

Tauranga Primary School

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 6 DECEMBER 2022**

Present:	Aaron Moores	Finance/Chairperson
	Fiona Hawes	Principal
	Anna Bell-Booth	
	Brad Garner	Finance
	Dave Medley	Staff Representative
	Lauren Stull	Policies
	Euan Rutherford	Property
Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary
Apologies:	Lauren Stull	Policies

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, the last one for 2022.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. International Student – EOY Report 2022. The report, based on the single 2022 enrolment, was taken as read. Increased enrolment numbers are confirmed for 2023.
4. Sports Report. A comprehensive report had been prepared by Jo Tacle and Dave Medley. The Board was pleased to see the wide variety of activities and opportunities provided for our students. The high value of the Sports Co-ordinator role was noted – this role is Board funded and supplemented by the Lion Foundation grant. Thanks to both Jo and Dave for the report and their work through the year.

ITEM 3 - DECISIONS

5. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Overall Teacher Judgements. Judgements, against curriculum levels, from week 5, term 4, were presented alongside basic facts data 2022. While it was pleased to see no gender gap in Reading and Maths, there was a slight gender gap in Writing. Tracking attendance against outcomes appears to show that Reading and Writing to be most affected by higher absence rates.

Concerns around high absence rates were discussed while solutions are difficult to find. Teaching is concentrated around core foci and the leadership team have been working with families to try and encourage improved attendance level, especially for our identified students with significantly poor attendance. TPS is reviewing basic fact assessment systems in maths next year. The desire to see improved overall results, especially in Writing, and achieving more equitable outcomes was discussed.

b. Collective Agreement negotiations are currently underway for teachers and principals.

c. Kaumatua Hui. Fiona attended this recent hui alongside local principals. All schools have been encouraged to ensure Māori representation on Board and this was supported by the Board as an aim for 2023.

Fiona and Board (A1)

d. Annual Plan Overview for 2023. Charters will become obsolete after 2023 and three year strategic plan will take this place. The Analysis of Variance for 2022 will be presented to the Board early next year looking at analysis against targets before being sent to the MOE by 1st March. Fiona presented the 2023 Annual Plan Overview using the three aims of the Kāhui Ako as a base – localised curriculum, wellbeing and collaborations and partnerships – working through to details for leadership and teaching level. The big curriculum push 2023 is mathematics and the Kāhui Ako have applied for MOE funding in this area.

Motion: The Board approves the Annual Plan Overview for 2023 as presented by Fiona.

Moved: Aaron Moores

Seconded: Brad Garner

e. Grant Application to Lion Foundation. The school has been very appreciative for the financial support provided by Lion Foundation for our role of sports co-ordinator. This support has meant that we can continue to provide valued learning support, instruction and motivation to our learners in our PE and sports programme.

Motion: The Board agrees to apply to Lion Foundation for \$10,000 to support the important role of sports co-ordinator at TPS in 2023.

Moved: Dave Medley

Seconded: Aaron Moores

Fiona (A2)

f. Fitness Trail. Fiona has received design details for a fitness trail, including new ground surfacing, to be installed behind Block A. Costs come to \$105,000. As this will be an asset used by the wider community, the school will apply for funding of \$50,000 to help establish this facility.

Motion: The Board approves the application to TECT for \$50,000 for a fitness trail to be installed in 2023

Moved: Anna Bell-Booth

Seconded: Aaron Moores

Fiona (A3)

g. Principal Appraisal 2023. The Board have used the skills of an external appraiser to complete this process, report to Board and provide valuable professional learning opportunities for Fiona. Aaron supported this work and gave some back ground to the principal appraisal options.

Motion: The Board approves the appointment of Dr Wendy Moore as principal appraiser for 2023.

Moved: Aaron Moores

Seconded: Brad Garner

h. **Motion:** That the Principal's report, the International Student Report and the Sports Report be accepted.

Moved: Euan Rutherford

Seconded: Aaron Moores

ITEM 4 – REVIEW

6. Property. A project manager (from Tectum) has been engaged for the weather tightness and early meetings have been held. Window design and “refurbishment” options have been updated from the original design.

Fiona (A4)

7. Finance. Aaron discussed items from the December finance meeting. The current financial situation continues to be positive with no outstanding concerns. A significant amount of property projects have been completed over the past year. The 2023 Draft Budget was presented for a deficit of \$75,632. International student numbers are based on 10 enrolments, MOE funding is based on lower student numbers (458 in 2022, 436 in 2023) and the 2023 staffing entitlement is reduced by one FTE from 2022 figures. A reasonable surplus is predicted for 2022 and the school is able to approve a deficit budget due to the current cash reserves and the desire to utilise these to ensure sound educational outcomes.

Motion: The Board approves the 2023 draft budget as presented for a deficit of \$75,632, with a revision due in April 2023.

Moved: Anna Bell-Booth

Seconded: Euan Rutherford

8. Policies. Nothing to report

9. Personnel. Nothing to report

10. FOTS. Nothing to report

11. Board Self Review. Nothing to report

ITEM 5 – DISCUSSIONS. No further item

ITEM 6 - AGENDA ITEMS. Items to be included for the next meeting are:

- Appoint Board Chair
- Approve Charter 2023 and Analysis of Variance 2022
- School walk through

ITEM 7 – ADMINISTRATION

12. Confirmation of Minutes. The minutes of the last meeting held on 8 November 2022 were accepted as a true record with all actions considered off agenda.

Moved: Dave Medley

Seconded: Brad Garner

13. Correspondence.

Inwards.

- a. Nothing of note

Outwards

- a. Noting of note

14. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.05pm.

15. Next Meeting. Next meeting 7.00pm, Tuesday 14 February 2023.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

December 2022

Attachments:

1. Principal's Report.

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