

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 4 NOVEMBER 2019**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance	
	Kat Gilbert-Tunny	Staff Representative	
	Neil McLaughlin	Property	
	Todd Retter	5YA Property	
	Elizabeth Smith	Personnel	
Attendees:	Cathy Ediker	DP	
	Kelly Savage	WST	
	Tracey Gillingham	WST	
	Sandra Thurlow	Reading Recovery Teacher	
	Susan O'Neill	Minute Secretary	
Apologies:	Claire Wilde	FOTS	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting especially those presenting reports tonight.
2. Declarations of Interest. One declaration of interest noted for Susan O'Neill under Finance.

ITEM 2 – TEAM OVERVIEWS

3. Reading Recovery Report. Sandra Thurlow presented her annual Board report outlining the system involved in this early literacy intervention. Children ideally enter the programme close to six years of age although it depends on readiness. Considerable progress is made by the children working through this intervention; eleven children in 2019. Some children are referred for additional assistance. On-going monitoring of their progress is completed over the following few years. The RR teacher position has been jointly funded by MOE and the school over the past years.
4. Kāhui Ako. Kelly and Tracey presented their comprehensive report focusing on the 2019 initiatives, goals and evidence produced. Note was made of the highly successful whānau cultural day, the high attendance at learning conferences and recognised progress under the normalisation of Te Reo throughout the school. Growing culturally responsive and relational practices has been a large piece of work helping getting to know our learners and growing collaborative thinking. The theory of “respect” continues to be unpacked from our learners’ perspective. Staff definition of the respect statement created - “At TPS we show respect by valuing differences. We are kind, encouraging and listen to each other. We take responsibility for our words and actions, and how they affect others.” Several challenges were identified alongside plans for improved practices, continuing development and opportunities in 2020

ITEM 3 – DECISIONS

5. Principal Report. Fiona presented her report, a copy of which is attached.
- a. Kāhui Ako. Taumata School has joined our Kāhui Ako. Three WST positions to appoint for TPS for 2020.
 - b. International Students. 2020 numbers looking positive with 11.4 FTTE students confirmed.
 - c. Pub Charities. Successful application for Year 6 camp grant of \$7,000 reducing cost of camp to \$130 per learner.
 - d. Investigative Feedback was sought, as minuted in September meeting, although no responses have been received to date. Fiona to communicate this in the newsletter and further encourage feedback.
 - e. School Zone. No community feedback was received and the MOE have agreed that the new zone is confirmed from 1 January 2020.
 - f. School Dates 2020. New Teacher Only Days arising from recent collective settlement on 13 March, 15 May and 21 August. The following 2020 term dates were ratified:

Term 1: 3 February to 9 April
Term 2: 28 April to 3 July
Term 3: 20 July to 25 September
Term 4: 12 October to 15 December

Moved: Todd Retter **Seconded:** Elizabeth Smith
 - g. School Docs. Sun protection and EOTC reviews are open for comment.
 - h. Assurance. SUER processes being checked by Anna this week.
 - i. Appointments 2019 and 2020.
The following appointments were ratified:
 - Cathy Ediker to Deputy Principal from 14 October 2019
 - Permanent Scale A teachers from 14 October 2019 – Jana Smith, Emma Hyett, Jean Campbell and Michaela Murray
 - Permanent Scale A teachers from 28 January 2020 - Luka Jugum and Hannah Thompson
 - Fixed term Scale A Teacher - Dave Medley**Moved:** Aaron Moores **Seconded:** Todd Retter
 - j. Ballot. The recently completed ballot for 2020 saw ten NE learners from out-of-zone accepted.
 - k. Strategic plan 2020 - 2022. Encompassing the vision statement and three main strands of ako, whanaungatanga and tūrangawaewae.

Fiona (A1)

Anna (A2)

1. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Anna

ITEM 4 – REVIEW

6. Property. Todd reported on the recent detailed design review and MOE approval funding for roofing projects. The Opus Project Manager, Sunny, has resigned and is replaced by Opus Project Manager, Dion Collier, appears to be very competent. The school has had a verbal agreement from the MOE property advisors accepting ownership of the Board funded portion of the current 5YA project and the steering group will work to get this confirmed in writing. ROI process is complete with five interested parties reduced to three for the tender phase. This selection process was completed through the use of a MOE scoring matrix completed individually by Todd, Neil and Dion producing consistent outcomes. The building consent was lodged with TDC at the end of October. Neil and Todd attended the MOE led Property 101 session.

Property
Group (A3)

7. Finance. Aaron discussed the recent October finance meeting where figures are tracking positively with some plans for further asset purchases over the next few months. A discussion was held resulting from Item 1 of the October Finance Minutes in regards to the sale of doors from Block A. The Board was satisfied that correct process has been followed and accepted the intention of John O'Neill to purchase. The Draft 2020 budget will be presented at next December Board meeting. The lease of a new mobile phone for the Principal was approved – the cost over 24 months is less than outright purchase and is interest free.

8. Personnel. The school has submitted a proposal to the MOE regarding the two classification of permanent technology staff as surplus due to the disestablishment of the Tauranga Technology Centre. The email motion confirmation of this Board decision was communicated on 9 October 2019. Currently awaiting a response.

9. FOTS. Fiona cash balance as at end of September was \$15,997. The disco was a success and upcoming events include Frozen 2 movie fundraiser and Frosty Fridays. Readathon did not raise as much as anticipated perhaps due to timing through the school holidays. The FOTS are a small group and growing numbers is a priority. Currently fundraising to contribute towards a water play feature on the junior site.

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

10. Agenda Items for Next Meeting. Items to be included are:
- Analysis of variance
 - Sport report
 - International Student Report
 - 2020 draft budget

ITEM 6 – ADMINISTRATION

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

Moved: Fiona Hawes

Seconded: Aaron Moores

12. Correspondence.

Inwards.

- a. MOE – confirmation of TPS opted into the Donations Scheme for 2020 school year.
- b. STA Regional Executive Nominations. Fiona and Aaron to consider options and vote for five candidates on behalf of the Board
- c. Outwards.
- d. none

Fiona,
Aaron (A4)

13. EOY Board Dinner. Venue Miss Gees (59 The Strand), Wednesday 7:00pm, 20th November 2019.

14. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 10:05pm.

15. Next Meeting. Next meeting 7.00pm, Monday 2 December, 2019.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

November 2019

Attachments:

1. Principal's Report.

Distribution:

All Trustees
Deputy Principal
Executive Officer
Board Secretary
Website
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