

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
ON TUESDAY 28 NOVEMBER 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>	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary

<b>Apologies:</b>	Stewart Ngatai	Goverance
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**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. Aaron welcomed everyone to the meeting, the last for 2023 and thanked them for their contributions throughout the year.
2. Declarations of Interest. One declaration of conflict of interest was noted and outlined in the finance minutes.
3. International Student Report Term 4, 2023. Cathy presented a report on 2023 students (including OTJ from Term 1 and Term 3) and plans for 2024 including staffing changes.
4. Sports Report. Dave Medley (TIC Sport) and Jo Taelle (Sports Co-ordinator) prepared a full report and Dave discussed the comprehensive programme run through 2023. The school is pleased to be able to offer such an array of physical experiences for our students including Ki-o-rahi (for the first time this year) and lunch time sports support with Anish from Kelly Sports. Thanks to Dave and Jo for their excellent work for another successful year.
5. SENCO Term 4 2023 Report. Cathy presented the report on the growing needs of many students at our school. This included interventions in place and support available. These demands are increasingly out-stripping support and frustrations are being felt through the under resourcing and the impacts this creates. The leadership team continues to push for further assistance and the Board expressed their concerns in terms of H&S of students and staff as well as the stress this places on those involved. The Board will provide assistance to express concerns to the MOE. NZSTA could be contacted if any members wanted to discuss governance around this area.

Board (A1)

ITEM 2 - DECISIONS

6. Principal's Report. Fiona presented her report taking it as read and discussed the following items:

a. Student numbers. Currently at 472 plus 13 International Students which is a large increase through the year.

b. Overall OTL. Data was shared for Writing, Mathematics and Reading with notable high results for those students who have been at TPS since 5 years old. Tracking data was presented for those students who started school with only Structured Literacy intervention.

c. Professional Learning and Wellbeing Support Fund Declaration. \$6,000 has been allocated to this fund for 2023 and a further \$6,000 will be allocated for 2024. Funds spent to date:

– gym membership \$632.59 for wellbeing

– Attendance at WBOP Principals Retreat \$550.63 for PLD

Fringe benefit tax will be applied to the gym membership.

**Motion:** The remaining 2023 funds will be carried over into 2024 to be added to the Principal's professional learning and well-being line in the budget and the declaration of spending is accepted for 2023

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

d. Weather Tightness Project. CPU was approved this week and staff are getting Rm19 ready to move back into. Unauthorised people were in the resource room over the weekend and a small amount of damage was caused. A police report has been filed and the damage was repaired by Q Construction.

e. 10YPP. Aaron, Euan and Fiona to meet with the MOE on the 19<sup>th</sup> December to talk over results of the recent surveys.

f. Technology Upgrade. This space is being refurbished due to the need for an additional teaching space in 2024. The costs are being minimised although were not planned upon for the 2023 budget. Further costs (including air conditioning unit) will be incurred early in 2024 for this space.

g. 2024-2026 Strategic Plan. Fiona presented the overview noting updates from the previous plan.

**Motion:** The 2024-2026 Strategic Plan Overview be accepted as presented.

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

h. Grant Application to Lion Foundation. Our school has been very grateful for the financial support received from Lion Foundation to support the role of our highly valued sports co-ordinator. This support has meant that we can continue to provide valuable learning support, instruction and motivation to our learners in both our PE and sports programmes.

**Motion:** The Board agrees to apply to Lion Foundation for \$10,000 to support the central role of sports co-ordinator at TPS in 2024.

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

Board (A2)

Fiona/Aaron/Euan  
(A3)

Fiona (A4)

- i. Principal Appraisal. Fiona presented options for 2024. The Board needs to decide whether to complete the appraisal themselves or to contract an external appraiser. To be discussed at next Board meeting.
- j. Leave Applications 2024:
  - Leave request of six school days in 2024 for wedding and unveiling of grandparent's memorial. The Board granted two days paid leave and four days unpaid leave to S Parkes, a newly appointed teacher.
  - Leave request from a teacher aide for seven days leave to spend time with family coming from overseas. The Board granted two days paid leave and five days unpaid leave to K Martin in 2024.
- k. **Motion:** That the Principal's report be accepted.

Board (A5)

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

**ITEM 4 – REVIEW**

- 7. Finance. Aaron discussed items from the recent finance meeting.
  - a. October accounts are very positive and an EOY surplus of approximately \$180,000 is predicted.
  - b. The 2024 Draft Budget was presented and discussed. This draft is for a deficit of \$109,662. The Board recognises the large reserves currently held by the school and the intention is to use a portion of this to help improve student outcome and environment. The draft budget will be reviewed in April 2024, a process where, historically, the deficit is greatly reduced.  
**Motion:** The Board approves the 2024 draft budget for a deficit of \$109,662.  
**Moved:** Aaron Moores      **Seconded:** Brad Garner
  - c. 2024 Property Projects. In light of the high level of reserves and the desire to improve the learning environment for students, the Board were asked to consider the hall upgrade as a significant project for refurbishment. With current working capital of approximately \$1.28M, and the ability to seek community support in terms of grants, Fiona proposed the Board support moving the hall upgrade project on to detailed and costed design.  
**Motion:** The Board approves a budget of \$300,000 to be tagged from reserves for this project. Fiona will complete the request to the MOE to utilise funds for this purpose.  
**Moved:** Fiona Hawes.      **Seconded:** Lauren Stull

Fiona (A6)

8. Policies. Lauren had reviewed the current policies and was happy that they remained relevant and complete.

9. FOTS. This active group are currently running a new fundraiser through Pepper and Me, organised a recent pizza lunch, and have purchased End of Year student book vouchers. They are looking to support the school in 2024 with new court markings (\$10,000) and have further ideas for the school to consider. The next meeting is scheduled for 20 February 2024.

**ITEM 5 – DISCUSSIONS.**

10. No new discussions.

**ITEM 6 - AGENDA ITEMS.** Items to be included for the next meeting are:  
- Analysis of variance 2023

**ITEM 7 – ADMINISTRATION**

11. Confirmation of Minutes. The minutes of the last meeting held on 5 September 2023 were accepted as a true record with all actions considered off agenda.

**Moved:** Lauren Stull

**Seconded:** Brad Garner

12. Correspondence.  
Inwards.

a. Leave applications covered in Principal's Report

Outwards

a. Noting of note

13. In-Committee. (8:50pm – 9.:25pm) **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the meeting (8:30pm – 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 and the special requirement when excluding the public.

14. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9:25pm.

15. Next Meeting. Next meeting 7.00pm, Tuesday 13 February 2024.



Susan O'Neill  
Minute Secretary

Aaron Moores  
Board Chair

November 2023

Attachments:

1. Principal's Report.

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