

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 8 NOVEMBER 2022**

Present:	Aaron Moores	Finance/Chairperson
	Fiona Hawes	Principal
	Brad Garner	Finance
	Dave Medley	Staff Representative
	Lauren Stull	Policies
	Euan Rutherford	Property

Attendees:	Pam Wilkins	Within School Leader Kāhui Ako
	Liz Catley	Within School Leader Kāhui Ako
	Kelly Savage	Within School Leader Kāhui Ako
	Susan O’Neill	Minute Secretary

Apologies:	Anna Bell-Booth
	Cathy Ediker

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting especially those presenting reports this evening.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – Kāhui Ako – Within School Leadership Roles. Pam, Liz and Kelly presented an overview of the Tauranga Peninsular Kāhui Ako and their progress aspirations of mahitahi, hauora and the localised Tauranga Moana Curriculum. This large cluster is working collaboratively to improve student outcomes across levels from ECE to Y13 and beyond. A strategic review in 2023 will establish updated aspirations. Each teacher shared information on their focus areas and achievements through the year. Whānau engagement was recognised as vital in improving wellbeing and engagement. These Kāhui Ako leaders help to translate aspirations into work on the ground at TPS. A localised curriculum NZ/Aotearoa Histories will be agreed through the Kāhui Ako and then rolled out late next year. The Board thanked Pam, Liz and Kelly for their presentations and the important work being carried out.

ITEM 3 – Structured Literacy. Fiona reported on the changes experienced throughout the school as a result of moving to the structured literacy approach. A huge amount of PLD has been undertaken by staff, new supportive resources purchased and processes established for setting this new system into practice. The equitable results are already extremely pleasing and the next few years should reveal further improvements as some of the concepts are used in a wider context. Pam shared pleasing test results based on spelling

concepts taught. She also presented some target student data which showed very positive improvements across a range of learning abilities. This approach teaches literacy in a systematic and explicit way enabling learners to become capable readers and writers.

ITEM 3 - DECISIONS

3. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Attendance. Less than half of our school have an attendance rate of 90 - 100% in 2022 with nearly 67% of absence being classed as justified (including medical appointments and illness). Requests for time off during term time include travel to reconnect with family. Attendance is strongly linked to achievement and is something the school wishes to see improved.
 - b. Parent Survey. The link has been shared and the leadership is considering comments made in the survey. Balancing the level of reporting (frequency and detail) and the value and effort put into this have to be considered.
 - c. Creatives in Schools. The MOE funded this \$16,600 project resulting in the TPS Way booklet. This is being used in learning and is for sale to our school community.
 - d. Weather Tightness. Project. Fiona is currently working with the MOE to find an acceptable and qualified project management service.
 - e. **Motion:** That the Principal's report, the Kāhui Ako report and the Structured Literacy reports be accepted.

Moved: Lauren Stull **Seconded:** Aaron Moores

ITEM 4 – REVIEW

4. Finance. Aaron discussed items from the September finance meeting. A high level of planned expenses will be met in October and November reducing the working capital.
5. Policies. Health, Safety and Welfare Policy, Alcohol/Drugs and Other Harmful Substances Policy and the School Swimming Pool policy were reviewed. Discussions were held about ensuring safe practices by contractors and the use of the pool by outside agencies or individuals. Principal to follow up health and safety practices with sunshade contractor.
6. FOTS Nothing to report
7. Board Self Review. Noting of note.

Fiona (A1)

ITEM 5 – DISCUSSIONS. No further discussions at this point.

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

- Sport Report
- International Student Report
- End of Year Reading, Writing and Mathematics judgements
- Draft 2023 Charter overview
- Draft Budget 2023
- Principal's Appraisal report

ITEM 7 – ADMINISTRATION

8. Confirmation of Minutes. The minutes of the last meeting held on 20 September 2022 were accepted as a true record with all actions considered off agenda.

Moved: Dave Medley **Seconded:** Lauren Stull

9. Correspondence.

Inwards.

a. Nothing of note

Outwards

a. Noting of note

10. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.05pm.

11. Next Meeting. Next meeting 7.00pm, Tuesday 6 December 2022.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

November 2022

Attachments:

1. Principal's Report.

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