

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**VIA ZOOM**  
**ON TUESDAY 22 MARCH 2022**

**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

**Attendees:** Robyn Caley AP  
Cathy Ediker DP  
Susan O'Neill Minute Secretary

**Apologies:** Claire Wilde FOTS

**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. Learning through Play. Robyn presented this report outlining how learning through play has come to look at TPS; a picture the teaching staff are happy with. The benefits of engaging meaningful play are vital to developing foundational skills and dispositions. The hands-on experiences offered help develop skills including motor, cognitive and social skills. Teachers observe and coach and withdraw small groups for formal learning. Building on urges extends play and learning and resources (especially natural ones) are sought to encourage this. This hybrid model of learning, with both aspects of formal learning and more kindergarten-style based play, is making transition more seamless for new entrants.
4. PAT Maths Year 4 -6. Cathy presented this report where data was gained for Year 4 students completing a paper version of the test and Year 5-6 students completing a more familiar on-line version. Difficulties encountered by those completing the paper version were noted. Overall the results from the ear 4 cohort were lower than the national norm although were in-line with teacher judgements (with results in stanine 1 notably over represented). Further breakdowns were discussed alongside the difficulties of low attendance (covid related) and home learning variations. Results for students in year 5 and 6 were in-line with national norms. Teaching teams are responding to this information and explicit direct teaching methods are being used to assist

students. Additional teacher time has been allocated to the middle team for 2022 to address this as well. However, this teacher has been utilised for cover due to staff related covid absences at various times throughout Term 1.

**ITEM 3 - DECISIONS**

5. **Principal's Report.** Fiona presented her report with the following items discussed:
- a. **ESOL Funding.** Recent ESOL funding round has been completed with 14% of school population eligible. Fiona recognised the excellent work being done with this group by our two ESOL tutors.
  - b. **International Students.** No current changes with lots of submissions made by the primary sector. Fiona has pencilled in attendance at the Korean Fair in late September with confirmation and required budget to be confirmed closer to the date.
  - c. **Property.** The work required for the visual impairment modifications are due to take place in the April school holidays. Several property projects are coming to a close (including library and technology room refurbishments) and four security cameras have recently been installed.
  - d. **Review of Enrolment Scheme.** Under the Education and Training Act 2020, the enrolment scheme must be reviewed every three years and our scheme is now due for review. Fiona supported the need to continue this scheme to help manage the roll and with the uncertainty of impacts due to recent council zoning regulation changes around the city.  
**Motion:** Tauranga Primary School Board has reviewed the operation of the school's enrolment scheme and confirms that the home zone in the present scheme should be retained without amendment.  
**Moved:** Fiona Hawes      **Seconded:** Aaron Moores
  - e. **Policy Review.** Reviews were completed on policies as noted for current review.
  - f. **Roll Return 1<sup>st</sup> March.** Return was completed for 405 students (excluding the one international student). This number is low in comparison to recent years although further NE enrolments are now being confirmed.
  - g. **Motion:** That the Principal's report be accepted.  
**Moved:** Aaron Moores      **Seconded:** Anna Bell-Booth

Fiona/Aaron  
(A1)

**ITEM 4 – REVIEW**

6. **Finance.** Aaron presented the minutes of the recent zoom finance meeting and the summary of the February 2022 accounts. The conflict of interest report for 2021 was noted and approved. The next step for finance will be the review of 2021 audited accounts and 2022 draft budget review.
7. **Covid-19 Leave Provisions.** The following agreement (for term 1) was agreed to be extended for term 2, 2022:  
**Motion:** The Board agrees to provide paid discretionary leave to any support staff member unwell and diagnosed with covid and with a zero sick leave balance. The same provision would apply to support staff with a zero sick leave balance and supporting a dependant sick with Covid. This provision will now apply for term 2, 2022 and be reviewed for term 3 at the June Board meeting.  
**Moved:** Fiona Hawes      **Seconded:** Anna Bell-Booth
8. **Board Election.** Deferred to September 2022 – two members indicating their interest in standing again at this election.

Board (A2)

**ITEM 5 – DISCUSSIONS**

**AGENDA ITEMS**

9. Agenda Items for Next Meeting. Items to be included are:
- Policies for review as per school docs
  - Reading, Writing and Maths – Term 2 judgements
  - School Entry assessments
  - Draft annuals 2021
  - Audit report 2021
  - 2022 draft budget review
  - BOT election planning

**ITEM 6 – ADMINISTRATION**

10. Confirmation of Minutes. The minutes of the last meeting held on 15 February 2022 were accepted as a true record with all actions considered off agenda.

**Moved:** Anna Bell-Booth

**Seconded:** Aaron Moores

11. Correspondence.

Inwards.

- a. Confirmation of receipt for 1<sup>st</sup> March roll return
- b. Thank you card from former pupil, Ella Paterson

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 8:05pm.

13. Next Meeting. Next meeting 7.00pm, Tuesday 17 May, 2022.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Presiding Member

March 2022

Attachments:

1. Principal's Report.

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