

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 24 MARCH 2025**

Present: Holly Hawkins Presiding Member
Lauren Fletcher FOTS
Sam Hartnett Mana Whenua Representative
Fiona Hawes Principal
Dave Medley Staff Representative
Lauren Stull Policies

Attendees: Cathy Ediker DP
Robyn Caley AP
Tracey Gillingham Maths Acceleration
Cat Day Literacy Support
Susan O'Neill Minute Secretary

Apologies: Rebecca Harvey-Lane Finance
Shrenikkumar Patel ESOL

ACTION

ITEM 1 – ADMINISTRATION

1. Karakia. Sam opened the meeting by leading the group in karakia timatanga.
2. Welcome. Holly welcomed everyone to the meeting and Fiona introduced the teachers making presentations this evening.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 3 – REPORTS TO THE BOARD

4. Accelerated Learning. Targeted learning programmes underway at TPS this year include the following work and are supported by MOE staffing and/or funding. MOE are providing some of the resources and PLD and require the school to provide assessment data to help assess the effectiveness of each approach. Withdrawing students from their usual class programmes to participate in these regular sessions, is being carefully managed to ensure these students are not being disadvantaged in other ways.
 - a. **Maths Acceleration Programme (Power Up).** Tracey presented an overview of this new initiative designed to lift numeracy achievement for students in Years 3-6. The MOE have provided staffing for additional teaching capacity for this 12-week intervention. The intervention began in Week 3, Term 1 using E-asTTle testing to establish a baseline for the assessment process. The present focus is on Year 4 and Year 6 students (with 5 students in each group) working on explicit Maths teaching.
 - b. **Best Start.** Rob manages this programme which is currently delivered by Abbey Leen (teacher aide). Year 1 students are selected based on results of SEA phonological assessments and with aim to lift knowledge early in their schooling.

- c. **Structured Literacy Acceleration.** This 1:1 and small group intervention is taught by Rob and Cat with a portion of funding support from the MOE. It follows a specialised scope and sequence which is developed through analysis of assessment data. Both teachers are undertaking formal study to qualify as a LMIT (learning matters intervention teacher). This professional learning is funded by MOE and takes a year to complete.

ITEM 4 – PRINCIPALS REPORT

5. Fiona presented her report taking it as read and discussed the following items:

- a. Board morning tea is scheduled for Thursday 2 April at 10:00am. Board members are welcome to attend to help connect with staff.
- b. PAT Reading Comprehension (Year 4 -6) and PAT Maths (Year 4-6) results from Term 1 testing were shared providing baseline data for 2026. While PAT Reading Comprehension shows TPS achievement closely reflecting the national norm distribution, the TPS data for maths continues to show higher than the national median for all years, and significantly higher in the Year 5 cohort. The Proportion of Māori students achieving in the below-average range has decreased over time, with the gap reducing from 28% in 2022 to 9% in 2026.
- c. ESOL cricket evening planned for Wednesday 25th March
- d. Student numbers identifying as ESOL, are continuing to grow
- e. Personnel – later in agenda
- f. The hall refurbishment and weather tightness programme is making good progress and should be ready for use (following a blessing) at the beginning of Term 2
- g. Property. The school have made an expression of interest to increase our ability to self-manage property services and delivery in-house property management. Details on how this may look are not yet available.
- h. Canopy options. Fiona has conducted comprehensive research on two possible suppliers comparing options such as product standards, communication, delivery time frames and cost variations. This would be a large commitment in terms of finance and grounds work including a need for services including geo-technical surveys and possibly a project manager report as well as a limit on affected grounds use for an extended period of time. The current pressing needs of the school include consideration of lessening the burden of high student numbers in the senior school which may well entail the development of an additional board funded classroom. With this in mind, the Board discussed the option of delaying the canopy work (making this a 3-year goal) while other property asset expenses are confirmed. Reserves can be tagged for the intention of pursuing the canopy option in the future. The 2026 budget review (assets) will be updated to reflect this change.
Motion: The Board agreed to delay the construction of a field canopy from 2026 to at least 2028 while other property classroom work is considered.
Moved: Fiona Hawes **Seconded:** Sam Harnett
- i. It had been agreed to look at Te Tiriti o Waitangi policy out of cycle and suggested wording updates were tabled adding more TPS personalised comment and extending the generic nature of existing policy. Sam had reviewed this update and it gained full Board support.

Fiona/Holly
(A1)

Fiona (A2)

- j. Te Kura Raunui – MOE funded language course. Fiona and Kylie have registered for this Te Reo course. Investigating this option as a possible whole school PLD opportunity in the future.
- k. **Motion:** That the Principal’s report, be accepted.
Moved: Holly Hawkins **Seconded:** Lauren Fletcher

ITEM 4 – REVIEW

6. **Finance.** The February 2026 finance reports (with revised draft 2026 budget figures) and minutes from the March 2026 finance meeting were shared.

- a. Working capital at the end of February was \$1,157,286 with uncommitted funds of \$253,920.
- b. Draft 2026 budget (\$120,662) has been revised and was presented to the Board for approval. A summary had been provided outlining the main movements. The Revised 2026 Budget deficit is \$68,728 and it was noted that the asset lines will be revised following the decision to delay the canopy. This portion of the revision will be represented to the Board for approval and does not affect the deficit figure (but will affect the cash deficit).

Motion: The Board approves the 2026 revised budget with a deficit of \$68,728, the asset budget line detail to be further reviewed

Motion: Fiona Hawes **Seconded:** Holly Hawkins

Fiona (A2)

- c. Very positive bank staffing situation (2.67 FTTE underused at the end of February) with plans underway to utilise this capacity starting with a new junior teacher Rm16 at the start of Term 2 and consideration being given to increased teacher time to support the high number of senior students.
- d. Support Staff long service leave liability has been noted and will show on balance sheet

7. **Personnel:** In-committee

8. **FOTS.** This enthusiastic group have events planned for each term including a quiz, disco and a colour run.

9. **Board self-review.** No new items

ITEM 5 – DISCUSSIONS.

10. Noted that Holly may not be able to attend the May Board meeting, Lauren S to act as Chair in this event.

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

- School Entry Assessment Data
- Term 1 Reading, Writing and Maths data
- Term 1 attendance

ITEM 7 – ADMINISTRATION

11. **Confirmation of Minutes.** The minutes of the last meeting held on 21 February 2026 were accepted as a true record with all actions considered off agenda.

Moved: Fiona Hawes **Seconded:** Holly Hawkins

12. Karakia. Sam led the Board in karakia whakamutunga.

16. Personnel In-committee: 7:20pm – 7:30pm. **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 requirements when excluding the public.

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7:36pm.

14. Next Meeting. Next meeting 6:00pm, Tuesday 5 May 2026.

Susan O'Neill
Minute Secretary

Holly Hawkins
Presiding Member

March 2026

Attachments:

1. Principal's Report.

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