

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN  
THE SCHOOL STAFF-ROOM ON MONDAY 16 SEPTEMBER 2019**

<b>Present:</b>	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Kat Gilbert-Tunney	Staff Representative	
	Neil McLaughlin	Property	
	Todd Retter	5YA Property	
	Elizabeth Smith	Personnel	
	Claire Wilde	FOTS	
<b>Attendees:</b>	Cathy Ediker	AP	
	Susan O'Neill	Minute Secretary	
<b>Apologies:</b>	Tracey Kerr-Aim	Acting DP	

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Chair welcomed everyone to the meeting especially Cathy for presenting a report tonight.
2. Declarations of Interest. No declarations of interest were noted.

**ITEM 2 – TEAM OVERVIEWS**

3. **E-AsTTle Report.** Cathy presented the Year 4-6 e-AsTTle report showing current student achievement and progress data (in Reading, Mathematics and Writing) against end of year expectations. The Maths data is split by ethnicity to show results against charter targets. The global issues facing many students with high and diverse needs were discussed. This cohort, as a whole, is tracking well. Soft data improvements are not reflected although these areas are vital to many students' well-being and academic success. Individual results are used to help construct next learning steps.

**ITEM 3 – DECISIONS**

4. Principal Report. Fiona presented her report, a copy of which is attached.
  - a. Pub Charities grant application for Year 6 camp support has been submitted.
  - b. Kāhui Ako. Fiona asked the Board for permission to offer an extension of contract for Nick Adams in his current Across School role for 2020.  
**Moved:** The Board grants permission to offer Nick Adams the position of Across School Lead Teacher, Kāhui Ako, for the 2020 school year.  
**Moved:** Aaron Moores      **Seconded:** Fiona Hawes
  - c. International Students. With the loss of Tracey Kerr-Aim in the role of

- International Student Director, Fiona will take over this role in term 4. Student numbers for 2020 are looking positive at this stage. Upcoming marketing trip to Korea is planned to try and ensure continuity of interest in enrolment and maintain connections with past families/students as well as with agents.
- d. 2020 Parent Survey. Response data shared from 2019 survey alongside summaries from the three previous years. Parent's individual expectations will influence answers and may not align with the school's resourcing capacity. The inclusion of questions to encourage detail where answers are "strongly disagree" was discussed. This year, there has been a change in reporting schedule in an attempt to make the document more of a live document. A report with final judgements for each child will be sent home in term four to align somewhat with parental expectation. The slightly lower 2019 survey results (9% in 2018 and 11% in 2019) in "informed about my child's progress and achievement at school" area was noted. Fiona to include general survey feedback in the newsletter with a link to complete small survey to gain more detail in the area "informed about my child's progress and achievement at school". More general issues include parking, road safety and traffic issues and this will be mentioned. Summary document with beliefs and values information will be provided. Fiona will look at response rates from other schools – the response rate of 42% for this survey appeared positive. Fiona (A1)
- e. ERO Review. Final report was received last week and will be circulated. Minor changes included. On-line link to be made available next term. Fiona (A3)
- f. School Zone. MOE asked TPS to update our enrolment scheme with minor changes around 15<sup>th</sup> Avenue noted. The updated enrolment scheme is planned to take effect from 1<sup>st</sup> January 2020. Notice to be placed in a community newspaper. Fiona (A4)
- Motion:** The Board agreed to update the enrolment scheme, with affect from 01/01/20 as detailed in <http://www.tauranga.school.nz/enrolment?art=8357>.
- Moved:** Fiona Hawes      **Seconded:** Anna Bell-Booth
- g. School Docs. Term 3 reviews are open for review by Board and staff. Current Policies are Performance Management and Health, Safety and Welfare. Instructions for access detailed in Principal's Report. Board (A5)
- h. Personnel. In-Committee 7:55pm to 8:10pm. **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the proceedings of this meeting namely Personnel. The grounds are that the matters are those of personal and the reason is to protect the privacy of the individuals. This motion is proposed to comply with Sec 48 of the LGOI and M Act 1987 and the special requirements when moving to exclude the public.
- i. Team Leader 2020. Interviews have recently taken place with both internal and external candidates being considered from a very strong field. Fiona asked that the appointment of Jason Morgan be ratified. **Motion:** The Board ratified the permanent appointment of Jason Morgan to the position of Team Leader beginning in 2020. **Moved:** Aaron Moores      **Seconded:** Claire Wilde

- j. Deputy Principal 2020. This application process closes this week and interviews are scheduled for the last week of the holidays. Approval was sought to allow the Appointment Committee (consisting of Anna, Pam Wilkins, Fiona and Aaron) to make this appointment on behalf of the Board.

**Motion:** The Board grants authority for the Appointment Committee (as above) to appoint a suitably qualified candidate to the permanent position of Deputy Principal starting in 2020.

**Moved:** Elizabeth Smith      **Seconded:** Neil McLaughlin

- k. Scale A Teacher Appointments. Once the DP appointment process is complete, Fiona plans to interview and appoint staff to several available Scale A teaching position for 2020. These decisions will be made by the Principal and the Senior Leadership team.

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

**Moved:** Aaron Moores      **Seconded:** Neil McLaughlin

**ITEM 4 – REVIEW**

5. Property – 5YA. Fiona updated the Board outlining that the 5YA build plans are now at detailed design phase with an update meeting planned for tomorrow. Work is to be carried out on the tree on 5<sup>th</sup> Avenue, in conjunction with local iwi representatives, in the holidays. Staff are preparing to move classrooms later in term 4.

6. Property - 10YPP. The quality assurance panel recently rejected the plan as presented and Fiona is working with the local property advisor regarding the issues faced. Hoping for improved information at tomorrow's meetings. There was discussion over the preparation and detail of current plan including the complications and breadth of the plan, the application for additional funding for roof projects, moving RR premises and options for technology rooms.

7. Board Contribution to Current 5YA. The previously agreed Board contribution of \$250,000 (net) to assist with the project be increased to \$300,000 (net) to allow for the additional footprint included in the plan. The school is in a sound financial position and values the flexible space that this will provide for our learners.

**Motion:** The Board agrees to increase its 5YA contribution to \$300,000 (net) to ensure the build outcome deemed vital for our learners.

**Moved:** Aaron Moores      **Seconded:** Todd Retter

8. Ownership of Additional 82m2. The Board will ideally complete an equity transaction for the additional meterage of the new/upgraded 5YA moving ownership to the MOE on completion. If this transaction is not accepted by the Ministry, the Board is aware of the implications of this ownership and considers this acceptable.

**Motion:** The Board will complete the equity transaction with the MOE at the end of construction to allow full MOE ownership.

**Moved:** Todd Retter      **Seconded:** Anna Bell-Booth

9. Finance. Aaron discussed issues from the recent finance meeting and noted that expenses against budget are tracking well. The end of year position is predicted to be closer to budget than in the previous few years as planned. Clarification will be sought around the way the large stock of uniforms (for resale) is shown in the accounts. Income is up on budget with a recent increase from short stay international students.

Susan (A6)

10. Audit Balance Sheet Budget 2019. Following approval by the finance committee, the balance sheet budget 2019 was presented to the Board for approval.

**Motion:** The Board approves the Balance Sheet Budget 2019 for a deficit of \$105,779.

**Moved:** Aaron Moores      **Seconded:** Anna Bell-Booth

11. Government donation scheme. Information available at <http://education.govt.nz/school/funding-and-financials/fees-charges-and-donations/>.

Decile 1 to 7 schools can opt into this scheme for 2020 (and have to decide each year after that to opt in or not). The MOE will provide a \$150 donation per student based on the July roll from the previous year and paid in the January OPS grant for the year in question. Clarification around camps, stationery and unsolicited donations has been provided and was discussed although further detail will be sought on specific areas. Fiona has estimated that the school would be in an improved financial position under this scheme, that it would assist our school families and help build relationships by not having to ask families for so many fees.

**Motion:** The Board agrees to opt into the government donation scheme for 2020.

**Moved:** Aaron Moores      **Seconded:** Fiona Hawes

Fiona (A7)

12. Personnel. Fiona was pleased to announce the recent approval of her sabbatical for 2020. She plans to take this leave in term3. An area of study being considered is the creation of a wellness strategy for staff and learners. A portion of the leave is to focus on rejuvenation and Fiona is grateful for this opportunity.

13. FOTS. Claire attended last week's meeting and was pleased to see a few new parents there. On-going work is being done to maintain the income stream. Current projects include sausage sizzle for Te Puke sports exchange, a disco and a read-a-thon coming up. The group is keen to look at projects the school values and an area for Learning through Play (including water play) was mentioned alongside new sports gear for middle/senior students. The idea to create a school recipe book was well received. The next FOTS meeting is set for 22 October and Anna offered to attend.

Anna (A8)

## **ITEM 5 – DISCUSSIONS**

### **AGENDA ITEMS**

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

- Reading Recovery
- Kāhui Ako – within school report

## **ITEM 6 – ADMINISTRATION**

15. Archive Approval for School Admission Records (and other historical school records). Susan asked the Board to approve the transfer to Archives NZ, historical documents in line with MOE Record and Retention guidelines. The first batch of documents to be sent are the admission records dated 1886-1998.

**Motion:** The Board agrees to the transfer to Archives NZ, historical documents in line with MOE Record and Retention guidelines.

**Motion:** Fiona Hawes      **Seconded:** Aaron Moores

Susan (A9)

16. Confirmation of Minutes. The minutes of the last meeting held on 5 August 2019 were accepted as a true record with all actions considered off agenda with the exception of

A(4) which continues.

**Moved:** Fiona Hawes

**Seconded:** Claire Wilde

17. Correspondence.

Inwards.

- a. STA constitution 2019
- b. Decisions on Learning Support Co-ordinators action
- c. Tracey Kerr-Aim - resignation. Having won the position as DP, Learning and Teaching at Tauranga Intermediate School TIS, Tracey has tendered her resignation with effect from 13<sup>th</sup> October 2019.
- d. Holly Kinton – resignation. With effect from 16<sup>th</sup> December 2019.

Outwards.

- e. None noted

18. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions. The meeting closed the meeting at 9:45pm.

19. Next Meeting. Next meeting 7.00pm, Monday 4 November, 2019.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Chairman

September 2019

Attachments:

1. Principal's Report.

Distribution:

All Trustees  
Deputy Principal  
Executive Officer  
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