MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES ON TUESDAY 9 JUNE 2026

Present:	Sam Hartnett	Mana Whenua Representative
	Rebecca Harvey-Lane	Finance
	Fiona Hawes	Principal
	Holly Hawkins	Presiding Member
	Dave Medley	Staff Representative
	Lauren Stull	Policies/Acting Presiding Member
Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary
Apologies:	Lauren Fletcher	FOTS
	Shrenik Patel	ESOL

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ITEM 1 – ADMINISTRATION

1. Karakia. Fiona opened the meeting by leading the group in karakia timatanga.

2. Welcome. Holly welcomed everyone to the meeting. Dave attended the meeting via via Google Meet. As Shrenik has been absent for more than three consecutive meetings, his office is now vacant, and he is no longer a Board member. Fiona will discuss with Shrenik his capacity to contribute to Board matters while he is undertaking his heavy study and work commitments.

3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS TO THE BOARD

4. SENCO and Learning Support Co-ordinator Overview. Cathy presented an outline of personnel and roles involved in this growing area, alongside the current support provided for students with additional needs and throughout the school.

5. International Students Mid-Year Report. There are currently 11.25 FTTE international students at TPS with several short-term enrolments accepted for Term 3. An overview of the work involved in Terms 1 and 2 as well as academic achievement data summary for Term 2 were included. Fiona to attend Korean fairs later this year.

ITEM 3 – PRINCIPALS REPORT

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

   a. A slow down of curriculum implementation was announced by the Minister and while this move is very welcome, there is currently very little further information provided at this stage. Further changes include Writing workbooks for years 4 and 5, decodable readers to years 3-10 and more

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resourcing for Mathematics interventions.	
b. The recent learning conferences had up to 98% attendance per class/hub; a very pleasing figure.	
c. Hall should be finished on Monday 15th with TCC inspection on that day. Looking forward to receiving the CPU prior to Friday quiz.	
d. Fiona reflected on her recent WBPPA trip to Waitangi and the associated networking opportunities	
e. The school wishes to archive and/or destroy some records in line with current MOE requirements and needs Board permission to do so. **Motion:** The Board approves the ability for TPS to correctly archive or destroy records in line with the MOE School Records and Retention document May 2022. **Moved:** Holly Hawkins **Seconded:** Rebecca Harvey-Lane	Susan (A1)
f. The Board ratifies the appointment of Jess Watt on a fixed term teaching contract for Terms 3 and 4, 2026.	
g. The current attendance summary shows 91% of students with less than five days absence in a school term.	
h. Government Donation Scheme – this scheme has proved very beneficial for our school community since its inception and Fiona urged the Board to continue to opt into this. **Motion:** The Board approves Tauranga Primary School's continued participation in the Government Donations Scheme for the 2027 school year. **Moved:** Fiona Hawes **Seconded:** Sam Hartnett	Fiona (A2)
i. The Board resolves to accept the cashflow and balance sheet budget figures, as prepared by The School Office, for the 2026 year. The budget deficit is for $43,228. **Moved**: Lauren Stull **Seconded:** Holly Hawkins	
j. **Motion:** That the Principal's report, be accepted. **Moved:** Holly Hawkins **Seconded:** Rebecca Harvey-Lane	
<u>ITEM 4 – REVIEW</u>	
7. <u>Finance.</u> The April 2026 finance reports and minutes from the 13 May 2026 finance meeting were shared.	
a. Working capital at the end of May was $1,261,051 with uncommitted funds of $622,925 with a further $300,000 to be tagged for the canopy construction in 2028. Reports for May did not show anything unexpected or of concern.	
b. 2025 Audit papers have been signed and returned. The Closing Report to Members of the Board is tabled and three areas of improvement noted:	
- Deficit budget. Auditors are concerned that continued deficit budgeting if achieved will reduce the school's equity. The Board is well aware of this process and made this decision with full awareness of these financial implications and the intention to utilise a portion of reserves to improve TPS learning outcomes.	
- GST Receivable balance as per the General Ledger did not reconcile to the balance as per the GST return. The reason for the difference was late claimed expenses and this was corrected by The School Office (TSO).	
- GST not recorded correctly for an international student fee received in advance. This was corrected by TSO as part of the audit adjustment and improved accounting system checks have been put in place to prevent this happening again.	
c. AOG Contract – Fiona and Susan have met with the current copier supplier	

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and discussed the copier supply quote for the next five years. The current supplier is offering a new contract under AOG at a lower cost than the contract expiring July 2026.

Motion: The Board approves the contract presented by IDS for copier provision over the 5-year term starting 2026.

Moved: Fiona Hawes **Seconded:** Rebecca Harvey-Lane

d. 2026 budget cashflow was approved under Principal report

e. Bank staffing will show increase in usage once roll growth position starts in Term 3.

8. Policies. Current policies up for review were noted.

9. Personnel: In committee at 6:45pm (below)

10. FOTS. All going well with work underway for the 2026 quiz night on 19 June.

11. Board self review. Nothing new to report.

ITEM 5 – DISCUSSIONS.

12. Accident report was presented and included an accident where a student sustaining a broken arm was admitted to hospital for further treatment. This prompted the school to report the incident to WorkSafe. Following further discussions, WorkSafe confirmed that, as the incident took place during free time play, it did not reach the threshold for a notified event.

13. Personnel In-committee: 6:45pm – 6:55pm. **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.

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

- Accelerated Learning interventions
- 1st July roll return
- Term 2 attendance data

ITEM 7 – ADMINISTRATION

14. Confirmation of Minutes. The minutes of the last meeting held on 5 May 2026 were accepted as a true record with all actions considered off agenda.

Moved: Fiona Hawes **Seconded:** Lauren Stull

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

16. Meeting Closure. There being no further business, the Presiding Member thanked everyone for their contributions and closed the meeting at 6:55pm.

17. Next Meeting. Next meeting 6:00pm, Tuesday 4 August 2026.

Susan O'Neill Minute Secretary	Holly Hawkins Presiding Member	June 2026

Attachments:
1. Principal's Report.

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