

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 24 OCTOBER 2023**

Present:	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Anna Bell-Booth	FOTS
	Brad Garner	Finance
	Dave Medley	Staff Representative
	Euan Rutherford	Property
Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary
Apologies:	Stewart Ngatai	Governance
	Lauren Stull	Policies/Deputy Chair

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, the first one for Term 4. Euan attended via Zoom.
2. Declarations of Interest. No declarations for conflict of interest were noted.
3. Academic Report – Basic Facts. Cathy shared information on 2023 basic facts progress goals (Term 1 to Week 4 Term 3) which generally showed strong progress especially in the Year 2 and Year 4 age groups. Students appear to be finding progress with inverse operations more challenging (division and subtraction). Teachers are explicitly teaching family of facts and material is made available to families to encourage practice at home.
4. Academic Report – Maths Professional Development/Learning 2023. The maths team have participated in several maths focussed PLD opportunities throughout 2023 including the new refreshed curriculum and are currently working on creating a “Balanced Maths Programme” for teachers to use in 2024. Waiting on the “The Common Practice Model” to be released by the MOE so that further pedagogy decisions for Maths teaching can be made.

ITEM 2 - DECISIONS

5. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Student numbers. Tracking up now with current domestic student numbers at 462. These numbers will necessitate six middle classes in 2024. The school is looking to refurbish the

- current caretaker space (ex technology hard materials space) to provide additional teaching areas.
- b. Resignation. The school has received Jean Murphy’s resignation (currently on maternity leave in 2023).
 - c. Appointments. The school presented the following appointments for ratification:
 - o B Perfect – Permanent Scale A Teacher starting 2024
 - o S Parkes - Permanent Scale A Teacher starting 2024
 - o S Arneson – Fixed Term Teacher 2024
 - o L Catley – 0.4 FTE Fixed Term teacher 2024

Moved: Aaron Moores **Seconded:** Anna Bell-Booth
 - d. Study Leave 2024. J Smith’s application for 2024 study leave has been approved for 40 weeks. Congratulations to Jana on this achievement.
 - e. Korean Marketing Trip. Cathy enjoyed her recent trip to Korea to promote TPS as an international student destination. The fair was quieter than usual but an important tool in encouraging this market. There are currently 8.5 FTE enrolments for 2024 and increased interest in short term stays.
 - f. Parent Survey. These results were shared and discussed. Responses were generally very positive with further discussion on the 8% disagree/strongly disagree under “TPS deals with inappropriate behaviour in an effective and fair manner”. It was noted that the figure shown as 25% for this question should read 31%. Communication has already been made to address specific concerns or actions where appropriate (eg following concerns and complaints procedure policy).
 - g. Weather Tightness Project. Scaffold is coming down today and the planned hand-over date is 13th November. Fiona is checking details for the fire panel upgrade. Fiona (A1)
 - h. Risk Management. There have been two recent incidents where two different junior students independently left the school grounds. Systems (including roll marking and general supervision) have been revisited and new safety latches installed on all swing gates into the junior site. Fiona has requested an urgent MOE serious risk assessment (includes behaviour modification techniques and site assessment) to help ensure a safe environment as possible is maintained. Fiona (A2)
 - i. Schools Out. Fiona met today with the newly appointed manager and team. This service has been operating on our site for three years and provides a valuable service to our school community. It has been decided to leave charges for venue hire at existing levels to help support this affordable option for our parents.
 - j. **Motion:** That the Principal’s report be accepted.
Moved: Anna Bell-Booth **Seconded:** Brad Garner

ITEM 4 – REVIEW

6. Finance. Aaron discussed items from the recent finance meetings. Current working capital is very positive and a healthy 2023 budget surplus is predicted. The school was very pleased to report the successful application to Pub Charity for the Year 6 camp grant (\$8,234.48 received) which makes this

experience more affordable for our students. The current bank staffing balance is very positive mainly due to the increase of 0.9 FTTE from recent increased staffing applications (based on increased enrolments). There is a further application in progress and another one more to be made. This impacts heavily on the reduced need for expenditure under teaching budgets due to the ability to pay for additional teachers from Teachers' Salaries.

7. FOIS. An up-coming fundraiser has been organised through Pepper and Me where a percentage of sales comes back to the school. Plans are also underway for Term 4 Frosty Friday and Pizza lunch. The Term 3 disco was a great success and the team have reviewed the event, with some planned modification to take forward to the next event.

ITEM 5 – DISCUSSIONS.

8. Board Training. Several Board members expressed an interest in undertaking training and options are available through NZSTA or by establishing a more bespoke option. It was decided to add this line to upcoming agenda items so that options could be shared and brought to the attention of members more regularly.

Aaron (A3)

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

- Sport report
- International Student report
- End of Year student data
- 2024 Strategic Plan
- Draft budget 2024
- Board Training

ITEM 7 – ADMINISTRATION

9. 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 the agenda.

Moved: Fiona Hawes

Seconded: Anna Bell-Booth

10. Correspondence.
Inwards.

- a. The Chair shared a parent concern that was addressed to the school leadership team regarding the sharing of video footage and photos from the disco by parents on social media. Fiona has written about this issue in the recent newsletter and this will be noted for the next disco.
- b. A school family emailed the Board about a behaviour concern they had. The family had not brought the matter to the school's attention previously, so the BOT Chair directed them to the concerns and complaints policy which states that the first port of call is with the class teacher. The teacher and team leader followed up and the matter was resolved.

Outwards

- a. Noting of note

11. In-Committee. **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.

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8:50pm.

13. Next Meeting. Next meeting 7.00pm, Tuesday 28 November 2023.

Susan O’Neill
Minute Secretary

Aaron Moores
Board Chair

October 2023

Attachments:

1. Principal’s Report.

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