

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 22 JUNE 2021

Present:	Aaron Moores	Finance	Chair
	Cathy Ediker	Acting Principal	
	Anna Bell-Booth	Finance	Deputy Chair
	Neil McLaughlin	Property	
	Dave Medley	Staff Representative	
	Todd Retter	5YA Property	
	Claire Wilde	FOTS	
Attendees:	Robyn Caley	DP	
	Susan O'Neill	Minute Secretary	
Apologies:	Fiona Hawes	Principal (Sabbatical)	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting, especially Dave Medley as the newly elected staff representative.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. International Students Report. Six students are currently enrolled with just one indicating intention for 2022 enrolment. Until border restrictions reduce, there is no possibility of enrolling new international students (unless they transfer from another NZ school). This reduction will have a large impact in the 2022 budget. The International Student Tutor is currently also working with domestic ESOL students to maintain contracted hours. The recent learning conferences were viewed positively. Discussion over the MOE funding of domestic ESOL students and the impacts this has on the groups requiring additional language support. Claire initiated a discussion over ideas to help support ESOL families and what the school can offer and source as assistance – Cathy to consider options.
4. Engagement Survey. Results were shared and generally the responses from learners was positive, and improving, especially in the areas of mindfulness confidence, having good friends at school and having strategies to help solve challenges.

Cathy (A1)

DECISIONS

5. Principal Report. Cathy presented her report, a copy of which is attached.
 - a. Structured literacy. Excellent feedback from Sarah Stock observations throughout the school recently. The school is very pleased with this initiative to date. A parents' information evening will be offered in term 3.

- b. Learning Through Play. Milestone report tabled. The school is six months into PLD so the school has to report on practice and pedagogy. Learning in this area will resume again in term 4 (it has been on pause while Structured Literacy PLD is having such a high demand on time and energy). In the interim, teachers continue to work on goals previously set.
- c. Other PLD. Cathy and Rob looked at application process for in class support (ICS) funding which is very limited and frustrating in terms of availability and process.
- d. Kāhui Ako. Today it was announced that the Te Rito initiative has been paused by the MOE. Liz is the ASL until a new appointment can be made. Localise curriculum being developed. LS register updates, have been sent to TPKA. The MOE has mental health and well-being support available to assist schools and teachers unpack mental health issues.
- e. Personnel. The following appointment was tabled for ratification:
 - Kate Hooper – fixed term teacher, terms 3 and 4, 2021This appointment was ratified by the Board.
Resignation received from a fixed term teacher aide, Tracey Bluck, finishing the contract at the end of term 2, 2021.
- f. SENCO. New ORS funding has been confirmed for a new student.
- g. Covid-19 update. MOE has shared details today outlining processes for staff vaccination timetabling and any associated leave.
- h. Learning conferences. Attendance rates were pleasing with teachers working hard to encourage 100% attendance.
- i. Property. General maintenance outlined with no current issues of concern.
- j. Network for Learning (N4L). Network design and technical survey yet to be received. New contracts are being negotiated for network and IT support for the remainder of 2021.
- k. Physical restraint. One recent incident of physical restraint has been reported to the MOE and Board Chair and is being managed through the appropriate steps.
- l. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Anna Bell-Booth

ITEM 4 – REVIEW

- 6. Finance. Aaron presented the minutes from the June finance meeting and the accompanying accounts.
 - It was noted that vandalism and minor capital equipment budgets are both tracking above budget with details shared in the minutes.
 - The stamped and signed 2020 audited accounts (for a surplus of \$158,347) have been received and were adopted by the Board
 - The 2020 Board Report associated with the 2020 audit realised no significant findings to bring to the attention of the Board. Audit findings included recommendations in the following areas – segregation

in duties, significant percentage of operations grant funding teachers salaries and ongoing deficit budgeted where surpluses received. All of these findings have been provided with Board responses and all have been discussed in previous audit rounds. Board report to be added to Board doc for reference.

Susan (A2)

- Eftpos card. With cheques no longer being in use for petty cash top, the Board approved the school obtaining an eftpos card with the proviso that the card is linked to an account with very limited funds, it held securely and used with the standard permissions and processes.
- Donations Scheme 2022. The school's intention for 2022 for the MOE opt-in donation scheme was discussed. The school has been part of this scheme since its inception and found this to be beneficial to the school and its community. Any possible complications, around contributions to school camps, flagged in June 2020 were not realised in 2021. The reduction in need for "fee" requests was appreciated by families and it has been recently noted that the level of payment for stationery in 2021 is very high. While there is no hard data to prove this is directly related but it would appear there is a link.

Motion: That Tauranga Primary School opts into the 2022 MOE donation Scheme

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

7. FOTS. Nothing to report

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

8. Agenda Items for Next Meeting. Items to be included are:
- Team Leaders – overview of teams
 - Finance policy updates

ITEM 6 – ADMINISTRATION

9. Confirmation of Minutes. The minutes of the last meeting held on 18 May 2021 were accepted as a true record with all actions considered off agenda.

Moved: Anna Bell-Booth **Seconded:** Todd Retter

10. Correspondence.

Inwards.

- a. Tracey Bluck resignation
- b. MOE Data Team – receipt of 2020 signed and audited financial statements

Outwards

- c. Nothing of note

11. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.08pm.

12. Next Meeting. Next meeting 7.00pm, Tuesday 10 August, 2021.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

June 2021

Attachments:

1. Principal's Report.

Distribution:

All Trustees

Deputy Principal

Business Manager

Board Secretary

Website

File