

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**ON TUESDAY 9 MAY 2023**

<b>Present:</b>	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Anna Bell-Booth	FOTS
	Brad Garner	Finance
	Dave Medley	Staff Representative
	Euan Rutherford	Property
	Lauren Stull	Policies/Deputy Chair

<b>Attendees:</b>	Robyn Caley	AP
	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary

<b>Apologies:</b>	Stewart Ngatai	Goverance
-------------------	----------------	-----------

**ACTION**

**ITEM 1 – ADMINISTRATION**

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

**ITEM 2 – REPORTS**

3. School Entry Assessment 2022/23. Robyn presented a report outlining the details of the assessment and results for the 77 students in the 2022/23 Year 1 cohort.
  - a. This assessment consists of three main components: Structured Literacy (new from 2022) , Concepts about Print and Physical Developmental which includes gross and fine motor skills.
  - b. The number of students classified as ESOL or receiving some learning support were recognised.
  - c. Overall results were of concern with 51% of students having scores in the lowest three stanines. This is the highest percentage of students assessed at TPS with these significantly low scores.
  - d. Considerable discussion was held around these results, possible contributors for these students and how progress could be made. Discussion included the difficulties in obtaining support services, gaining useful information from ECEs, the complexities of issues faced by many children and the apparent mismatch of contextual understanding between sectors of education.
  - e. The Board thanked Robyn for this report and the work behind it.

**ITEM 3 - DECISIONS**

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
- a. International Student Marketing Trip 2023. Fiona outlined the plan for Cathy to travel to Korea for the period 14 – 19 September to promote the Tauranga Region and Tauranga Primary School to the Korean international student market. The budget is \$7,500 and includes costs of the fair, travel and accommodation. Details on how this proposed trip will support the curriculum and how it will be paid for were presented.  
**Motion:** The Board approves the proposed overseas trip for the Deputy Principal to travel to Korea.  
**Moved:** Aaron Moores. **Seconded:** Anna Bell-Booth
  - b. Overall Teacher Judgements. These are measured against end of year expectations so are understandably low at this stage. The school would like to see more equitable results and expects improvements as the year progresses.
  - c. Weather Tightness. Project. The sole tender has a tagged timeframe for work to begin in July. Room 19 will be empty during the project and this would be a good time to replace the worn carpet and wall coverings (autex). The school has received a quote for \$13,334 for this work (this would become an asset in the accounts) and would become part of the budget review. Cyclical maintenance provision for Rm 19 interior paint sits in 2024 and can be brought forward to 2023.  
**Motion:** The school accepts the quote of \$13,334 for replacement carpet and autex in Rm19.  
**Moved:** Lauren Stull. **Seconded:** Euan Rutherford
  - d. Hall Project. This work is on the current Charter and will require significant planning. To start this process the school could secure an architectural design. One quote has been received and it was agreed to seek advice on what is a reasonable price for this work. It was agreed to allow for a new budget line in the budget review for this work.
  - e. Other Property Options. Further property plans discussed at the Finance meeting included upgrading the hard surface area on the senior court and/or providing a canopy over part of the senior hard surface court area. While some initial costings have been received, these major projects will need further investigation to enable decisions to be made. Concern was raised over part of the SH1 bag area which is exposed to the elements and allows rain to get to bags stored in this area. Fiona will look at options for a solution to this weather protection.
  - f. Primary Principals' Settlement. Fiona is part of a union which has settled their Collective Agreement until these are revisited in December 2024. One result of this is a \$6,000 entitlement that can be used for principal well being and development. This will feature in the budget revision.
  - g. **Motion:** That the Principal's report be accepted.  
**Moved:** Lauren Stull **Seconded:** Aaron Moores

Fiona (A1)

Fiona (A2)

**ITEM 4 – REVIEW**

5. Finance. Aaron discussed items from the recent finance meeting.
- a. The much improved reports provided for April have been considered with no areas of concern.

- b. The error in the minutes for the amount of \$7,5000 was recognised as \$7,500 (international student trip).
- c. 2023 budget review will be presented at the next finance meeting and then to the Board for consideration.

6. FOTS. Anna discussed upcoming events including the proposed quiz night. Some concerns were expressed over the management of alcohol consumption and sales and if the event should be held on site or at a neutral venue. The FOTS group will seek further information on these considerations and present viable options back to the Board (including ticket price considerations).

Robyn and  
Fiona (A3)

### **ITEM 5 – DISCUSSIONS.**

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

- International Student Report
- Student Engagement
- 2023 Budget Review
- 2022 Audit completion report and End of Year 2022 Accounts Summary

### **ITEM 7 – ADMINISTRATION**

7. Confirmation of Minutes. The minutes of the last meeting held on 21 March 2023 were accepted as a true record with all actions considered off agenda.

**Moved:** Lauren Stull

**Seconded:** Brad Garner

8. Correspondence.

Inwards.

- a. A request for support in 2024 Study Leave application from permanent teacher was approved.
- b.

Outwards

- a. Noting of note

Fiona (A4)

9. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.30pm.

10. Next Meeting. Next meeting 7.00pm, Tuesday 13 June 2023.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Board Chair

May 2023

Attachments:

- 1. Principal's Report.

Distribution:

All Trustees	Board Secretary
Deputy Principal	Website
Business Manager	File

