

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 18 JUNE 2024**

Present: Aaron Moores Finance/Chair
Fiona Hawes Principal
Brad Garner Finance
Holly Hawkins FOTS
Dave Medley Staff Representative
Euan Rutherford Property
Lauren Stull Policies (via Zoom)

Attendees: Cathy Ediker DP
Susan O'Neill Minute Secretary

Apologies: None

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting and noted that Stewart has tendered his resignation from the Board. Stewart has been a valued Board member and was thanked for his contributions.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. International Students. Cathy presented the mid year international student report. The school currently has eight Korean students for the full year and one for term 2 only. Gemma Gifford took over the role of International Student Tutor in 2024 (teaching international and older domestic ESOL students) while Deanne Lawrence tutors the younger domestic ESOL students. The number of domestic ESOL students is now 123 of which 67 receive ESOL funding. Lots of Term 3 short-term enquiries from China which the school cannot accommodate this year. This area may be an opportunity in 2025 provided there is management and administrative time, and space available. The overall academic progress for the International Students was shared. Fiona will attend the 2024 Korean marketing fair.

ITEM 3 - DECISIONS

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Board Workshop on 19 June at Greenpark School (6:00pm) for those members registered to learning more about the governance aspect of Te Tiriti o Waitangi..

Board (A1)

- b. Principal Professional Growth Cycle. Fiona travelled to Wellington with two other local principals to visit some schools of interest (summary report on Board Google Drive folder).
- c. Korean marketing trip per diem and upcoming trip for DP and Principal to Australia. A suggested daily amount of \$150, mainly for food and travel, was requested for each trip.
Motion: A per diem value of \$150 to be approved for the Principal's 2024 trip to Korea and the Principal and DP 2024 trip to Australia.
Moved: Brad Garner **Seconded:** Aaron Moores
- d. Information about the Proposed Korean marketing trip was shared.
Motion: The Board approves the Principal's 2024 marketing trip to Korea to promote the Tauranga region and Tauranga Primary School to the Korean International Student market.
Moved: Aaron Moores **Seconded:** Brad Garner
- e. The school is currently part of the MOE donation scheme and Fiona recommended the school opt in for 2025. This scheme provides \$150 per student.
Motion: That Tauranga Primary School opt into the MOE donation scheme for 2025.
Moved: Lauren Stull **Seconded:** Euan Rutherford
- f. The ERO visit is pencilled in for 30 and 31 July. Aaron and Brad are to make themselves available for this visit. Plans include class observations, a meeting with principal, Board members (including Chair) and senior leadership team. Once all information is obtained and, if there are no significant issues, the report will be constructed.
- g. Appointments. Tauranga Primary has made the following appointments and presented these for ratification by the Board:
 - Susan Belsham as middle school teacher (0.8 FTTE) for terms 3 and 4, 2024.
 - Brianna Perfect as Acting Middle Team Leader for Terms 3 and 4, 2024.
- h. SENCO Report focus this term is learning interventions for Tier 2 learners which equates to roughly 15% of students. Academic and other interventions were shared. The number of students identified in Tier 2 and 3 are increasing, as are the general the needs for differentiated learning programmes.
- i. Measuring Engagement. The results of the recent Student Engagement Survey were shared and noted as very pleasing with especially positive results in the areas of "I feel safe at school" and "I always try to follow the class/school rules". The school now has many interventions such as Peaceful Playground initiatives and Senior Leadership greeting students at the gate each day and feel a generally positive culture amongst students. Several student suggestions, for how the school could be improved, were provided and the Senior Leadership Team will consider the viability of these.
- j. Hall project. The ROI process is now complete with four contractors selected and now pricing the project. The next TECT funding round closes on 15 September so this will not be suitable for this building project. Plans predict work to begin on site week 3, Term 3.
- k. Minor maintenance items identified in the new 10YPP are quickly being followed up with the roofing projects taking longer than the electrical and plumbing to organise.
- l. Bike Shed Refurbishment Project. The Board has previously approved a value to \$15,000 for application to the TCC. Quotes have been

Aaron/Brad
(A2)

received to a total of \$18,131.13 net. The Board approved the new amount in the application for funding.

m. **Motion:** That the Principal's report be accepted.

Moved: Brad Garner **Seconded:** Aaron Moores

ITEM 4 – REVIEW

5. Finance. Aaron discussed items from the recent finance meeting on 12 June.

a. The Audited 2023 accounts have been received with a resulting surplus of \$190,571 and these were submitted to the MOE by the required date of 31 March 2024. A summary and analysis of variance of actual figures to budget figures was shared with members.

b. The revised budget 2024 for \$157,276, was previously approved by all Board members (via email), and noted here formally as approved. The Board is aware that a deficit budget is unsustainable but has made a conscious decision to utilise a portion of working capital to improve facilities for students in 2024.

Motion: The Board approves the 2024 budget for a deficit of \$157,276.

Moved: Aaron Moores **Seconded:** Brad Garner

c. The school is changing accounting service providers (to The School Office) on 1st July 2024.

d. Audit findings in the Audit Completion Report were in the areas of timing of budget approval, provision of effective cash flow statements, payroll controls once further advice available from EdPay and possible FBT payable on Principal wellbeing expenses in 2023. All findings have been reviewed by the Finance Committee and feedback will be provided to the auditors this week. All findings noted in 2022 were considered as no longer existing in 2023. The audit report noted that there were no significant weaknesses in control to report and no significant findings to bring to the attention of the Board.

6. Policies. The policies in the current review round were deemed to be up-to-date and complete.

7. FOIS. Recent quiz was very well received and raised over \$9,000. The Board thanked this current group for organising such a positive and successful community event.

Holly (A3)

ITEM 5 – DISCUSSIONS.

- The September Board meeting date will change to 17 September to ensure sufficient members can attend.

- Euan attended a recent Board training session focused on good employer practices. Euan will share information gained with Fiona.

Euan (A4)

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

- Team Leader presentation
- Curriculum Focus – Maths update

ITEM 7 – ADMINISTRATION

8. Confirmation of Minutes. The minutes of the last meeting held on 14 May 2024 were accepted as a true record with all actions considered off agenda.

Moved: Euan Rutherford **Seconded:** Brad Garner

9. Correspondence.

Inwards.

- a. Stamped and Audited 2023 Accounts
- b. 2023 Audit Completion report

Outwards

- c. Nothing of note

10. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7.20pm.

11. Next Meeting. Next meeting 6:30pm, Tuesday 6 August 2024.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

June 2024

Attachments:

- 1. Principal's Report.

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