

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 5 AUGUST 2019**

Present: Aaron Moores Finance Chair
Fiona Hawes Principal
Anna Bell-Booth Finance
Kat Gilbert-Tunny Staff Representative
Neil McLaughlin Property
Claire Wilde FOTS
Todd Retter 5YA Property

Attendees: Tracey Kerr-Aim Acting DP
Robyn Caley AP
Cathy Ediker AP
Tracey Gillingham Snr Synd Leader
Pam Wilkins Jnr Synd Leader
Susan O'Neill Minute Secretary

Apologies: Elizabeth Smith

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair, Aaron, welcomed everyone to the meeting especially those presenting reports tonight.

2. Declarations of Interest. No declarations of interest were noted.

3. Co-Opt Board Member. Todd Retter has been an integral part of the Board especially in the area of 5YA building design and upgrade. Fiona is keen to continue to have Todd involved in this important work and discussed the opportunity of co-opting Todd to the Board for the duration of the “Block A” build project.

Motion: That Todd Retter be co-opted to the Board for the duration of the current 5YA Block A build project.

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

ITEM 2 – TEAM OVERVIEWS

4. **Junior Syndicate – NE/Yr 1.** Robyn presented a team overview for the NE/Year 1 area; introducing the teaching team and the changing face of this cohort. The configuration of learners was discussed along with the downward trend of SEA data and oral language skills. The team has introduced new learning initiatives including play based learning and We Thinkers to sit alongside more traditional learning practice; catering to the needs the identified learning challenges. Challenges include learning and implementing new teaching practices, resourcing, complex needs and the organisation of the cohort.

5. **Junior Syndicate – Yr 2.** Pam discussed the current situation in this area including the issue of low 6 Year Net data. 18 children working with community readers amongst many other supportive programmes. Identified learning challenges are primarily social skills and literacy. Reading Recovery teacher provides sound support and advice. Cross grouping

for reading and writing appears to provide more targeted learning opportunities. Additional teacher aides are working across junior areas.

6. **Middle Syndicate.** Tracey presented an overview of the teaching team. There is a high number of ESOL learners and a high number of learners with learning/behaviour and social challenges. This has a significant impact on teaching and learning models. Social skills, anxiety, emotional regulation and transition from “learning to read” to “reading to learn” are the main identified learning challenges in this area of the school. There are many diverse focus areas of support including toku āko, mindfulness, and peaceful conflict resolution. The interventions, support and on-going teaching practices are resulting in a calm, positive and focused environment as well as, generally, very good academic results. The growing diversity of learners and their increasingly complex needs are identified as challenges.

7. **Senior Syndicate.** Cathy introduced the senior teaching staff team and the learner context for this area of the school. Challenges for this cohort include low academic data (Yr 6) and resilience. Relationship building, increasing growth mind-sets and the increasing integration of te reo are considerations for assessing improvements. Reflective practice is on-going and changing teaching practice to meet the needs of individual needs.

8. **SENCO Report.** Rob, Cathy and Tracey KA lead the management of this increasingly challenging area. Tracey outlined the processes within the school, the agency support (learners involved in each area) and the interventions available. Current issues under Learning Support delivery model are outlined under Principal Report. Discussions were centered around the lack of appropriate support, the delay and difficulty of access to available support, increased pressure on unqualified health professionals such as teachers.

ITEM 3 – DECISIONS

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

- a. **Kāhui Ako.** In the early stages of strategic planning for 2020-2021 with serious consideration being given to joining the MOE Learning Support initiative. This is a collaborative approach with six priority areas detailed in the report.
- b. **Marketing Trip.** Fiona leaves on Sunday 22 September for this marketing trip.
- c. **Grant For Year 6 camp.** The full cost of Year 6 camp is approximately \$200 per child, a prohibitive amount for many families. The school has been very fortunate in the past to have received grants from Pub Charities allowing all learners to attend this valuable experience. The Board is asked to support the grant application to Pub Charities to support the 2019 Year 6 camp for up to \$10,000.

Motion: The Board supports the application to Pub Charities for a grant (up to the value of \$10,000) to support Year 6 student’s attendance at the 2019 senior camp.

Moved: Aaron Moores

Seconded: Claire Wilde

- d. **Springboard Trust – Strategic Leadership Programme.** Fiona requested Board feedback on critical factors for a successful school and the vision for the school in the next three years. Many suggestions were received and discussed for Fiona to take forward. High in the list of priorities appear to be equitable outcomes, flexibility and responsiveness, support and

Fiona (A1)

development for staff, being future focused (IT considerations) and continued focus on building learner skills and dispositions.

- e. Board Training. Fiona shared foundation ideas for governance, the complaints and concerns process and reiterated the information available on School Docs. A reminder that as PCBUs, the Chair and Principal personally responsible for H&S on site.
- f. School Zone. The MOE have approached TPS to provide greater clarity regarding our existing school zone. Details are provided in the Principal's report however, as part of the principal strike action, Fiona has currently withdrawn from engaging in this process.
- g. Website. This is near completion and looks to be much improved including the platforms it can be accessed well on.
- h. Tracking Data. All priority learner data is now being tracked across each of the four terms. Data was presented from term 1 and 2 with note being made of the Yr 3 cohort which has tracked in this lower manner throughout the years. More in-depth information is needed often to make judgements on real progress. Data collection needs to be sustainable and purposeful alongside meeting external agency expectation.
- i. Roll Number. Tracking within expectation.
- j. Accident Register. Tabled
- k. Caretaker. Pleased to report that an appointment has been made to the caretaker position (start date 12 August). Thanks were expressed to Tom Thomson working additional hours and covering additional duties during this longer than expected transition period.
- l. **Motion:** That the Principal's report be accepted.

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

Fiona (A2)

ITEM 4 – REVIEW

10. Property. Due mainly to lack of clear planning around the technology building, our Regional MOE property advisor missed deadline for quality assurance of the 10YPP and so this will be delayed by a month. We have been assured that this action will not delay the 5YA project. Fiona to check detail of the inclusion of the roofing portion within the 5YA scope and costings. As part of the process, there is to be a peer review of documentation in regard to weather tightness and QS reports.

Fiona (A3)

11. Finance. Aaron presented the finance minutes and reports. Finance is tracking well, and areas of concern at this stage.

12. Personnel. **In committee**

13. FOTS. Elizabeth joined Fiona at the recent FOTS meeting. Future events include a disco with a space theme and donut day. A few new, interested people attended the meeting and there is a new secretary. Next meeting in week 7 at 6.30pm – one more Board member to please attend.

Board (A4)

ITEM 5 – DISCUSSIONS

AGENDA ITEMS

14. Agenda Items for Next Meeting. Items to be included are:
- Asttle results
 - Term 3 report
 - Archive Authority

ITEM 6 – ADMINISTRATION

15. Confirmation of Minutes. The minutes of the last meeting held on 17 June 2019 were accepted as a true record.

Moved: Fiona Hawes

Seconded: Claire Wilde

16. Correspondence .
Inwards.

- a. Tracey Gillingham is resigning from her position as Team Leader and Teacher at end of 2019. The Board thanked Tracey for the very high standard of teaching and leadership she has provided to the school and wished her well in her studies and future work. The Board Chair to be involved in the process for this appointment in due course.
- b. July Roll return – acknowledge in principal’s report.
- c. Barbara Turley – leave application 27 November -3 December (5 days LWOP) was approved.

Fiona (A4)

Outwards.

- d. Nothing of note.

17. 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.
- 18.

19. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and went into committee at 9:39pm until 9:45pm. The meeting closed at 9:45pm.

20. Next Meeting. Next meeting 7.00pm, Monday 9 September, 2019.

Susan O’Neill
Minute Secretary

Aaron Moores
Chairman

August 2019

Attachments:

- 1. Principal’s Report.

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