

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 5 SEPTEMBER 2023**

Present:	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Anna Bell-Booth	FOTS
	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: None

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting. It was noted that Stewart attended the meeting via Zoom.
2. Declarations of Interest. No declarations for conflict of interest were noted.
3. Kāhui Ako. Robyn presented the report on behalf of Pam Wilkins, Kelly Savage and Liz Catley.
 - **Mahi Tahi.** Pam's responsibilities sit under this umbrella where connections with the early childhood sector are strengthened. Actions have included assisting with the creation of videos for new TPS parents and working with CUSP students and college students to support events such as the matariki celebration.
 - **Hauora.** Liz works within this remit where actions have included updating the learning support register organising student counsellors and working with peer mediators.
 - **Localised curriculum.** Kelly is the leader for localised curriculum and has organised events including a walk up Otanewainuku with Des Tata and mihi whakatau each term.

ITEM 2 - DECISIONS

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Student numbers. Fiona has successfully applied for additional

staffing due to roll growth (0.3 FTTE) with another application underway. Due to the lack of suitable applicants for the full time roll growth position, an appointment has been made to a 0.58 FTTE position and a current senior teacher will cover the balance of time. The consequence of this (alongside the increasing staffing entitlement) means budgets for Board paid teachers will be under-utilised this year.

- b. Teacher Recruitment for 2024. Shortlisting for the 2024 full time teacher has begun.
- c. Best Start Programme. Some good progress has been noted although some interruptions to the programme, including staff absences, have reduced desired effectiveness.
- d. Overall Teacher Judgements. OTJs for mid term 3 were shared with tracking up to late term 4. Māori student achievement data currently shows little disparity to general achievement data except in maths. Teachers are working hard to try and close this gap.
- e. ESOL. The number of eligible ESOL students is rapidly increasing with all classifications of ESOL students making up 23% of the school roll. ESOL PLD has been confirmed for teaching staff.
- f. Annual Parent Survey. The plan to coincide the roll out of this survey with learning conferences, has been established in the hope that this will encourage involvement. The questions have remained largely the same over past eight years or so and this gives a good snapshot of progress and any changes. It was agreed to add two open questions: “What do you see as a strength of the school” and “Is there anything you wish to comment on?”. Fiona will discuss the survey content with Stewart tomorrow.
- g. Weather Tightness Project. Council has provided consent for the recent changes so work can proceed with these. The scope has become much more complex including decisions on the division of work and resulting costs between the MOE project portion and school funded portion. Q Construction is currently completing a break down. The variations to the original scope are now large. The school hopes to be able to utilise the approved \$80,000 (toilet up-grade) to cover the reduced cost in this area and the probable increased costs in room 19 and the book-room. Time frames and upgrade details are currently being discussed.
- h. Hall Upgrade Project. Fiona tabled the recent design which includes of a small extension (with two toilets and a kitchenette), tiered seating, a cupboard solution, floor sand and polish and a false ceiling. The architect is obtaining a rough cost estimate to help further discussions.
- i. **Motion:** That the Principal’s report be accepted.

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

Fiona (A1)

ITEM 4 – REVIEW

5. Finance. Aaron discussed items from the recent finance meeting.
 - a. The July 2023 accounts no areas of concern were noted.
 - b. Positive bank staffing situation is enabling the school to pay most relievers through Teachers' Salaries (rather than the school's budget).
 - c. Weather tightness cost clarification discussions as noted in Principal's report.

6. Policies. The Term 3 review topics include Inclusive Education and Māori Educational Success.

7. FOTS. Meeting last week with a very good turnout of enthusiastic parents. The FOTS are in a sound financial position and are planning events such as an end of term disco and supporting the TPS led Christmas in the Park. FOTS have kindly agree to provide the bus for Year 6 camp and end of year book prizes.

ITEM 5 – DISCUSSIONS.

- a. A teacher with previously approved leave to travel to the UK, has decided not to travel due to personal reasons.
- b. A long serving teacher has asked for Board support to help career progression through a 2024 study application which would require Board support for leave and Board financial support of approximately \$4,000 (for leave cover). This will supplement the \$300 (GST inclusive) per day provided by the MOE for 50 days leave. The teacher has provided intent to provide PLD to other TPS teaching staff in 2024 and 2025 from the skills acquired through this training in specialised teaching.

Motion: The Board will provide support for Jana Smith in terms of leave and financial support of approximately \$4,000 to cover the costs of teaching cover for the study timeframe.

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

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

- Maths – update on learning this year

ITEM 7 – ADMINISTRATION

8. Board Christmas Dinner. Date confirmed as Wednesday 18 October at 6:30pm with venue TBC.

9. Confirmation of Minutes. The minutes of the last meeting held on 1 August 2023 were accepted as a true record with all actions considered off agenda.

Moved: Lauren Stull

Seconded: Brad Garner

10. Correspondence.
Inwards.
 - a. Nothing of note
Outwards
 - a. Noting of note

11. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.30pm.

12. Next Meeting. Next meeting 7.00pm, Tuesday 24 October 2023.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

September 2023

Attachments:

1. Principal's Report.

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