h. 2022 Annual Plan Overview. This was presented and discussed. While it has remained largely unchanged from 2021, updates have been made to align TPS goals with those of the Kāhu Ako.
Motion: The Board approved the 2022 Annual Plan Overview as presented.
Moved: Claire Wilde **Seconded:** Aaron Moores
- i. Relationships and Sexuality Curriculum 2022. Concepts and potential strategies for this new area of curriculum teaching were discussed. The school is currently creating a lesson sequence to share with the school community, for feedback, in 2022.
- j. **Motion:** That the Principal’s report be accepted.
Moved: Aaron Moores **Seconded:** Neil McLaughlin

ITEM 4 – REVIEW

6. Finance. Aaron presented the minutes and accounts from November and December meetings. The 2022 Draft budget was presented for a deficit of \$136,060. Aaron provided a background to how the school has historically predicted deficit budgets and, with the exception of two years over the past nine, have posted surplus results. In 2022 predicted income (primarily international students, fundraising and interest rates) has dropped significantly while staffing levels have been held. The school is in a fortunate financial position and the

predicted deficit will be funded from current reserves (this draft budget is for a cash deficit of \$225,730) and will be reviewed in April 2022. The Board recognised that in these uncertain times, the school was hoping to provide a measure of security and well-being through its plan to hold staffing for another year.

Motion: The Board approved the 2022 draft budget for a deficit of \$136,060

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

7. Property. The existing cyclical maintenance provision remains unchanged in 2021 and for 2022. Minor painting has been carried out under maintenance and does not affect this programme of larger planned work. It was noted that the pool changing rooms are in good order and not in need of painting, the bike shed is deemed non-urgent and will need re-roofing at some stage and the PE and caretakers shed are coloursteel so do not fall neatly into this plan.

Motion: That the Board accepts the current cyclical maintenance plan for 2022 with no changes from 2021.

Moved: Todd Retter **Seconded:** Fiona Hawes

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

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

- Elect 2022 Presiding Member
- Elect Deputy Presiding Member
- 2022 Charter
- Draft annuals 2022

ITEM 6 – ADMINISTRATION

9. Confirmation of Minutes. The minutes of the last meeting held on 2 November 2021 were accepted as a true record with all actions considered off agenda.

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

10. Correspondence.

Inwards.

- a. Nothing of note

Outwards

- b. Nothing of note

11. **In-Committee:** Motion (8:35pm-9.17pm): 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. 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.

12.

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.17pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 15 February, 2022.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

December 2021

Attachments:

1. Principal's Report.

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