

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 1 AUGUST 2023**

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| Present: | Aaron Moores | Finance/Chair |
| | Fiona Hawes | Principal |
| | Anna Bell-Booth | FOTS |
| | Brad Garner | Finance |
| | Dave Medley | Staff Representative |
| | Stewart Ngatai | Governance |
| | Lauren Stull | Policies/Deputy Chair |

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| Attendees: | Cathy Ediker | DP |
| | Susan O'Neill | Minute Secretary |

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| Apologies: | Euan Rutherford | Property |
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ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, the first for term 3. It was noted that Brad was attending the meeting via Zoom.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 - DECISIONS

3. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Student numbers. Current student numbers have exceeded the funded level of 436 and Fiona has made the first application for increased staffing.
 - b. Teacher Resignation. The Board accepted the resignation of a long serving and highly valued teacher who has provided notice of resignation applicable at the end of the 2023 school year.
 - c. Physical Restraint. The school is unable to access restraint training from MOE unless there is a specific behaviour plan that has this stated, and approved by MOE.
 - d. End of Term 2 Overall Teacher Judgements. These OTJs were presented and based on achievement levels against end of year standards. As discussed previously, the data now includes separated data for ESOL students. Overall data shows improvements.
 - e. Weather Tightness Project. Opening the building up has found more extensive water damage than originally anticipated. As a result, a revised plan is being drawn using new construction methodology. Some work can continue in the interim while further decisions are being agreed.
 - f. Year 1 Toilets. Since the June Board approval of \$30,000 for this upgrade,

the quote has been received and the Board is now asked to approve up to \$80,000 for this work. The figure may well reduce due to the extent of scope to be included in the MOE weather tightness project.

Motion: The Board approves the revised figure of a maximum of \$80,000 for the Year 1 toilet upgrade.

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

- g. Fitness Course. This new obstacle course play area has been completed and minimal extra costs were recognised for required stump grinding and water main damage repairs. The Board is grateful to TECT for their grant of \$50,000 and FOTS quiz fundraiser of \$7,000 to assist with funding this project.
- h. Hall Project. The architect has completed a concept design package and further information will be supplied to enable a cost estimate to be made.
- i. Application to Pub Charity for Year 6 Camp Support. The Year 6 camp is a highly valued learning experience for our students and to encourage the attendance of all learners by reducing the cost barrier, the school wishes to seek external funding support. The school has been extremely grateful for past funding from Pub Charity and wishes to apply for a grant in 2023.

Motion: The Board approves the application to Pub Charity for a grant to support attendance at the 2023 Year 6 camp.

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

- j. **Motion:** That the Principal’s report be accepted.

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

Fiona (A1)

ITEM 4 – REVIEW

- 4. Finance. Aaron discussed items from the recent finance meeting.
 - a. The June 2023 accounts were reviewed and no areas of concern were noted. Reporting requirements under Xero were discussed and improvements continue to be made. Current bank staffing sits at 4.91 FTTE with plans to balance by the end of the year (all relievers are currently being paid from the school’s operations grant). The successful FOTS quiz night raised a surplus of just over \$7,000 which will be directed to the new obstacle course. The MOE have made initial holiday pay corrective payments directly to relevant staff and this is fully funded by the MOE with no calculation detail available to either the school or the recipients.
- 5. FOTS. Anna reported that the recent meeting went well with plans for further activities being made including a pizza lunch and a disco. The group is happy to donate the proceeds from the quiz night to the construction of the new obstacle course.

ITEM 5 – DISCUSSIONS.

- 6. **Strategic Planning Presentation and Discussion.** Fiona presented information and ideas to help formulate a new (2024-26) strategic plan. While further work is to be done, the school already has a wealth of information gathered from sources including parent feedback 2022, student engagement survey 2023, kāhui ako and iwi engagement. The four primary objectives of school boards, as listed in Section 127 of the Education and Training Act 2020, was revisited and provides a clear platform to build on. The upcoming workload of the curriculum refresh was recognised as was the desire to create a robust and concise plan that defines TPS goals regardless of potential changes in government and curriculum. As the recommended term of the plan is very

ACTION

short, Fiona will discuss options with the MOE to extend the period to assist with continuity and embedding processes. Fiona agreed to share the parent survey data from 2022 to help Board members consider this information.

Fiona (A2)
Fiona (A3)

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

- Kāhui Ako
- Term 3 Overall Teacher Judgements (OTJs) for Reading, Writing and Mathematics
- Strategic Plan progress

ITEM 7 – ADMINISTRATION

7. Confirmation of Minutes. The minutes of the last meeting held on 13 June 2023 were accepted as a true record.

Moved: Lauren Stull

Seconded: Aaron Moores

8. Correspondence.

Inwards.

- a. Teacher resignation as covered in Principal’s Report

Outwards

- a. Noting of note

9. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.09pm.

10. Next Meeting. Next meeting 7.00pm, Tuesday 5 September 2023.

Susan O’Neill
Minute Secretary

Aaron Moores
Board Chair

August 2023

Attachments:

- 1. Principal’s Report.

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