

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 16 FEBRUARY 2021

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Kat Gilbert-Tunny	Staff Representative	
	Todd Retter	5YA Property	
	Claire Wilde	FOTS	
Attendees:	Cathy Ediker	DP	
	Susan O'Neill	Minute Secretary	
Apologies:	Neil McLaughlin	Property	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The 2020 Chair welcomed everyone to the first meeting of 2021.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – DECISIONS

3. Elect 2021 Board Chair. As per requirement, the start of each year requires an election of Board Chair. The Board has been fortunate to have Aaron Moores capably carry out this role for many years now and Aaron has indicated his willingness to stand again for nomination. The Board Secretary called for nominations.

Motion: That Aaron Moores be elected to the position of 2021 Board Chair, his third term as Chair.

Moved: Anna Bell-Booth **Seconded:** Claire Wilde

4. Elect 2021 Deputy Chair. The optional position of Deputy Chair is valued by this Board and the 2020 Deputy Chair, Anna Bell-Booth, was willing to stand again in 2021.

Motion: That Anna Bell-Booth be elected to the position of 2021 Deputy Board Chair.

Moved: Aaron Moore **Seconded:** Fiona Hawes

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

- a. 2021 Board of Trustees Workstream Overview. Fiona shared the areas within this document including Principal Appraisal, relevant review of Board positions and trying to ensure our Māori community have an active voice in the governance of the school. A desire to co-opt an additional member, possibly to address issues of equity, was voiced. The school will follow up with a parent who has previously voiced an interest.
- b. Resignation: The Board accepted the resignation (31/12/2020) of Elizabeth Smith from her position on the Board of Trustees. Elizabeth's

Fiona (A1)

ACTION

- contributions to the Board over the past 18 months have been highly valued and the Board expressed its thanks to Elizabeth for this.
- c. 2021 Charter. The 2021 Charter learner achievement goals were shared alongside the teacher capability goals in structured literacy. The specific learner literacy goals will be confirmed once the IDEAL literacy assessment is completed and a baseline is confirmed. These goals will be communicated to the Board once decided.
- Motion:** The 2021 Charter be approved with the inclusion of the literacy learner goals.
- Moved:** Claire Wilde **Seconded:** Aaron Moores
- d. Kāhui Ako. The three recently identified progress aspirations (mahitahi, localised Tauranga Moana curriculum and hauora) were shared and the current practices of the school were outlined.
- e. Roll Growth Teacher. This position (to start at the beginning of term 2) has been advertised and the school is currently considering applications.
- f. 5YA. Current defects continue to be managed to ensure a good outcome. The school will next look at the identified roofing projects forming the remaining part of the 5YA plan.
- g. Property. The internal bell system has been installed as has the new rear gate and fence area (identified under H&S in late 2020). The Taurikura water feature should be completed this week – the school was fortunate to receive a \$5,000 match fund grant from the TCC and a donation of \$15,000 from FOTS. The Board will thank the FOTS for this assistance.
- h. Policies. Current policies for review – “Home Learning” and “Finance and Property Management” were included, and are available on School Docs.
- i. Student Numbers. Current at 427 and the school is staffed on 450.
- j. Schools Out. This before and after school care organisation appears to be well received by our parents and working well on our school site.
- k. **Motion:** That the Principal’s report be accepted.
- Moved:** Aaron Moores **Seconded:** Claire Wilde

Aaron(A2)

Fiona (A3)

Fiona &
Anna(A5)

ITEM 4 – REVIEW

6. Finance. Aaron presented the minutes from the recent finance meeting and the notes on the draft 2020 December accounts. These should be finalised before too long and then will be reviewed by the auditors. Indications are for a healthy surplus in 2020 mainly due to above budget income, some changes under Covid (such as lower sick leave) and an adjustment in the maintenance provision as a result of the 5YA project. The school was pleased to confirm the successful application to The Lion Foundation for the Sports Co Ordinator grant. A note was made that 2021 would be unlikely to see options for additional income sources.

7. FOTS. Claire reported back from the first FOTS meeting for 2021, held last week. At this stage, the family picnic, scheduled for this Thursday, will proceed without the planned sausage sizzle. Fundraising pizza lunches are being considered along with consideration for a quiz night in term 3. FOTS are looking to co-opt parents for one event rather than full membership. The next meeting, and the AGM, is scheduled for 16 March. Board is very grateful for the FOTS support and is to thank them for the contribution to water feature.

8. Meeting dates 2021. The Board agreed to continue meeting at 7:00pm on Tuesdays, week 3 and 8 of each term in 2021 with dates as follows:

- 23 March

- 18 May
- 23 June
- 11 August
- 15 September
- 2 November
- 7 December

9. STA Conference. The 2021 is to be held in Rotorua 2021. Members are to let Fiona know if they are interested in attending.

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

10. Agenda Items for Next Meeting. Items to be included are:
- PAT Maths
 - Policies for review
 - Final 2020 accounts if available
 - 2021 draft budget revision
 - Path of an invoice results
 - Leadership team organisation during Principal sabbatical

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 1 December 2020 were accepted as a true record with all actions considered off agenda.

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

12. Correspondence.

Inwards

- a. Nothing to note

Outwards

- b. Nothing of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.15pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 23 March, 2021.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

February 2021

Attachments:

1. Principal's Report.

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