

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 17 JUNE 2019**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth		
	Kat Gilbert-Tunny	Staff Representative	
	Neil McLaughlin	Property	
	Elizabeth Smith		
	Claire Wilde	FOTS	
Attendees:	Tracey Kerr-Aim	Acting DP	
	Susan O'Neill	Minute Secretary	
Apologies:	None		

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Past Chair, Aaron, welcomed everyone to this first meeting for the newly elected Board and outlined basic Board protocols. Members were thanked for making the decision to stand as Board members and becoming part of this importance governance role.
2. Declarations of Interest. Declarations of interest were not requested for this initial induction meeting due to the nature of the decisions asked to be made. This declaration on the agenda for each subsequent meeting.

ITEM 2 – DECISIONS

3. Elect 2019 Chair. The interim Board Chair vacated the chair suspending normal meeting procedures and the Board Secretary ran the Board Chair election process. Nominations were requested for the position of Board Chair and a nomination for Aaron Moores was received. The previous Board valued Aaron's leadership as Chair and the new Board were interested in maintaining this continuity of leadership.

Motion: That Aaron Moores be elected to the role of 2019 Board Chair.

Moved: Neil McLaughlin **Seconded:** Anna Bell-Booth

4. Option for Election of 2019 Deputy Chair. The position of Deputy Board Chair is not required although it has proven to be a valuable role for this Board. The Board agreed to leave this position vacant for further discussion at the next board meeting.

Board (A1)

5. Induction – School Overview

a. Discussion over roles, responsibilities and expectations of the Board and the need to operate within established boundaries. School Docs have policies available to utilise and personalise as needed.

b. The current Schedule of Delegations was shared and discussed. Note was made of the manner in which the Board delegates to the FOTS group.

Motion: That the schedule of delegations as tabled were agreed.

Moved: Aaron Moores **Seconded:** Claire Wilde

c. Finance and Property BOT delegations. Discussions were held over these two important areas for particular Board attention. Sub committees for finance and property will continue to operate.

6. International Student Report. Tracey Kerr-Aim presented a copy of her previously circulated report. Tracey is new to the role of International Student Director this year. We currently have 13.55 equivalent full-time students with several short stay students joining TPS next term, including several homestay students. The funding for Education Tauranga has changed significantly and the region will look at promotional options. Thanks to Tracey for her excellent work in this complex area.

7. Principal Report. Fiona presented her report, a copy of which is attached.

a. Kāhui Ako. Fiona outlined the setting for this community of learning and the TPS staff directly linked to this. The normalisation of Te Reo continues to be a focus school wide. Currently looking at what “respect” looks like for different parties (including students and teachers) at school.

b. Springboard Trust. Fiona has been involved with this strategic leadership professional learning.

c. School Vision. Fiona asked Board members for their views on critical factors for a successful school – interest was expressed around equity gaps, readiness for learning on school entry and the influences of ICT on positive learning outcomes.

Board (A2)

d. Uniform. Uniform store being established at school to sell the new uniform. Items should be available in early July.

e. ERO. Will be on-site week 9, term 2. Aaron, Todd and Richard Clarke are able to attend the overview meeting on Monday 24 June. The team will meet with school leaders and Board (Brenda to attend) to share initial findings in the early afternoon on Thursday 27 June.

Aaron (A3)

f. MOE Payment - Donations. Details of the new MOE initiative are unavailable at this stage and the Board will consider its stance once further information is available. A decision is to be made by November 27th this year for implementation in 2020.

Board (A4)

g. Pedagogy Goal. The school has been investigating streamlining programmes and practices within mathematics.

h. Health Statement. This should be reviewed biannually by the school community. Fiona has constructed a draft statement to be communicated to our school community for feedback.

Fiona (A5)

i. 2020 Term Dates. The following term dates were proposed for 2020. These dates allow for two Teacher Only Days. Teacher Only Days are a subject of discussion under the settlement of the Primary Teachers’ and Principals’ Collective agreement and as such these dates are draft only.

Term 1: 3 February to 9 April (96 half days)

Term 2: 28 April to 3 July (96 half days)

Term 3: 20 July to 25 September (100 half days)

Term 4: 12 October to 17 December (96 half days)

Motion: 2020 term dates are confirmed as above subject to the outcome regarding Teacher Only Days under the Primary Teachers' and Principal's Collective settlement.

Proposed: Claire Wilde

Seconded: Anna Bell-Booth

- j. Sabbatical Provision. As available under the Primary Principals' Collective Agreement, Fiona requested Board support for sabbatical leave for term 2 or term 3 2020. This leave would provide increased "acting up" opportunities for existing leadership staff and would incur no financial disadvantage to the school. While this leave includes provision for rejuvenation, Fiona intends to use the study portion to research a well-being strategy and investigate strategies to accelerate learning progress for Māori males.

Motion: The Board approves Fiona's application for a term of sabbatical leave in 2020.

Proposed: Anna Bell-Booth

Seconded: Aaron Moores

- k. Student stand-downs. The leadership team have recently dealt with two stand-downs. One incident involved a five year old male and the other incident involved an eight year old male.
- l. Student Numbers. Numbers slightly down on predictions. MOE have requested a meeting with Fiona tomorrow regarding zone adjustment.
- m. Review Schedule from School Docs. Shared and discussed. Board encouraged to login to view and place any thoughts.
- n. **Motion:** That the Principal's report be accepted.

Moved: Aaron Moores

Seconded: Anna Bell-Booth

Board (A6)

ITEM 4 – REVIEW

8. Property. Currently waiting on detailed design and MOE funding decisions regarding the new roof for A Block under 5YA. Technology service provision is ceasing at the end of 2019. The technology block utilisation being is considered at MOE level.

9. Finance. Aaron presented the finance minutes and reports. The 2018 audit process is now complete with 2018 Annual Report successfully submitted to MOE by the deadline of 31 May 2019. The Annual Report required signatures of Chair and Principal on behalf of the Board.

Motion: The Board approves the authorisation of the Chair and Principal to sign the 2018 audited accounts.

Moved: Anna Bell-Booth

Seconded: Neil McLaughlin

10. Personnel. **See item**

11. FOTS. Claire updated the meeting on recent FOTS activities. This small hardworking group held a very successful Brick Show this month and have upcoming Donut Friday, sausage sizzle and a disco in term 3. The FOTS have been a great supporter of the school community with major contributions over the past few years including playground upgrades, junior turf and korowai. Claire will circulate meeting dates to Board members and ask that each Board member takes a turn to attend one meeting. Once this

Claire (A7)

cycle is complete, Claire will continue to attend meetings as the Board representative.

12. Meeting Dates. The Board decided to continue to meet twice per term (week 3 and week 8) on Mondays at 7.00pm with the following dates confirmed for the remainder of 2019:

- 5 August
- 9 September
- 4 November (due to 28 October being Labour Day)
- 2 December

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

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

- Dates for Meetings:
- Team Leader Presentations
- SENCO overview
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ITEM 6 – ADMINISTRATION

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

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

15. Correspondence .

Inwards.

- a. Tauranga City Council – Feedback and steps for Cameron Road traffic consultation process.
- b. STA Conference –delegation registration for AGM.
- c. NZEI – notice of initiation of bargaining for Support Staff

Outwards.

- d. Tauranga City Council – consideration to close 5th Avenue.

16. Personnel. **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the proceedings of this meeting namely agenda item 3.4. The grounds are that the matters are those of personnel 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 requirement when moving to exclude the public.

17.

18. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and went into committee at 9:30pm until 10:00pm. The meeting closed the meeting at 10:05pm.

19. Next Meeting. Next meeting 7.00pm, Monday 5 August, 2019.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

June 2019

Attachments:

1. Principal's Report.

Distribution:

All Trustees

Deputy Principal

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