

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 13 MAY 2025

Present:	Lauren Stull	Chair/Policies
	Fiona Hawes	Principal
	Sam Hartnett	Mana Whenua Representative
	Holly Hawkins	FOTS
	Euan Rutherford	Property
	Dave Medley	Staff Representative
Attendees:	Cathy Ediker	DP
	Robyn Caley	AP
	Susan O'Neill	Minute Secretary
Apologies:	Brad Garner	Finance

ACTION

ITEM 1 – ADMINISTRATION

1. Karakia Timatanga. Sam led the group in karakia to begin the meeting.
2. Welcome. Lauren welcomed everyone to the meeting and accepted apologies from Brad.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

4. SEA 2024/25. Robyn Caley presented the report from assessment findings completed for students after attending approximately one month of school. The Stage One iDeal Foundation Literacy assessment was shared to gain further understanding. Comment was made on the difficulty of correctly assessing students with ESOL skills – 33% of these students fall into this category. Listening and hearing changes in sounds is very challenging for many of these students. In addition, it was noted that sequencing was a challenge for a proportion of students. Entry information for this cohort is generally positive and helps identify trends and plan teaching. MOE phonics testing will begin next year with testing at 20 weeks, 40 week and 55 weeks of schooling to gain national data.

ITEM 3 - DECISIONS

5. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Policies. Currently reviewing policies in the Health, Safety and Welfare Policy section.
 - b. New caretaker Paul Deed is settling in very well after his start in the April school holidays.
 - c. New fixed term teacher appointed to maternity leave cover Term 3 and 4,

2025 - Hannah Fraser.

- d. Fiona noted that it is becoming increasingly important to make strategic decisions that may encourage great teaching staff to our school.
- e. An ESOL parent afternoon tea was held at the end of Term 1 and 14 parents attended.
- f. OTJs (Overall Teacher Judgements) for Term 1 were presented a three point scale. The MOE wants schools to move to a four point scale from term 4 which will make comparisons difficult for a period of time. It can be difficult, in these results tables, to see improvements for students who are improving but remain in the same assessment band. Some current results are tempered by the new curriculum and the current lack of clear understanding of how to make accurate judgements on student work. It is positive to see the reduced disparity of results for Māori students. The Year 3 and 4 cohort has high needs in terms of learning support. The new template for reporting should be with the school in Term 4 which is too late for our 2025 reporting cycle.
- g. Strategic Planning for 2026 – 2028 Strategic Plan. The Board needs to consider how we will consult with our school community as we draft a plan. The new plan will have a strong curriculum focus and the Board values the input from our community, with iwi input being of high regard, on potential focus areas. Various systems have been used in the past with online surveys receiving the most engagement. Fiona will share the previous survey with the Board and draft a plan for feedback on community engagement plan
- h. SENCO. The school is working through a process of potential enrolment for a student who has been excluded from another school The MOE may instruct a school to enrol a child in this situation if capacity is deemed to exist.
- i. Weather Tightness Project - Hall. Recent QS pricing was considerably more than expected and budgeted. Pricing from the contractor is due on 30 May and the school will then have confirmed pricing to consider.
- j. Hub Space Dividers. Sam has been working on costs and specifications for a mixture of fixed and sliding panels to be installed in M4 and SH2 to allow for improved teaching practices in these areas. Tika Interiors were approached for supply of a portion of products and then were able to provide a very competitive quote for full portion of works including construction of the bulkhead required in M4. The school will need to organise a few parts of the work including a fire report which may reveal additional work to ensure safety and compliance. This work is outside the current 2025 budget. The school currently holds uncommitted fund of \$449,089 and this work is considered very valuable for student outcome.
Motion: The Board approves \$35,000 for the provision of dividers in M4 and SH2 and to accept the quote from Tika Interiors.
Moved: Lauren Stull **Seconded:** Euan Rutherford
- k. **Motion:** That the Principal's report, be accepted.

Fiona (A1)

ITEM 4 – REVIEW

- 6. Finance. Fiona discussed items from the recent finance meeting.
 - a. March financial reports – were discussed at the recent finance meeting. No areas of concern, staffing is a strong position and a working capital of \$1,409,229.
 - b. Annuals. The 2024 Annual Financial Statements for the Year Ended 31 December 2024, the Audit Closing Report to the Members of the Board

and the End of Year Accounts Summary were presented to the Board. The end of year accounts show a surplus of \$125,403. All focus areas were considered well managed by the school and a note was made of an unadjusted difference of GST (\$3,909) from the MOE Furniture and Equipment grant. The school is very pleased with the reports and the new auditors helped produce these in a timely manner.

- c. Two new term investments were established in May – for \$260,000 each.

7. FOTS. The FOTS organised an excellent student disco which many enjoyed. The Quiz is schedule for 13 June and will be held at the Tauranga Citizens Club.

8. Board Self Review. An on-line video produced by STA, on the Board's role in concerns and complaints, was offered to members. It was decided to watch this together following the next Board meeting. To make this a good option, members are asked to be very well prepared prior to the meeting so that it can run close to time.

9. Personnel in committee. 7:40pm-7:49pm **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the meeting. 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.

ITEM 5 – DISCUSSIONS.

- Three collective agreements have entered the bargaining process (Primary Teachers, Primary Principals and Support Staff) and staff are entitled to attend union meetings as part of this process.

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

- Student engagement report
- Internationals Students report
- SENCO report

ITEM 7 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 25 March were accepted as a true record with all actions considered off agenda.

Moved: Lauren Stull **Seconded:** Holly Hawkins

11. Correspondence.

Inwards.

- a. Nothing of note

Outwards

- a. Noting of note

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7:49pm

13. Next Meeting. Next meeting 6:00pm, Tuesday 17 June 2025 – dinner to be provided.

Susan O'Neill
Minute Secretary

Lauren Stull
Board Chair

May 2025

Attachments:

1. Principal's Report.

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