

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**HELD IN THE STAFFROOM**  
**ON TUESDAY 21 JUNE 2022**

<b>Present:</b>	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	Deputy Chair
	Neil McLaughlin	Property	
	Dave Medley	Staff Representative	
	Todd Retter	5YA Property	
	Claire Wilde	FOTS	
<b>Attendees:</b>	Susan O'Neill	Minute Secretary	
<b>Apologies:</b>	None		

**ACTION**

**ITEM 1 – ADMINISTRATION**

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

**ITEM 2 – REPORTS**

3. International Student Report. Fiona presented the report on the school's sole international student. The programme continues to run well in the reduced format. Focus now on the upcoming September Korean marketing trip.

**DECISIONS**

4. Principal Report. Fiona presented her report, a copy of which is attached.
  - a. ESOL Student numbers have been growing over the last few years and currently 51 are currently receiving ESOL funding. These high numbers affect academic achievement results in some areas and it would be interesting for the Board to see the separated data that makes up these results.
  - b. Roll numbers are very low for this time of year with a lot more movement of students in and out than we have previously experienced.
  - c. Student Engagement Survey results were interesting and very positive. The 9% of students who disagreed with the confidence use of mindfulness was discussed and it appears that students have this in their tool kit, but choose to use other methods of coping. The lower number indicating that students perceive they have a high level of choice about what they are learning may be due to the prescriptive nature of the current structured literacy programme.

- d. Relationships and Sexuality Education information evening provided an opportunity for parents to learn and discuss the new curriculum and was attended by 16 parents. The desire to positively impact students' feelings and their understanding of others as well as understanding themselves was strongly recognised and valued.
- e. Board Elections. Canterbury Education Services (CES) has been appointed to act as returning officer and the process is underway within set timeline.
- f. Strategic Review development will continue and will be reviewed later alongside the upcoming new MOE guidelines
- g. School Donation Scheme 2023. The Board has appreciated the positive impact to the MOE donation scheme to date  
**Motion:** Tauranga Primary School opts into the MOE Donations Scheme for 2023  
**Moved:** Fiona Hawes                      **Seconded:** Aaron Moores
- h. Accounting for Expenditure – International Trip. The report on the proposed Korean international student marketing trip was tabled and discussed. It was deemed that this trip was appropriate and purposeful.  
**Motion:** Tauranga Primary School approves the use of crown funds for the Principal to overseas trip as described  
**Moved:** Neil McLaughlin              **Seconded:** Anna Bell-Booth
- i. Property Project Management. The junior toilet upgrade scope is complex and requires the services of a qualified builder to oversee. The school has contracted the services of John O'Neill (husband of TPS Business Manager) to undertake this work and recognises the conflict of interest this may present – boundaries are in place to ensure this process is sound.
- j. Carpet tiles in the middle syndicate continue to cause problems and the contractors are returning to site in the July school holidays to undertake remedial work.
- k. **Motion:** That the Principal's report be accepted.  
**Moved:** Aaron Moores              **Seconded:** Neil McLaughlin

#### **ITEM 4 – REVIEW**

- 5. Finance.
  - a. The school has received the 2021 audited and stamped Annual report for a surplus of \$141,759.  
**Motion:** The Board accepts the 2021 audited accounts  
**Moved:** Aaron Moores              **Seconded:** Fiona Hawes
  - b. The school has received the audit completion report with no significant findings to bring to the Board's attention. The recommendation around payroll controls was discussed and the Board discussed current accepted controls and the inability of Edpay to currently produce a masterfile to allow further checks. The recommendations around cyclical maintenance and deficit budgets were recognised.
  - c. An End of Year 2021 Accounts Summary was presented for review
  - d. Minutes from the June Finance Meeting and details from the May 2021 accounts were reviewed with no areas of concern were recognised.

**ITEM 5 – DISCUSSIONS**

**AGENDA ITEMS**

6. Agenda Items for Next Meeting. Items to be included are:  
- Team leader reports

**ITEM 6 – ADMINISTRATION**

7. Confirmation of Minutes. The minutes of the last meeting held on 17 May 2022 were accepted as a true record with all actions considered off agenda.

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

8. Correspondence.

Inwards.

- a. Carbon neutral government programme (CNGP) information request

Outwards

- b. Nothing of note

9. In committee: Motion (8.35pm): That the public and staff 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 individuals. 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. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.30pm.

11. Next Meeting. Next meeting 7.00pm, Tuesday 9 August, 2022.

Susan O’Neill  
Minute Secretary

Aaron Moores  
Chairman

June 2022

Attachments:

1. Principal’s Report.

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