

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 18 MAY 2021

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

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting and including those presenting reports and those standing for as a staff representative. Kat's resignation has meant that a new staff representative is to be elected.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. Basic Facts Report. Year 2-6 testing was administered to learners in February 2021. This provides baseline data to start tracking basic facts progression across the school. This area of Maths will be retested under the same conditions at the start of each term. Teaching teams are working to accelerate the understanding of basic facts and look to achieve progress goals for 2021 in this area. Processes being used to achieve this were shared.
4. SEA. The test has changed this year with input from Structured Literacy theories and uses baseline data from the Level One Structured Literacy Assessment tool. Data was tabled from learners at the start of 2021 rather than soon after entry to school (this will make a significant difference to results as some learners have already been at school for up to 9 months). Results in the area of Concepts about Print (CAP) looks a little more positive than recent years. Also included in the assessment are several of the school's own assessments including drawing skills and auditory memory.
5. Overall Teacher Judgements. Overall judgements are positive with a note around the Year 3 cohort which has tracked lower than expectation since 2019.

DECISIONS

6. Principal Report. Cathy presented her report, a copy of which is attached.
 - a. Structured literacy. Updates on training and process were outlined. Working

- towards a school-wide understanding and consistent practices through the iDeal platform. Target group student progress is being monitored as part of teacher appraisal. Lea
- b. Learning Through Play. A facilitator is working with each teacher and setting next step goals. Due to the current focus and high work load involved with Structured Literacy, visits and PLD for Learning Through Play is now on hold until term 4.
 - c. Maths Tutoring. Specialist maths teacher currently volunteering with four students to provide individual accelerated learning.
 - d. Other PLD. This includes an experienced teacher attending training sessions in grief, loss, separation and trauma counselling to assist learners and benefit other staff members through shared knowledge.
 - e. Kāhui Ako. Three progress aspirations are now set: mahitahi, te marau-ā-rohe and hauora. Privacy is at the forefront of much work at this stage. Prefects from TBC and TGC have been allocated to schools and are assisting as needed to help build partnerships across schools.
 - f. Personnel. The following appointments were tabled for ratification:
 - Arlette Goodhue - permanent teacher (from fixed term)
 - Mariska van Staden – fixed term full time teacher Terms 2-4, 2021
 - Joy Beattie – full time permanent teacher
 These appointments were ratified by the Board
 - g. Neil McLaughlin joined at meeting at this stage
 - h. Teacher Paid Union Meeting. The school has received notification of a paid union meeting for teachers on 1st July 2021.
 - i. Network for Learning (N4L). This MOE led ICT hardware upgrade project is now underway. A per student cost has been included in the budget. Changes to the current contracted IT support will ensue.
 - j. 5YA. Fiona continues to communicate with project manager and contractor to ensure final remedial items are completed.
 - k. Term dates 2022. The following term dates were tabled:
Motion: The following term dates be approved for 2022:
 Term 1 1 February to 14 April
 Term 2 2 May to 8 July
 Term 3 25 July to 30 September
 Term 4 17 October to 14 December

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

ITEM 4 – REVIEW

7. Finance. Aaron presented the minutes from the April and May finance meetings and the accompanying accounts. The auditors currently finalising the 2020 audit and have been very thorough in their investigations.

Motion: The Board agrees to delegate the signing of the 2021 audited accounts to Aaron Moores (Board Chair) and Cathy Ediker (Acting Principal) unless there are notes on the audit report that require full Board input.

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

Due to teaching staff changes, external support has been sourced for the kapa haka lead resulting in an additional 2021 expense of \$6,000. This budget line was noted in the March 2021 Board minutes with value to be confirmed.

Motion: The Board agrees to add a budget of \$6,000 for term 2-4, 2021, Kapa Haka support.

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

8. FOTS. Nothing to report

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

9. Agenda Items for Next Meeting. Items to be included are:
- Engagement
 - International students

ITEM 6 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 23 March 2021 were accepted as a true record with all actions considered off agenda.

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

11. Correspondence.

Inwards.

- a. Kat Gilbert-Tunney resignation
- b.

Outwards

- c. Nothing of note

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.10pm.

13. Next Meeting. Next meeting 7.00pm, Tuesday 22 June, 2021.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

May 2021

Attachments:

1. Principal's Report.

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