

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 13 JUNE 2023**

Present:	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Brad Garner	Finance
	Dave Medley	Staff Representative
	Stewart Ngatai	Governance
	Euan Rutherford	Property
	Lauren Stull	Policies/Deputy Chair

Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary

Apologies:	Anna Bell-Booth	FOTS
-------------------	-----------------	------

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, the last one for Term 2. It was noted that Dave, Stewart, Lauren and Susan were attending the meeting via Zoom.

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

ITEM 2 – REPORTS

3. International Student Report – Mid-Year 2023. Cathy presented this report outlining the Term 1 and 2 overview.
 - a. Eight current students and four enrolments due to start in Term 3 making a total for 2023 of 10.75 FTTE.
 - b. One staff member provides daily learning support for these students.
 - c. International Student Parent conference was held on 16th May, with the support of a translator from Tauranga Korean Times.
 - d. Future focus areas include Cathy attending the 2023 Korean marketing trip, encouraging families to stay for longer than one year and working with TKT Academy who secure short term international students.

ITEM 3 - DECISIONS

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Policies. Lauren spoke about the current Education Outside the

Classroom policy and underpinning procedures. The school's processes in place for making changes to events, the lines of responsibility and support available to the school in the event of a traumatic incident were discussed. The documents in this area appear to be in good order and Fiona agreed to upload a blank copy of the RAMS form as a supporting document.

Fiona (A1)

- b. Student Engagement Survey Data 2023. Fiona shared result of this survey which was undertaken by Fiona via a face to face interview with approximately 20% of Middle and Senior students. Results were positive and should be viewed as a snap shot of student feelings on that day. The lower responses in strong agreement of "I have some choice about what I am learning" may be due to the increasingly structured approach to learning throughout the school. Any issues of concern raised during these conversations are investigated further.
- c. Principal Professional Growth Cycle. Fiona outlined the PGC, including work with a professional learning group consisting of local tumuaki and Dr Wendy Moore. The Board has other checks for Principal effectiveness, including the Strategic Plan outcomes and finance reviews.
- d. Best Start Programme. Funds have been allocated in the draft budget review to implement this short term intervention programme (for the remainder of 2023) intending to address concerns regarding school readiness, as indicated by the declining 2023 School Entry Assessment results. Alongside this work, Kelly Sports has been contracted to run lunchtime sessions for Term 3 and 4 to contribute to our peaceful playground strategy.
- e. Korean Marketing Trip. **Motion:** Fiona recommended the Board approve a \$150 per day per diem for the DP during her time in Korea to cover relevant incidental cost.
Moved: Aaron Moores. **Seconded:** Stewart Ngatai
- f. Weather Tightness Project. The construction firm, Q-Construction, plans to begin this project on 3 July. Recent information on the scope has revealed that the toilet block will have extensive deconstruction work to allow for window replacement. To take advantage of this, Fiona recommends that the Board approve an estimated \$30,000 to enable the toilet to be refurbished at the same time. The Board will fund the variation from the weather tightness contract to enable this to be completed. The upgrade to these toilets was otherwise planned for 2024.
Motion: The Board approves \$30,000, in the draft 2023 budget review, to upgrade the junior toilets during the weathertightness project.
Moved: Fiona Hawes **Seconded:** Euan Rutherford
- g. Property Projects. Decisions will be made to prioritise a variety of projects including the hall upgrade (currently having a concept plan drawn up to enable cost estimation), grounds canopy and staffroom upgrade. The school has to commit resources (including a significant amount of time) to each project and decide which will proceed this year in-line with strategic planning and available resources.
- h. Invitation to the Launch of Te Tai Whanake ki Tauranga Te Ao Māori Local Curriculum. The invitation to this public launch of

Fiona (A2)

Fiona (A3)

ACTION

the local curriculum on 18 September has been extended to Board members. Stewart and Aaron indicated intention to attend and will co-ordinate this with Fiona (Lauren will also be attending as a teacher of TIS).

Stewart/Aaron/Fiona
(A4)

- i. **Leave Request.** A full time teacher has requested six school days leave in November to attend a family wedding in the UK.

Motion: The Board approves six days' leave for J Smith made up of one paid day and five unpaid discretionary days

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

- j. **Strategic Planning.** MoE Guidelines for this should be available in July and Fiona wishes to discuss information the school already has, expectations and possible consultation methods with our key stakeholders. Fiona to meet with Stewart in the first instance before further discussion at the next Board meeting.

Stewart/Fiona (A5)

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

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

ITEM 4 – REVIEW

5. **Finance.** Aaron discussed items from the recent finance meeting.

a. The May 2023 financial reports had been shared and no areas of concern were noted.

b. The audited 2022 annual financial statements (surplus of \$24,782) was presented and approved inclusive of the statement of variance, Kiwisport funding and Statement of compliance with employment policy.

Motion: The Board accept the audited 2022 annual financial statements and associated reports.

Moved: Aaron Moores **Seconded:** Brad Garner

c. The Audit completion report 2022 and the school's responses to audit internal control and other findings were shared. Overall, the audit report was very positive with notes on cyclical maintenance (to be further reviewed in 2023), library book disposals (information which the school had already provided) and approving deficit budgets. The revised audit letter is still to be received.

Motion: The Board accepts the 2022 audit completion report and the responses made to the findings

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

d. Following discussion at the recent finance committee meeting, the revision to the draft 2023 budget, and associated detailed comments, was presented to the Board. The revised 2023 budget shows surplus of \$20,570 and a cash deficit of \$142,529 (including the estimate for the junior toilet upgrade).

Motion: The Board accepts the revised 2023 budget for a surplus of \$20,570.

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

e. School Donation Scheme. TPS has been part of this MOE funding scheme for several years now and the benefits of continuing extend to our school community as well as assisting with planning. Should the school opt out of this scheme, the only way to opt back in is through having an eligible equity index number.

Motion: The Board will opt into the MOE School Donation Scheme for 2024.

Moved: Fiona Hawes **Seconded:** Brad Garner

6. FOTS. This Friday evening will see the FOTS quiz take place in the hall. Organisation is well underway and checks have been implemented to ensure appropriate behaviour and enjoyment of the evening.

ITEM 5 – DISCUSSIONS.

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

- Strategic Planning 2024-26

ITEM 7 – ADMINISTRATION

7. Confirmation of Minutes. The minutes of the last meeting held on 9 May 2023 were accepted as a true record with all actions considered off agenda except the on-going noted work for the listed property projects.

Moved: Lauren Stull **Seconded:** Brad Garner

8. Correspondence.

Inwards.

- a. A request for support in 2023 leave was discussed earlier in the meeting.

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 8.30pm.

10. Next Meeting. Next meeting 7.00pm, Tuesday 1 August 2023.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

June 2023

Attachments:

- 1. Principal's Report.

Distribution:

All Trustees	Board Secretary
Deputy Principal	Website
Business Manager	File