

MINUTES OF THE MEETING OF THE BOARD
HELD IN THE STAFFROOM
ON TUESDAY 2 NOVEMBER 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 FOTS

Attendees: Robyn Caley AP
Cathy Ediker DP
Kelly Savage Kāhui Ako
Sandra Thurlow Kāhui Ako
Pam Wilkins Kāhui Ako
Arlette Goodhue Lead Teacher - SL
Jana Smith Lead Teacher – SL
Kirsty Thorne Lead Teacher - SL
Susan O’Neill Minute Secretary

Apologies: None

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting especially those presenting reports tonight.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. Structured Literacy all Teams. Structured Literacy is an evidence-based approach with explicit, systematic teaching. This has been an intense year of learning and implementation for TPS staff. Outstanding leadership in each syndicate has helped to produce extremely positive results to date. Not only are pupils experiencing impressive growth but teaching staff are finding the process very motivating and successful. This well-resourced programme has set steps and sound training support. The school will continue to invest in this professional learning in 2022 and expects to see this new practice embedded next year.
 - a. Junior Syndicate (Jana Smith) – this syndicate has seen a huge increase in student’s phonological awareness. Focus areas include the importance of vowels and consonants and the use of blending. There is a clear progression from letters to words to sentences. The use of decodeable books is helping with confidence in reading and it is pleasing to see a clear link between

- reading and writing.
- b. Middle Syndicate (Arlette Goodhue) – the middle syndicate has noticed an increase in student focus and engagement in learning. Students are using gained knowledge to read unknown words and are demonstrating improvement on concepts, even before they are explicitly taught. Strategies including finger spelling and isolating syllables are helping students gain confidence in their learning.
 - c. Senior Syndicate (Kirsty Thorne) – the senior syndicate is seeing students who are very engaged in this programme. Explicit and systematic learning structure has increase confidence and outcomes in reading and hand writing alongside improvements in accuracy. Students are providing very positive feedback and have a good understanding of the spelling concepts they are applying.
4. 2021 Kahui Ako. – Pam and Sandra (Within School Leaders, Learning Support) presented their report including initiatives for student programmes such as Peaceful Playgrounds, inputting data to the learning support register and a programme of support with external counsellors offering small group and one-to-one support. Kelly (Within School Leader, Culturally Responsive Practice) reported on initiatives including Matariki and Ōtanewainuku trip and the newly introduced Mihi Whakatau. Opportunities for children to lead and staff to step up their practice is proving to be very rewarding. Liz Catley’s report (Across School Teacher and TPS liaison) was presented in Liz’s absence.

DECISIONS

5. Principal Report. Fiona presented her report, a copy of which is attached.
- a. Overall Teacher Judgements and progress from term 1 to 3 were shared.
 - b. Mandatory vaccinations. Fiona is working through processes and implications of the new mandate.
 - c. Teacher Only Day. The TOD scheduled and missed during the recent Level 4 lockdown has been transferred to the 16 December 2021. The end of term 4 date remains the same (15 December).
 - d. Grant Application to Lion Foundation. The school has greatly appreciated the financial support provided by Lion Foundation for our role of sports co-ordinator. This support has enabled TPS to continue to provide important learning support, instruction and motivation to our learners in our physical education programme and through-out a wide variety of sporting codes.
Motion: The Board agrees to apply to Lion Foundation for \$10,000 to support the important role of sports co-ordinator at our school in 2022.
Moved: Aaron Moores **Seconded:** Claire Wilde
 - e. International Students. Just one student has confirmed enrolment for 2022.
 - f. Parent survey. Received a very low number of respondents this year with reasonably consistent results.
 - g. Terminology change noted from “board chair” to “presiding member”

- h. Board Elections 2022. These have been moved from May to September 2022
- i. Property. Large volume of property work completed in the holiday break and as well as currently underway (including a weather tightness project and low sight programme of works).
- j. Network for learning. Waiting for a new switch. The wireless system functioning at this stage
- k. Pub Charity, The school was very pleased to receive notification of the confirmed Pub Charity grant (\$7,777) for 2021 year 6 camp.
- l. Appointments. The Board ratified the following appointments:
 - Fiona Brown, permanent teacher
 - Briar Parker – permanent teacher
 - Sarah Arnesen – fixed term teacher, to cover extended leave
- m. **Motion:** That the Principal’s report be accepted.
Moved: Aaron Moores **Seconded:** Neil McLaughlin

ITEM 4 – REVIEW

6. Finance. Aaron presented the minutes from September and October meetings. The retention for the 5YA project has now been paid as all outstanding work has been completed to an agreed standard. The 2022 Draft Budget is nearly complete and will be discussed at the finance meeting next week before presentation to the board. Third party liability insurance has been confirmed. No other concerning issues were noted with the finances of the school continue to be in a strong situation.

7. Board dinner. Set for Tuesday 9 November at 7:00pm with location to be confirmed.

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

8. Agenda Items for Next Meeting. Items to be included are:
- 2022 draft budget
 - International Students
 - Sports Report
 - Analysis of Variance
 - 2022 Strategic Overview

ITEM 6 – ADMINISTRATION

9. **In-Committee:** Motion (8:55pm): 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.

10. Confirmation of Minutes. The minutes of the last meeting held on 14 September 2021 were accepted as a true record with all actions considered off agenda.

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

11. Correspondence.

Inwards

- a. Waikato University – acknowledgement of intention to the disestablish the Reading Recovery centre

Outwards

- b. Nothing of note

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at **9.30pm**

13. Next Meeting. Next meeting 7.00pm, Tuesday 7 December, 2021.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

November 2021

Attachments:

- 1. Principal's Report.

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