

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
ON TUESDAY 5 MAY 2026**

<b>Present:</b>	Lauren Fletcher	FOTS
	Sam Hartnett	Mana Whenua Representative
	Rebecca Harvey-Lane	Finance
	Fiona Hawes	Principal
	Dave Medley	Staff Representative
	Lauren Stull	Policies/Acting Presiding Member
<b>Attendees:</b>	Robyn Caley	AP
	Susan O'Neill	Minute Secretary
<b>Apologies:</b>	Holly Hawkins	Presiding Member
	Shrenikkumar Patel	ESOL

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Karakia. Sam opened the meeting by leading the group in karakia timatanga.
2. Welcome. Lauren S welcomed everyone to the meeting and apologies were received.
3. Declarations of Interest. No declarations for conflict of interest were noted.

**ITEM 2 – REPORTS TO THE BOARD**

4. School Entry Assessment 2025/2026 (SEA). Robyn presented assessments completed after students have been at school for between 4 and 6 weeks. There are foundation literacy skills assessments (including general motor control and handwriting samples) and developmental assessments (including eye tracking and drawing). These help to provide an early indication of the developmental stage of a child and can help form groups where similar support is required. The growing number of ESOL students was noted and this group receive targeted language support. The number of students with extra learning needs is increasing and there have been recent changes in referral systems at Year 1. In general, this year, these students scored comparatively well in visual and auditory memory and gross motor skills.

**ITEM 3 – PRINCIPALS REPORT**

5. Fiona presented her report taking it as read and discussed the following items:
  - a. PAT Maths March 2026. Recent data for the Year 3 students indicates TPS students are performing well against national norms. PAT have recently released a mapping tool that aligns to the new progress descriptions and they indicate a best fit for each year level. It is one source of evidence among others.
  - b. OTJ for Term 1 with student reports due on Monday. Overall, students are meeting and exceeding curriculum expectations at a slightly higher rate than 2025. Tracking has moved to a new five point scale – Emerging, Developing,

Consolidating, Proficient and Exceeding. The rubric provided by the MOE was disappointing in that it did not provide clear evidence for consistently placing work within the scale.

- c. Hall update. A large drainage issue was discovered this week with variations from available plans and actual required drainage on site. This may well mean the installation of new soak holes is required. Livingston are working with TCC to consider options and variation implications. This further delay is unfortunate and has a negative flow on effect for teaching spaces as well as continued frustrations for staff car parking.
- d. A site wide long term property assessment has been considered backing the plan to refer the canopy until at least 2028 and indicating the need for an upgrade of M5 and creating a teaching space in what is currently the old food tech room. There are asset budget implication for these plans detailed under Finance. There is a pressing need for more teaching spaces than the school has, especially with the changes in curriculum delivery, and this increased capacity will have to be Board funded.
- e. Sabbatical Application. Fiona wishes to apply for a 10-week MOE funded principal sabbatical in 2027. This sabbatical would aim to provide an opportunity for specific research alongside time to rejuvenate. Fiona feels that the school has the capacity within current staffing to ensure responsibilities are well managed in her absence. The Board discussed this and were happy to support Fiona in this application.

**Motion:** The Board supports Fiona in making an application for a 10-week principal sabbatical for 2027.

**Moved:** Lauren Stull                      **Seconded:** Rebecca Harvey-Lane

- f. **Motion:** That the Principal's report, be accepted.

**Moved:** Lauren Stull                      **Seconded:** Lauren Fletcher

**ITEM 4 – REVIEW**

6. Finance. The March 2026 finance reports and minutes from the April 2026 finance meeting were shared.

- a. Working capital at the end of March was \$1,257,031 with uncommitted funds of \$438,202.
- b. Revised 2026 budget figures were used for these reports with the exception of assets (which are shown against draft budget figures). Revised asset budgets are presented below for approval.
- c. The areas for draft budget revision are:
  - Reduction of budget allowance for “Relief sick” from \$30,000 to zero due to the large, underused bank staffing figure.
  - Draft 2026 budget asset bottom line reduces from \$414,109 to \$250,031. The main contributors to this change are the delay of the canopy (\$231,400), the inclusion of a budget to upgrade M5 and scope the new classroom (\$80,000). Budget for lease costs (421) has been corrected to \$4,500.
  - This brings the revised 2026 budget to a deficit of \$43,228 and a cash deficit of \$146,259. **Motion:** The Board approved this 2026 budget revision. **Moved:** Fiona Hawes, **Seconded:** Rebecca Harvey-Lane
- d. The school is in an unusually high underused bank staffing situation (7.76 FTE as at 28 April). Fiona has made plans to utilise this through opening a roll growth class in Term 3 (a term earlier than usual) and working to increase teaching spaces to allow further teaching staff to be employed.
- e. The Annual Financial Statements for the year ending 31 December 2025 were tabled. The reports show a year end surplus of \$180,408 with equity as at 31

December of \$1,953,354. Once this report is approved and signed, it will be returned to the auditor who will attach their audit report and issue the completed financial statements.

7. Policies. Current policies up for review were noted.
8. Personnel: A 2026 leave request previously approved for a teacher, now needs to be delayed until 2027 – the Board was supportive of this change.
9. FOTS. All going well with work well underway for the 2026 quiz night.
10. Board self review. Nothing new to report.

Fiona (A1)

**ITEM 5 – DISCUSSIONS.**

11. A letter has been sent to all schools, by Dr. Claire Coleman, expressing dissatisfaction with the curriculum refresh and direction. The Board felt that principals have been quite vocal around this subject and are recognising fatigue faced by all teaching professionals. The Board did not feel the need to send a response.

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

- International students mid year report
- SENCO and Learning Support Coordinator

**ITEM 7 – ADMINISTRATION**

12. Confirmation of Minutes. The minutes of the last meeting held on 24 March 2026 were accepted as a true record with all actions considered off agenda.

**Moved:** Fiona Hawes      **Seconded:** Lauren Fletcher

13. Karakia. Sam led the Board in karakia whakamutunga.
14. Meeting Closure. There being no further business, the Acting Presiding Member thanked everyone for their contributions and closed the meeting at 7:25pm.
15. Next Meeting. Next meeting 6:00pm, Tuesday 9 June 2026.

Susan O'Neill  
Minute Secretary

Lauren Stull  
Acting Presiding Member

May 2026

Attachments:

1. Principal's Report.

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