

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 20 SEPTEMBER 2022**

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

Attendees: Cathy Ediker DP
Robert Naumann NZSTA Rep
Susan O'Neill Minute Secretary

Apologies:

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Fiona welcomed the newly elected members and Robert Naumann to the meeting. The school was very pleased to have had several members of our school community stand for the Board election and highly values the relationship that this system promotes. Each person introduced themselves and provided some contextual background to their relationship and interest in the school and the governance role.

2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – NZSTA. Robert provided a snapshot of the legislative framework for the Board and the services offered by NZSTA. It is essential that the Board understands that its purpose is governance (looking ahead, setting the direction of the school) while the principal is responsible for the day-to-day management of the school and strategies implemented to meet strategic aims. Confidentiality is paramount and robust discussion within the meeting is encouraged. The Board will be provided with reports the week prior to each meeting and is expected to prepare by reading all material prior to the meeting and questioning where needed. Questions of clarification can be directed to Fiona prior to the meeting so that members can help to make an informed decision at each meeting. The meetings are to work on a “no surprises” system where any significant questions or concerns are directed to the principal in advance of each meeting. The Concerns and Complaints Policy was shared while other policies will be reviewed as directed.

ITEM 3 - DECISIONS

3. Elect Board Chair. The start of each year and the first meeting for a new Board requires an election of the Board Chair. The Board Secretary called for nominations. Aaron Moores was nominated and indicated his willingness to stand again.

Motion: That Aaron Moores be elected to the position of Board Chair.

Moved: Dave Medley **Seconded:** Anna Bell-Booth

4. Deputy Board Chair Position. In the past few terms, the Board has elected a member to this optional role. While seen as of value to the Board, it was decided to wait until 2023 to review this position, which could be used to assist with succession planning.

Board (A1)

5. Principal's Report. Fiona presented her report with the following items discussed:

a. Outline. Fiona discussed the layout of her Board reports where the TPS strategic goals align to those of our kāhui ako. Each report will include policy review items with a link for members to use to make comments which are reviewed both locally and nationally.

b. Overall Teacher Judgements (OTJ). These are measured against end of year curriculum expectations. The current data shared represents achievement up until mid-Term 3. It is expected that further students will progress through to meet curriculum expectations by the Term 4 final teacher judgement. The biggest (ongoing) trend of note is the inequity of results between achievement for Māori and NZ European. We have seen accelerated achievement for Māori in our new Structured Literacy initiative (using the Structured Literacy Assessment tools) however, this is yet to transfer into OTJ data. In response the school is reviewing the current assessment tools we are using and their alignment to the NZ Curriculum. When changing pedagogy (teaching and learning practice) it is expected to see an implantation dip or plateau before you see transference into improved student outcomes. The impact on literacy results of increased ESOL numbers has been previously noted. The difficulty of comparing results over the past few interrupted years was discussed, although teacher feedback is very positive about the improved literacy teaching and learning gained from changing to a Structured Literacy approach.

Fiona (A2)

c. Request for Extended Maternity Leave 2023. A permanent member of TPS teaching staff has requested extended maternity leave (52 weeks) for 2023. Fiona supported this application.

Motion: The Board approves the maternity leave, for the 2023 year, for a permanent teaching staff member.

Moved: Anna Bell-Booth **Seconded:** Lauren Stull

d. Policy Review Lead. A key role of the Board is to review and enact school policy. It would be valuable to have a Board member to oversee this process and work alongside school leadership.

Motion: The Board accepts the offer by Lauren Stull to work alongside school leadership to oversee school policy review.

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

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

Moved: Lauren Stull **Seconded:** Anna Bell-Booth

ITEM 4 – REVIEW

6. Finance. Aaron discussed the current financial situation with recent reports and note that the finance committee minutes are available on the shared BOT Google folder. The Board agreed to continue the option for a finance committee and that the committee will be made up of Aaron, Brad and Fiona. The establishment of the finance committee does not remove or replace the responsibilities of the whole Board in regard to financial obligations.
7. FOTS It has been difficult to re-establish this group and options will be considered at a later date.
8. Board Self Review. It was agreed to continue to have Board meetings twice a term on a Tuesday at 7:00pm in the staffroom. The meetings are confirmed as follows:
- 8 November 2022
 - 6 December 2022
 - 14 February 2023
 - 21 March 2023
 - 9 May 2023
 - 13 June 2023
 - 1 August 2023
 - 5 September 2023
 - 24 October 2023
 - 5 December 2023

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

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

- Strategic Planning
- Structured literacy
- Kāhui ako

ITEM 7 – ADMINISTRATION

9. Confirmation of Minutes. The minutes of the last meeting held on 29 August 2022 were accepted as a true record with all actions considered off agenda. No response has yet been received for either grant application.

Moved: Dave Medley **Seconded:** Fiona Hawes

10. Correspondence.

Inwards.

- a. An application has been received from a permanent teacher aide for six days leave in 2022 for important family reasons. Fiona supported this leave as paid discretionary leave.

Motion: The Board agrees to grant six days paid discretionary leave to the permanent teacher aide.

Moved: Lauren Stull **Seconded:** Fiona Hawes

Outwards

- b. Nothing of note

11. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.15pm.
12. Next Meeting. Next meeting 7.00pm, Tuesday 8 November 2022.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

September 2022

Attachments:

1. Principal's Report.

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