

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN  
STAFFROOM ON MONDAY 13 MAY 2019**

<b>Present:</b>	Brenda Poutawera	Personnel/FOTS	Acting Chair
	Fiona Hawes	Principal	
	Tristan Hewett	Finance	
	Todd Retter	Property	
	Chris Hills	Property	
	Pam Wilkins	Staff Representative	
<b>Attendees:</b>	Robyn Caley	AP	
	Susan O'Neill	Minute Secretary	
<b>Apologies:</b>	Aaron Moores	Finance	Chair

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. Due to the Chair's absence, Brenda assumed the role of Acting Chair. A welcome was extended to everyone, especially those attending their final official Board meeting.
2. Declarations of Interest. The Chair asked for any declarations of interest and none were noted.

**ITEM 2 – SEA AND 6 YEAR NET REPORT**

3. SEA Report. Robyn presented report revealing recent SEA results and outlined the recent changes in the assessment tasks. The Concepts About Print (CAP) results show 50% of children measuring in the "at risk" areas; a very worrying trend. The school readiness of children in an academic sense is greatly reducing. Difficult to pinpoint the reasons why this is happening - we discussed the trend towards both parents working, the increased use of technology and the increasing ESOL roll (ESOL learners make up 20% of this cohort).
4. Six Year Net. This report shows an increasing number of learners in the lower stanines. There are barriers to obtaining support and funding to assist learners the school has identified with additional needs both in learning and behaviour. There are pleasing results showing in lifts in reading levels with high intervention in a relatively short period of time. The move towards play based learning aims to engage learners at their readiness levels. Oral language components and gross motor skills appear to be showing as a common starting point for learning for many. Drilling down into the data shows the value added to results in the first year appears to be the same as previous years, while it is the entry levels that are dropping so markedly.  
The Board was asked to treat any identifiable data as confidential.

Board (A1)

**ITEM 3 – DECISIONS**

5. Principal Report. Fiona presented her report, a copy of which is attached.
  - a. Kāhui Ako. Ken Ward has been appointed as external lead. Nick Adam's term 1 report was shared.

- b. Springboard Trust. SCOT (Strengths, Challenges, Opportunities and Threats) analysis was completed with staff. The Board was pleased with the details and saw it as a useful document for future strategic planning.
- c. Uniforms. The initial order has been placed for June delivery. School is to sell these items directly to the community.
- d. ERO. The reviewing team will be onsite week beginning 24 June, term 2. Fiona to communicate dates and details with current Board once she has met with lead reviewer. It would be useful to have experienced Board members contribute to this process.
- e. Student Engagement Survey. This is the first time that the House Leaders have been recruited to collect some of the data, and this may have contributed to some of the changes in results from previous years. 65 random Year 3 to 6 students were interviewed. Mindfulness information was useful feedback to include – 72% of learners agreed or strongly agreed that they feel confident to use mindfulness to help them when they feel anxious.
- f. Strike Day. NZEI members have voted to strike for one day on 29 May. Board Chair to notify options for the Board in regards to closing school following the same process used earlier last year.
- g. Leadership Review. Fiona undertaking review of school wide leadership needs and options while the roles are being well covered for 2019.
- h. Lock Down Drill. Completed end of term 1 with documentation subsequently updated.
- i. Thanks. Fiona expressed her gratitude towards the current Board members (many long serving) for generously sharing their time, expertise and providing sound governance in this important role.
- j. **Motion:** That the Principal’s report be accepted.  
**Moved:** Brenda Poutawera **Seconded:** Tristan Hewett

Board (A2)

Aaron (A3)

**ITEM 4 – REVIEW**

6. Property 10YPP and 5YA. Todd presented an update on the current 5YA where the drawings are at the detailed design stage. The school has still not received MOE confirmation of their contribution to the roofing project and this is vital to the overall 5YA and signing of the 10YPP.

7. Finance. Tristan presented minutes from recent finance meeting. The 2019 draft budget review was discussed – for a deficit of \$105,779. Details of the management and breakdown of this were shared prior to the meeting and the Board were satisfied with this process.

**Motion:** The Board approves the 2019 revised budget for a deficit of \$105,779.

**Moved:** Tristan Hewett **Seconded:** Todd Retter

8. Policies. The Board were reminded to visit the website <http://tauranga.schooldocs.co.nz/1893.htm> to view and comment. Board (A4)

9. Personnel. The leadership team will be interviewing four teachers for the roll growth position to start term 3. One of our valued caretakers has resigned and the position is currently being advertised.

10. FOTS. Brenda shared the details of the minutes from recent meeting. Bricks a Plenty show promotion and organisation has begun. Other future project plans were shared.

### **ITEM 5 - DISCUSSIONS**

11. Board Self-Review. Nothing to add.

### **ITEM 6 – AGENDA ITEMS**

12. Agenda Items for Next Meeting. Items to be included are:

- Welcome new Board
- Elect new Chair
- Board induction pack
- International Student Mid Year Report

### **ITEM 6 – ADMINISTRATION**

13. Confirmation of Minutes. The minutes of the last meeting held on 25 March 2019 were accepted as a true record with all actions considered off agenda.

**Moved:** Brenda Poutawera      **Seconded:** Fiona Hawes

14. Correspondence.

#### Inwards.

- a. Jake Taylor – resignation received. The Board expressed thanks to Jake for his excellent service to the school.
- b. MOE – notice of initiation of bargaining School Caretakers, Cleaners and Canteen staff.
- c. TCC – Cameron Road – improvements to public transport infrastructure.
- d. Design fees release confirmation

#### Outwards

- e. Fiona – TCC in regards to consideration of closing 5<sup>th</sup> Ave

15. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions. The meeting closed the meeting at 8.40.pm.

16. Next Meeting. Next meeting 7.00pm, Monday 17 June 2019. Pizza for a meet and greet of existing/new members at 6.30pm.

Fiona (A6)

Attachments:

1. Principal's Report.

Distribution:

All Trustees  
Deputy Principal  
Executive Officer  
Board Secretary  
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File