

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 12th FEBRUARY 2018**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Brenda Poutawera	Personnel/FOTS	Deputy Chair
	Tristan Hewett	Finance	
	Todd Retter	Property	
	Pam Wilkins	Staff Representative	
Attendees:	Rowland Weston	School Community	
	Susan O'Neill	Minute Secretary	
Apologies:	Chris Hills	Property	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to this first meeting of 2018 meeting.
2. Declarations of Interest. The Chair asked for any declarations of interest and none were declared there were none.

ITEM 2 – DECISIONS

3. Elect 2018 Chair. As per requirement, the start of each year requires an election of a Board Chair. The Board has valued Aaron's leadership as Chair and Aaron was willing to stand again for this important role

Motion: That Aaron Moores be elected to the role of 2018 Board Chair.

Moved: Fiona Hawes **Seconded:** Pam Wilkins

4. Election of 2018 Deputy Chair. The position of Deputy Board Chair is not required although it has proven to be a valuable role for this Board. Brenda expressed a willingness to continue in this role and the Board were very happy to support this proposal.

Motion: That Brenda Poutawera be elected to the role of 2018 Deputy Chair

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

5. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. New Staff. The leadership team are pleased to report that all new staff are settling into their roles and the school community very well.
 - b. Kāhui Ako. The new structure appears to be positive and the new Across School Teachers for TPS (Kylie Valentine and Pere Durie) offer varied backgrounds and expertise. These teachers are looking to support TPS in constructing an action plan. The TPS In-School Teacher appointments for 2018 remain as 2017.
 - c. Change of Reporting. Discussion over the change in reporting from national standards to OTJ with the use of curriculum levels. Fiona's note regarding this change to be placed in newsletter again next week.

Fiona (A1)

- d. International Students. Pleasing number of enrolments for 2018.
- e. Technology. MOE have indicated Pyes Pa West will host this centre from 2020. Fiona has met with MOE and will gain further process detail for the existing centre wind down. A plan for existing property to be considered alongside the next 5YA round. The ensuing property discussion included aspects of roll management and the funding implications of in-zone versus out-of-zone pupils. The Board expressed the desire to establish a sub-committee to look at options – Todd, Aaron, Fiona and Susan to form this committee.
- f. Student Numbers. Additional teaching staffing has been utilised to assist with high student starting numbers.
- g. Property Work. A significant number of projects were carried out over the holiday period. Higgins are working closely with the school to satisfactorily complete the external painting project despite the company withdrawing its operations from NZ in the near future. It was noted that temperature moderation within classes has been of recent concern and options are being considered on a room (or hub) by room basis.
- h. Charter. The 2018 Charter was presented for approval prior to MOE submission. Focus on goals in Mathematics for male Māori learners and incorporating “best evidence” into Mathematics teaching practice.
Motion: That the 2018 Charter be approved as presented.
Moved: Tristan Hewett **Seconded:** Todd Retter
- i. **Motion:** That the Principal’s report be accepted.
Moved: Aaron Moores **Seconded:** Pam Wilkins

Board (A2)

Fiona (A3)

ITEM 4 – REVIEW

- 6. Property. Updated in Principal’s report.
- 7. FOTS. This group will hold their first 2018 meeting tomorrow evening and are looking to gain further support especially from new families.
- 8. Finance. Aaron presented the finance minutes and reports. Bank staffing balanced due to reach zero again with the realisation that staffing in 2018 will be very tight. The FOTS will support the refurbishment of the playground by the pool in the Term 2 holidays. Activity fee and general fee collection rate are well down on usual for this time of the year – communication to families to be followed up. A breach of cash handling procedures was noted and has been followed up.
- 9. 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.
- 10. Policies 12 -15. These policies were presented for review and no changes were

deemed necessary.

11. Meeting dates. Board meeting to continue on Mondays at 7.00pm with the following dates confirmed:

- 19 March
- 14 May
- 18 June
- 6 August
- 10 September
- 29 October
- 3 December

ITEM 5 – AGENDA ITEMS

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

- Monitor path of an invoice
- 2017 progress for Annuals
- 1st March roll return

ITEM 6 – ADMINISTRATION

13. Confirmation of Minutes. The minutes of the last meeting held on 4 December 2017 were accepted as a true record with all actions considered off agenda.

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

14. Correspondence.

Inwards.

- a. As presented with nothing major to note.

15. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and went into committee at 8.00pm until 8.23pm. The meeting closed the meeting at 8.23pm.

16. Next Meeting. Next meeting 7.00pm, Monday 19 March 2018.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

February 2018

Attachments:

- 1. Principal's Report.

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