

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 29 JULY 2025

Present:	Lauren Stull	Chair/Policies
	Fiona Hawes	Principal
	Sam Harnett	Mana Whenua Representative
	Holly Hawkins	FOTS
	Dave Medley	Staff Representative
	Euan Rutherford	Property

Attendees:	Cathy Ediker	DP
	Lauren Fletcher	Parent
	Paola Gutierrez	Parent
	Rebecca Harvey-Lane	Parent
	Dayne Hudson-Taylor	Parent
	Shrenikkumar Patel	Parent
	Susan O'Neill	Board Secretary

Apologies:	Brad Garner	Finance
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ACTION

ITEM 1 – ADMINISTRATION

1. Karakia Timatanga.
2. Welcome. Lauren welcomed everyone to the meeting especially our new parent Board nominees. Everyone introduced themselves and Lauren outlined expectations around Board meeting protocol and the levels of confidentiality expected of members and visitors. The Board is responsible for the governance and assisting with the strategic direction of the school while the management of the school is the responsibility of the Principal.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

4. Best Start Report Terms 1-2 2025. This report was prepared by Robyn Caley and provided details on this structured literacy intervention programme for students in years 1 and 2 for the first two terms 2025. Additional funding was made available for 2025 structured literacy accelerated learning programmes. Results are positive with nearly half of the participating students having closed their literacy gaps sufficiently to exit the programme.

ITEM 3 - DECISIONS

5. Principal's Report. Fiona presented her report taking it as read and discussed the following options:
 - a. Policies physical restraint. Practical training for physical restraint has

proved extremely difficult to obtain and, overall, this remains a challenging area of interaction. Fiona stressed that safety of both students and staff is the paramount issue here and it is frustrating that this training cannot be accessed. Safety plans have been constructed in association with parents and MOE support and are in place for relevant students.

- b. Kahui Ako. This programme of funding will cease from the end of 2025 and plans are being considered within the 2026-2028 strategic plan to maintain and grow important areas associated within this remit. This includes staffing and funding considerations.
- c. ELLP total number currently 94 MOE funded students which, combined with International Students, is 24% of the school population.
- d. Strategic planning. Board has full access to the recent parent consultation survey results to help form the strategic plan. Parent feedback was discussed (including the request for increased communication especially around academic progress,) and it was pleasing to see that responses consisted largely of suggestions for small improvements and support for many existing initiatives. There is a general desire to have students gain strong foundation in numeracy and literacy within a happy and safe environment while offering opportunities for enrichment. Isolated comments are being shared with appropriate staff and follow up communication will be made to clarify information on existing items or facilities.
- e. Board election As eight nominations have been received, an election will be held.
- f. Ratify staffing appointments for Term 4. The following appointments have been made and were ratified by the Board:
 - 1. Sarah Taylor from current job share role to full time teacher
 - 2. Athalae Elliot from current job share role to full time teacher
 - 3. Jess Watt to full time roll growth teacher
- g. Personnel.
 - 1. Resignation has been received from Michaela Murray effective end of Term 3. Parents to be notified in Week 5, Term 3.
 - 2. E Speirs is expecting a child in early December and will require parental leave.
- h. Term dates 2026.
Motion: The Board approves term dates as follows:
 Term 1 – 3 February to 2 April
 Term 2 – 20 April to 3 July
 Term 3 – 20 July to 25 September
 Term 4 – 12 October to 16 December
Moved: Lauren Stull **Seconded:** Holly Hawkins

Fiona (A1)

- i. Application to Pub Charity for Year 6 Camp. Support. The Year 6 camp is a highly valued learning experience for our senior students. To assist the attendance of all our learners, the school wishes to seek external funding which could reduce the cost barriers faced by many whanau. School families have greatly benefitted from past funding and the Board wishes to apply to Pub Charity for a grant of \$10,000 to support student attendance.
Motion: The Board approves the application to Pub Charity for a grant to support student attendance at the 2025 Year 6 camp.
Moved: Holly Hawkins **Seconded:** Lauren Stull

Fiona (A2)

- j. Hall Weather Tightness Project. Start date further delayed until 25 August. The contractors have three week lead in time following receipt of Council consent.
- k. New Roofing Project. MOE have approved supplementary funding for Block W roof replacement. This is a very positive result from Fiona's application and should provide a great outcome for the school.
- l. **Motion:** That the Principal's report, be accepted.

ITEM 4 – REVIEW

6. Finance. Fiona commented on the recent finance meeting and June financial reports. The school remains in a very positive finance position with \$1.4m working capital – the hall upgrade will greatly impact our cash position from August. Property costs this year have increased including projects such as a large drainage project.
7. Policies. Lauren will review current policies on School Docs and Board members are invited to provide their input.
8. Personnel. Covered in the Principal's report.
9. FOTS. Holly provided an update from the school's fundraising (fun-raising) group including new dates for pizza Fridays, a commitment to support the school with relocating the junior bike racks and improving the student vegetable garden.
10. Board Self Review. No new comments

Lauren (A3)
Board (A4)

ITEM 5 – DISCUSSIONS.**ITEM 6 - AGENDA ITEMS.** Items to be included for the next meeting are:

- SENCO
- Strategic Planning

ITEM 7 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 16 June were accepted as a true record with all actions considered off agenda.

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

12. Correspondence.
Inwards.
 - a. Nothing of noteOutwards
 - a. Noting of note

13. Personnel in Committee: 7:00pm – 7:05pm. 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.

14. Meeting Closure. There being no further business, the Chair thanked everyone

for their contributions and closed the meeting at 7:05pm.

15. Next Meeting. Next meeting 6:00pm, Tuesday 2 September 2025

Susan O'Neill
Minute Secretary

Lauren Stull
Board Chair

July 2025

Attachments:

1. Principal's Report.

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