

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 30th OCTOBER 2017**

Present: Aaron Moores Finance Chair
Brenda Poutawera Personnel/FOTS Deputy Chair
Fiona Hawes Principal
Tristan Hewett Finance
Todd Retter Property
Chris Hills Property
Pam Wilkins Staff Representative

Attendees: Jamie De La Haye Deputy Principal
Sandra Thurlow Reading Recovery
Robyn Caley Assistant Principal
Kat Gilbert- HOD Sport
Tunney
Susan O'Neill Minute Secretary

Apologies: None

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting and especially those presenting reports tonight.
2. Declarations of Interest. The Chair asked for any declarations of interest and Todd declared his interest for any financial discussion under the current 5YA.

ITEM 2 – Presentations

3. Quick 60 – Robyn outlined this new targeted reading system trialled this year with small groups of junior and year 3/4 children with OTJs below National Standard in Reading. Resources (prescribed text usually non-fiction) were purchased to support the programme and Sandra utilised these to scaffold groups of children while assessing the success of the system. Results were positive and it was felt that further work is required to be able to properly assess progress. While indications that the 1:1 work with RR yields higher result, this system allows for participation of more students with lower resourcing. Attendance at school of some of these pupils was deemed an issue despite this being stressed to caregivers prior to commencement. The school would like to purchase the remaining resources next year to continue this trial.
4. Reading Recovery - Sandra presented the annual RR report; she enjoyed RR training this year and has appreciated this opportunity. This accelerated learning programme works with a very small number of children on an individual daily basis. The students with the lowest six-year net results can enter this intervention although the system is limited to 20 weeks. Sandra is keen to see this valuable programme continues within the school for these at risk learners. Thanks were expressed to Sandra and Robyn for their excellent work in these areas.

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5. Sport – Kat presented this report created with Jo Taele, sports co-ordinator. Great to see lots of sporting opportunities offered within school and outside of school hours. Many events have been rain affected this year. It was noted that the sports co-ordinator role is funded by the Board, Kiwisport funding and external grants where available. Jo was recognised as continuing to do a fantastic job and the Board was keen to have this recognised. Thanks to Kat for her work in this busy aspect of the school.

Brenda (A1)

6. Grant Application: The school was very grateful for the grant received this year to support the highly valued role of sports co-ordinator in our school. Jo Taele continues to engage our learners, support our teaching staff and encourage our community's involvement in sport and PE. The Board was asked to approve a grant application to Lion Foundation for \$10,000 to contribute to the salary of the sports co-ordinator role in 2018.

Motion: The Tauranga Primary School Board of Trustees approves the grant application to The Lion Foundation for \$10,000 to support the role of Sports Co-ordinator in 2018.

Fiona (A2)

Moved: Fiona Hawes

Seconded: Aaron Moores

ITEM 3 - DECISIONS

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

a. Kāhui Ako. Within School appointments for 2018-19 same as 2017 (Nick Adams, Kelly Savage and Ann-Marie Morris) while Across School appointments are underway. Across School Whānau Hui this week. Across school picture, Rongohia Te Hau, being constructed, with assistance from Waikato University, through non-judgemental classroom observation to assist with planning and professional development options.

b. Technology Review. Confirmed staffing in this area continues to be an item of discussion with MOE with this decision affecting the whole school staffing picture. Decisions regarding the disestablishment of the centre on this site are required and the MOE appears to have no definite plan. Pyes Pa West School will have a technology host centre included in their build (2020?) and Tahatai will cease to have year 7/8 students in 2019. The Board asked Fiona to send correspondence to MOE asking for future planning decisions and requesting the MOE support the staffing of the centre in 2018.

Fiona (A3)

c. International Students. Pleased to confirm the enrolment of 13.75 FTE students for 2018 and several short stay enquiries.

d. Parent Survey. Hard copy of results were shared and discussed. Results are fairly consistent with previous years and this data will be shared with our school community. Main themes were noted and discussed to identify areas of concern and focus. The Board prompted question regarding “boys only” learning opportunities did not appear to be understood as intended. The Board asked Fiona to communicate to our community the thinking behind the question regarding a focus on boys and their learning, remind parents of existing communication channels and the opportunities for contact with classroom teachers and school.

Fiona (A4)

e. Open Week. Very low turnout of parents (5 to 10 per day) to the three different open days and discussion workshops offered. These workshops require considerable effort to prepare for and it was decided that they would not be offered again in this format.

Fiona (A5)

- f. Grant application. As part of the management of school ICT resources, Jamie presented a plan to upgrade the iPads in the junior and middle school, desk-tops in the senior school and system upgrades in the office. The next operating system for iPad will not run on existing aged models. The total cost has been quoted at \$55,000 and Jamie asked the Board to support a grant application to TECT to share the burden of cost.

Motion: The Tauranga Primary School Board of Trustees approves the grant application to TECT for up to \$30,000 for the purchase of ICT hardware as outlined.

Fiona (A6)

Moved: Brenda Poutawera **Seconded:** Aaron Moores

- g. Appointments. The following appointments made for 2018 were presented for ratification:

- Jenna West permanent full time classroom teacher
- Holly Kinton permanent full time classroom teacher
- Sandra Thurlow .9 FTTE Fixed RR and Junior Support
- Erin Cartwright – fixed term (refreshment leave cover)
- Ashley Dunbar – fixed term (change of contract permanent teacher)
- Kirby Weis – fixed term (maternity leave cover)
- Nadine Mackie – fixed term 0.6 FTTE CRT release
- Emma Hyett – fixed term (change of contract for senior teachers)

- h. Resignations and Leave Requests. The following resignations and leave requests have been received:

- Karen Northey – resignation from end of 2017
- Nadine Mackie – resignation from end of 2017
- Kat Gilbert-Tunney - maternity leave from March 2018
- Natalie Ward –refreshment leave for term 1, 2018

The Board wishes to thank departing teachers for their hard work and enthusiasm over the years contributing towards the success of the school.

Fiona (A11)

- i. Reading Recovery Buildings. Fiona continues to chase MOE for a decision on the future of these buildings.

- j. External Painting. Further to the August Board minutes, no further quotes have been received despite seeking and discussing this work with several suitably qualified contractors. Reference checks for Higgins painting work at other schools have had pleasing results. The advantages of completing a large amount of work at once are positive financially and administratively. The plan is to paint the school in two sections, split by the road. The junior site has majority of buildings due for painting and the quote for all these buildings and many of the roofs is \$68,105 (plus GST). This aligns well with current figures on the 10YPP.

Motion: That the Tauranga Primary School Board of Trustees accepts the quotation from Higgins for external preparation and painting of the junior school at a cost of \$68,105 (plus GST).

Fiona (A12)

Moved: Fiona Hawes **Seconded:** Todd Retter

- k. External Painting – Roof Block W1 and W2. The paint fail on these roofs means repainting is required to provide sufficient protection and cover. The quote for this work is \$17,420 (plus GST). This includes safety compliance for working at heights.

Motion: That the Tauranga Primary School Board of Trustees accepts the

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quote of \$17,420 (plus GST) to repaint the required parts of hall, administration and technology roofs.

Moved: Fiona Hawes

Seconded: Todd Retter

Fiona (A13)

- l. 10YPP. The current plan needs updating due to the use of 5YA projects which include painting and the change in systems of painting desired by the school. The leadership team, the accountant and finance committee will look at this towards year-end in ensuring compliance with the MOE requirements.

Fiona (A14)

- m. Uniform. The sales volume of white shirts has been very low over the past few years and it is no longer viable for Active Schoolwear to continue to stock this item. Due to the very low popularity of this item it was decided to remove this uniform item from the official uniform list.

Motion: The Tauranga Primary School Board of Trustees agree to delete the white shirt option from the school uniform list from 2018 with existing items to be naturally phased out.

Fiona (A15)

Moved: Fiona Hawes

Seconded: Brenda Poutawera

- n. Suspension. The previous suspension was lifted and the pupil has been attending school from 8.30 to 10.30 daily with daily contact between school leadership team and parents. This limited time frame will continue in the interim until coping mechanisms are improved.

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

Moved: Todd

Seconded: Tristan Hewett

ITEM 4 – REVIEW

8. Property – 5YA Update. Nothing new to report.

9. Finance. Aaron presented update and recent minutes. Pub Charity grant has been approved for the year 6 camp reducing cost to \$100 per child and \$25 per parent helper. Draft budget next priority as well as getting the 5YA project finalised and off accounts this year.

10. Policies 17 and 18. The current policies for induction procedures and governance review were discussed. The review is to be added to December meeting agenda using documentation previously produced for this purpose. This current documentation is to be sent to all Board members this week with feedback to be sent on to Aaron to summarise for the December meeting.

All (A16)

Aaron

(A17)

11. FOTS. Brenda reported on meeting last Tuesday. Recent disco and sausage sizzle income were noted as contributing towards the upcoming project of the final playground refurbishment. With income down on recent events, it was decided to look at promotional systems.

ITEM 5 – AGENDA ITEMS

12. Agenda Items for Next Meeting. Items to be included are:
- Analysis of variance
 - 2018 Annual Plan

- Board self review
- 2018 Draft Budget
- 10YPP Review
- International Students
- Steps – Literacy Programme

ITEM 6 – ADMINISTRATION

13. Confirmation of Minutes. The minutes of the last meeting held on 11th September 2017 were accepted as a true record with all actions considered off agenda.

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

14. Correspondence

Inwards.

- a. Resignation from permanent role – Karen Northey
- b. Resignation from permanent role – Nadine Mackie
- c. Maternity leave – 2 March to end of year 2018 Kat Gilbert Tunney
- d. Refreshment leave (unpaid), term 1, 2018 – Natalie Ward
- e. Andrew King – COL email
- f. ESOL finding terms 3 and 4

15. Board End of Year Dinner. Booked for 7.00pm, Wednesday 13th December at Harbourside Restaurant. Please advise Susan if you cannot attend.

16. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.30pm.

17. Next Meeting. Next meeting 7.00pm, Monday 4 December 2017.

Susan O’Neill
Minute Secretary

Aaron Moores
Chairman

October 2017

Attachments:

- 1. Principal’s Report.

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