

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 14 FEBRUARY 2023**

Present:	Aaron Moores	Finance/Chairperson
	Fiona Hawes	Principal
	Anna Bell-Booth	FOTS
	Brad Garner	Finance
	Lauren Stull	Policies
	Euan Rutherford	Property

Attendees:	Cathy Ediker	DP
	Stewart Ngatai	School parent
	Susan O'Neill	Minute Secretary

Apologies:	Dave Medley	Staff Representative
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ACTION

ITEM 1 – ADMINISTRATION

1. Welcome and Introductions. The group completed a walk around parts of the school including the area for the weathertighness project, the trees impacted by the recent cyclone and the room newly designated as a music suite.
A welcome was extended to Stewart Ngatai (school parent and Business Leader, Hauora o Toi Bay of Plenty). Cathy joined the meeting via Zoom.
2. Apologies. Accepted from Dave Medley.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

4. None for this meeting

ITEM 3 - DECISIONS

5. Elect 2023 Board Chair. As per requirement, the start of each year requires an election of Board Chair. The Board recognises the valuable contributions made by Aaron Moores over several terms and Aaron indicated his willingness to stand again. The Board Secretary called for nominations.

Motion: That Aaron Moores be elected to the position of 2023 Board Chair, his fourth term as Chair.

Moved: Brad Garner **Seconded:** Anna Bell-Booth

6. Elect 2023 Deputy Chair. The optional position of Deputy Board Chair is valued for the role itself and also as an opportunity for someone to learn skills from the Chair.

Lauren Stull was willing to stand for this position.

Motion: That Lauren Stull be elected to the position of 2023 Deputy Board Chair.

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

7. Principal's Report. Fiona presented her report taking it as read and discussing the following items: 2023 Charter, the Analysis of Variance for 2022 and the revised 10YPP schedule/provision for 2022.

8. The Charter sets out a work plan for the year aligning with NELP (National Education and Learning Priorities) and Kāhui Ako priorities this year. No guidelines or training are yet available to assist with integration with NELP.

Motion: The Board approves the 2023 Charter as presented.

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

9. Cyclical Maintenance. The revised 2022 annual provision of cyclical maintenance sets out the predicted painting cycle and an estimation of costs. It was discussed that several projects including the weather tightness project will impact on this plan, painting prices are very difficult to estimate accurately for so many years ahead and a new 5YA plan (in 2024) will include a revision of this plan.

Motion: The Board approves the revised 2022 10YPP schedule (cyclical maintenance)

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

10. Analysis of variance This analysis of performance against set goals recognised that some targets were not met as hoped and there was a disparity between tested results and OTJs for some groups in literacy. The inequity of results was discussed as Māori learners were generally achieving lower than non-Māori counter parts. The school focus on core curriculum (Reading, Writing and Maths) and foundation skills is to stay through any curriculum changes.

Motion: The Board approves the Analysis of Variance for 2022

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

11. Attendance. This is tracking at 93% with a number of families taking time away from school to visit family overseas, some of which have been prevented from doing so since Covid restrictions. A few students are chronic truants and the school leadership team is looking at ways of assisting this to improve attendance for these students.

12. Health and Safety. A recent incident involving a student in the pool was reported and discussed. The incident was quite serious and the senior leadership team have reviewed processes around pool use and assessing swimming ability. Follow up changes have been shared. While the processes followed were not incorrect, improvements can be made to try and ensure the best outcomes for all. Care of whānau, the teacher involved and the school community in general have been prioritised. Fiona was thanked for her work with this and was asked to pass on sincere thanks to Luka Jugum for his timely and proactive assistance with this event. Luka had his phone in his pocket when he entered the pool and the Board agreed to provide support to replace this should it cease to function as a result.

Fiona (A1)

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

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

ITEM 4 – REVIEW

14. Property. Work is underway to remedy damage to the grounds and buildings from the very recent cyclone. Nothing else to update.
15. Finance. A report will be provided at the next Board meeting as a finance meeting is scheduled for next week.
16. Policies. Lauren provided summary of reviews with all policies aligning with expectations. The feedback system has been updated and appears easier to use.
17. FOTS. Anna reported that there will be a meeting soon to encourage new members to join this group.

ITEM 5 – DISCUSSIONS.

18. Meeting days and times will continue as Week 3 and Week 8 of each term, on a Tuesday at 7:00pm.
19. Co-opting new Board Member. Stewart Ngatai indicated his interest in joining the Board and would be able to offer the Board skills and experience in the role of governance.
Motion: That the Board co-opts Stewart Ngatai onto the Tauranga Primary School Board of Trustees
Moved: Fioan Hawes **Seconded:** Anna Bell-Booth

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

- Team Leaders' reports
- Finance update

ITEM 7 – ADMINISTRATION

20. Confirmation of Minutes. The minutes of the last meeting held on 6 December 2022 were accepted as a true record with all actions considered off agenda.
Moved: Aaron Moores **Seconded:** Lauren Stull
21. Correspondence.
Inwards.
a. Nothing of note
Outwards
a. Noting of note
22. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.45pm.
23. Next Meeting. Next meeting 7.00pm, Tuesday 21 March 2023.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

February 2023

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