

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 21 MARCH 2023**

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

Attendees:	Robyn Caley	AP
	Cathy Ediker	DP
	Jo Howard	Senior Team Leader
	Pam Wilkins	Junior Team Leader
	Susan O'Neill	Minute Secretary

Apologies:	Euan Rutherford	Property
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ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, especially those presenting reports tonight. It was noted that Stuart and Susan were attending the meeting via Zoom.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. Team Leaders 2023 Report. Fiona introduced Jo Howard and Pam Wilkins and noted that Jason Morgan, Middle Team Leader, could not attend tonight's meeting. The three guiding principles/kaupapa for TPS are: of Whakawhanaungatanga, Hauroa and Ako. They underpin the effective evidence based initiatives to build relationships, provide a happy and safe environment and encourage learning and teaching programmes.
 - a. Robyn and Cathy explained their roles as SENCOs, summarising the situation of students with additional needs, the external agencies involved in support decisions and the difficulties around funding and managing teacher aide timetables to best meet the increasing needs of these students and all students in general. The Board further support this need through the \$120,000 teacher aide budget in 2023.
 - b. Pam and Robyn presented the junior team report detailing the New Entrant Transition to School initiative, the enrolment system and general integration to school life for new students. Learning Through Play provides foundation skills with a focus on fine and gross motor skills plus improving social and emotional abilities and awareness. We Thinkers is a social learning programme used to help students identify thoughts and feelings. The

- increasing number of pre school organisations feeding into TPS and the decreasing school readiness of students provides complexities for the junior team.
- c. Fiona presented Jason's report. The Peaceful Playgrounds initiative helps to provide a fun, engaging and safe environment, and regular break times are set throughout the day to help students manage focus within the classes. The Zones of Regulation programme is used in middle and senior teams as a follow on from We Thinkers and provides a pathway to self regulation. This helps students identify how they are feeling and provides tools to get back to a state of learning readiness. MiWITS and Mindfulness are proving useful techniques that students can use to manage emotions.
 - d. Jo presented the senior team report highlighting developing leaders through opportunities including House Leaders, Sports Leaders, tuakana teina days and road patrol responsibilities. The school has worked on strengthening our culturally responsive practices, all teachers complete Te Reo and Tikanga papers at Te Wānanga o Aotearoa. We have also developed and grown a school narrative with various artifacts eg Pou, Battle of Pukehinahina (Gate Pa), Bell Tower, student house etc. This is a work in progress with a multi-cultural artefact planned for 2023.
 - e. The Board thanked everyone for their reports and the work their teams are involved with in providing worthwhile strategies and initiatives.

ITEM 3 - DECISIONS

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Fixed Term Teacher Appointment. Fiona asked the Board to ratify the appointment of S Arneson to the fixed term teaching position commencing 29 May until 19 December 2023. This position is to start, earlier than planned due to high numbers, in the New Entrant class.
The Board ratified this appointment.
 - b. 1st March Roll Return. Student numbers reported to the MOE on this return were 407 (excluding the 8 International Students). While total student numbers are lower this year, the percentage of ESOL students are increasing and now make up 23% of the roll.
 - c. CUSP Students. Our school hostes trainee teachers (through a Collaborative University School Partnership) with 11 new students starting with us this term.
 - d. Weather Tightness Project. High number of ROIs received, narrowed down to three to provide costing. Hoping to commence this project on the ground July 2023.
 - e. **Motion:** That the Principal's report be accepted.

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

ITEM 4 – REVIEW

5. Finance. Aaron discussed items from this morning's finance meeting.
 - a. The accountant has been delayed in producing accurate and useful finance reports for January and February 2023 due to lack of preparedness of Xero reporting and set up. This will be followed up as soon as possible to gain meaningful reports.

Fiona (A1)

- b. The draft 2022 annual report (surplus of \$24,782) is with the auditor although a few minor changes are likely to be made, and audit completed, before the 2022 result is confirmed.
- c. Generally there are no financial concerns noted to date for 2023. Various areas will be reviewed as usual, particularly staffing budgets due to the earlier than anticipated need for the Roll Growth teacher.

6. FOTS. Anna reported that the first meeting for 2023 went well with many enthusiastic people and good ideas. Planning for two meetings per term and re-establishing simple processes before looking at any major projects.

ITEM 5 – DISCUSSIONS.

In-Committee Motion: That the public and staff of Tauranga Primary School be excluded from the following part of the meeting (8:25pm to 8:50pm). The grounds are that the matter concerns personnel and the reason is to protect the privacy of the individual. This motion is proposed to comply with Sec 48 of the LGOI and M Act 1987 an the special requirement when excluding the public.

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

- School Entry Assessment
- Reading, Writing and Mathematics – Teacher Judgements
- 2022 Annual Report update

ITEM 7 – ADMINISTRATION

7. Confirmation of Minutes. The minutes of the last meeting held on 14 February 2023 were accepted as a true record with all actions considered off agenda.

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

8. Correspondence.

Inwards.

- a. NZEI – Notice of strike. Notice dated 13 March for strike action on 16 March 2023 for all members of Primary Teachers’ Collective Agreement
- b. Te Tāhuhu o te Mātauranga Emergency Closure of school on 14 February 2023.
- c. Automated receipt of school roll return March 2023.

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 8:55pm.

10. Next Meeting. Next meeting 7.00pm, Tuesday 9 May 2023.

Susan O’Neill
Minute Secretary

Aaron Moores
Board Chair

March 2023

Attachments:

- 1. Principal’s Report.

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