

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 25 MARCH 2025

Present:	Lauren Stull	Chair/Policies
	Fiona Hawes	Principal
	Brad Garner	Finance
	Sam Hartnett	Mana Whenua Representative
	Holly Hawkins	FOTS
	Dave Medley	Staff Representative

Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary

Apologies:	Euan Rutherford	Property
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ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Lauren welcomed everyone to the meeting and accepted apologies.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. Nothing outside the Principals' Report

ITEM 3 - DECISIONS

4. Principal's Report. Fiona presented her report, taking it as read and discussed the following items:
 - a. Student numbers at 431 currently, including 14 International Fee Paying Students. The first transition meeting, for NE students starting Term 2, was held today. 1st March roll return reported on 416 domestic students with 29% of those classified as out of zone.
 - b. Enrolment scheme review due. There is general growth pressure in Tauranga currently and the school is advised to monitor out of zone numbers in order to manage roll size. There are no recommendations from MOE to alter the current home zone. Board to decide on the available options of retaining the current zone without amendment, amending the current zone or advising that we no longer need a zone. Fiona recommends the status quo and Board supported this recommendation.

Motion: That the Board approves the current enrolment scheme in its existing form.

Moved: Dave Medley

Seconded: Sam Harnett

Fiona (A1)

- c. English Language Learning Progressions applications (ELLP). Current applications for 98 eligible students – 26% of the school population (including International Fee Paying Students).
- d. Farmers Market. Updated Memorandum of Understanding has been agreed with revised rates and agreement for an annual donation of \$1000 towards Year 6 camp.
- e. Family picnic feedback. While only a few responses were received, the feedback was largely positive. This format will be retained for 2026.
- f. SENCO Summary. Cathy presented a SENCO report outlining the Term 1 focus areas including the work of the new Learning Support Co-ordinator, the Power Up and Best Start Programmes and lunch time opportunities under the peaceful playground initiatives. Two sensory rooms have been established (with the assistance of a \$3,000 contribution from FOTS) and these appear to be an effective resource for students in need of support when they are dysregulated. The Board thanked the FOTS group for their support with this.
- g. Weather Tightness Project. Work on site is due to start in July with detailed plans being worked on currently. The base plan has been approved by MOE and the concrete floor option has been agreed upon.
- h. PAT Maths Update (March 2025). This is a point in time snapshot using online multi-choice questions for Year 4, 5 and 6 Students. Results are shown against the national average with our Year 4 and 6 showing results well above national average and Year 5 results close to national norms. The progressions shown are pleasing especially at the lower end. Equitable outcomes being tracked are showing improved results across all levels of national norms.
- i. International Travel Approvals:
 - A. Principal to travel to the international student fair to Korea (September 2025) to promote the Tauranga Region and Tauranga Primary School to Korean international student market. This will be fully funded by international funds.
Approved – Moved: Holly Hawkins **Seconded:** Lauren Stull
 - B. Principal to travel to the Gold Coast (May 2025) to attend the WBOP Principals Association Study Tour. The majority of the costs will be covered by the WBOPPA.
Approved – Moved: Sam Harnett **Seconded** - Holly Hawkins
- j. Teacher Maternity Leave Application. Application from a permanent teacher for maternity leave –for Term 3 and 4, 2025 and the full year 2026.
Motion: The Board approves maternity leave for S Morrice for Terms 3-4, 2025 and full year 2026.
Moved: Fiona Hawes **Seconded:** Holly Hawkins
- k. **Motion:** That the Principal's report be accepted. **Approved**

Holly (A2)

Fiona (A3)

ITEM 4 – REVIEW

- 5. Finance. Brad discussed items from the March finance meeting.
 - a. February 2025 reports showed working capital of \$1,402,076 and no areas of concern.
 - b. 2025 budget revision. The 2025 budget revision (deficit of \$88,560) was presented for Board approval. The revised cash deficit is for \$387,140, the Board acknowledged the desire to use existing reserves to improve student outcomes and to help provide an effective learning environment. The Board is aware that continuous deficit budgets are only sustainable while sufficient reserves are held.

Motion: The Board approves the revised 2025 budget with a deficit of \$88,560.

Moved: Brad Garner **Seconded:** Fiona Hawes

6. Dividers in Middle Hubs. Sam has received a quote for the joinery to provide fixed glazed panels and sliding glazed panels in two hubs. Joinery work and finishing work would also be required. The Board discussed the potential conflicts of interest around options for carpentry work and the processes required to mitigate this.

Fiona/Sam
(A4)

7. Policies. Lauren has reviewed policies as due and is satisfied with that they are current and accurate.

8. FOTS. Holly reported following their meeting last week. The FOTS were pleased to contribute \$3,000 towards items for the new sensory rooms. Plans are well underway for a circus themed disco (8 May) and a quiz night on 13th June 2025.

ITEM 5 – DISCUSSIONS.

9. Board self-review. Discussions were held around the 2025 Board elections and the willingness of current members to stand for election.

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

- School Entry Assessment
- Term 2 Report judgements for Reading, Writing, Maths
- 2024 Annual Financial Reports

ITEM 7 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 18 February were accepted as a true record with all actions considered off agenda.

Moved: Brad Garner **Seconded:** Lauren Stull

11. Correspondence.

Inwards.

- a. Enrolment Scheme review

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 7:10pm

13. Next Meeting. Next meeting 6:00pm, Tuesday 13 May 2025.

Susan O'Neill
Minute Secretary

Lauren Stull
Board Chair

March 2025

Attachments:

1. Principal's Report.

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