

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD IN THE STAFFROOM
ON TUESDAY 17 MAY 2022

Present:	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	
Attendees:	Robyn Caley	AP	
	Cathy Ediker	DP	
	Susan O'Neill	Minute Secretary	
Apologies:	None		

ACTION

ITEM 1 – ADMINISTRATION

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

ITEM 2 – REPORTS

3. Relationships and Sexuality Education. Cathy presented the teaching and learning overview shared with the BOT and community. The document aims to develop healthy relationships, encourage identity positivity, improve knowledge of expected changes and confidence in personal wellbeing. It is important to note that sex education and sexuality education are different. The NZ Curriculum supports a holistic approach to sexuality education as defined by the hauora model, which includes physical, social, mental, emotional, and spiritual aspects. This is much broader than sex education, which relates only to the physical aspects of sexual and reproductive knowledge. Board discussions included awareness of cultural, religious and personal differences and values. Families can opt out of all or specific sections of this education. The school is offering a parent evening on the 31 May to introduce and discuss this addition to the Health and PE Curriculum. The aim is to start teaching in term 3 after the consultation period.
4. School Entry Assessment 2021/2022. Robyn presented the recent SEA report. Three assessments were considered – Level One Structured Literacy, concepts about print and a developmental assessment. Areas recognised as below expected levels (such as gross motor skills in this cohort currently) are being addressed with increased teaching time and intervention methods. The test has changed this year

making comparisons to previous years difficult although the overall results indicate a slight improvement in results.

DECISIONS

5. **Principal Report.** Fiona presented her report, a copy of which is attached.

a. **International student** programme can resume from July 2022 with TPS aiming to lift numbers from the start of 2023. There is interest from one student for later in 2022 and currently two offers of place have been made for 2023.

b. **Overall Teacher Judgements** for the whole school from the end of term 1 are measured against end of year expectations, therefore we do not expect many students to have achieved this level yet. It was noted that the data for male achievement in Reading and Maths is significantly higher than female at this stage. Attendance issues will have affected both teaching and learning over this period of time.

c. **Board Elections.**

Motion: That the Board accept the recommended date of Wednesday 7 September 2022 for the triennial Board election.

Moved: Fiona Hawes **Seconded:** Claire Wilde

d. **Returning Officer**

Motion: That the Board approves the Principal to appoint a Returning Officer for the Triennial Board elections as per NZSTA guidelines

Moved: Fiona Hawes **Seconded:** Aaron Moores

e. **Motion:** That the Principal's report be accepted.

Moved: Aaron Moores **Seconded:** Neil McLaughlin

Fiona (A1)

ITEM 4 – REVIEW

6. **Finance.** The accounts for March and April were tabled alongside the finance minutes from April and May. Aaron discussed the May finance minutes from this morning's meeting. The April accounts show a continued current positive situation. The school has decided to move to the Xero accounting platform with the initial date to transfer being moved from July 2022 to January 2023.

7. **Revised Budget 2022.** The revised 2022 was discussed at the May finance meeting and has since been reviewed and is presented to the Board for a deficit of \$73,058 (decreased from the draft budget deficit of \$136,060). The relief teaching budget has been significantly reduced and should the revised amount be insufficient to cover needs, the Board will look to approve an increase during the year. Absences due to sickness and isolation requirements may necessitate increased relief cover. The recent decision to attend the Korean fairs (to market for international student enrolments) led to a base budget being included – the Board believed this will need to be increased (by \$5,000 thus increasing the budget deficit to \$78,058) as air travel and associated costs have risen significantly. The required pool resurfacing (under assets) is an area that required a large increase in value since more accurate information was gained. Working capital calculations will be confirmed by the accountant and shared at the next meeting. The Board was well aware that a deficit budget cannot be sustained year on year – the 2022 predicted deficit will be funded from the school's reserves and the Board is making a conscious decision to utilise some of the existing funds to improve outcomes for students.

Motion: The Board approves the revised 2022 budget for a deficit of \$78,058.

Moved: Aaron Moores **Seconded:** Fiona Hawes

ACTION

8. 2021 End of Year Accounts. There has been a delay from the auditors in producing the audited 2021 accounts. This is currently being addressed to meet the 31 May deadline. The Board Chair and Principal will review papers once presented and sign on behalf of the Board.

Motion: The Board approves authority for the Board Chair and the Principal to review and authorised the 2021 audited accounts.

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

9. Election Plan. The Board will offer a meet and greet session for interested parties prior to the August Board Meeting (at 6:00pm). Fiona will set the election timeframe and share this information with the Board Chair.

Fiona,
Aaron (A2)

Fiona (A3)

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

10. Agenda Items for Next Meeting. Items to be included are:

- International student mid-year report
- Audited 2021 statements
- Student engagement

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 22 March 2022 were accepted as a true record with all actions considered off agenda.

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

12. Correspondence.

Inwards

- a. Teacher sabbatical request from a long-standing permanent teacher. Applications for this fully funded MOE opportunity open soon and Fiona is fully supportive of this application

Motion: The Board approves the application by this teacher for a MOE funded sabbatical for one school term.

Moved: Fiona Hawes **Seconded:** Aaron Moores

Outwards

- b. Nothing of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.24pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 21 June, 2022.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

May 2022

Attachments:

1. Principal's Report.

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