

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 4th DECEMBER 2017**

Present:	Aaron Moores	Finance	Chair
	Brenda Poutawera	Personnel/FOTS	Deputy Chair
	Fiona Hawes	Principal	
	Tristan Hewett	Finance	
	Todd Retter	Property	
	Pam Wilkins	Staff Representative	
Attendees:	Jamie De La Haye	Deputy Principal	
	Liz Catley	Lead Teacher (STEPS)	
	Susan O'Neill	Minute Secretary	
Apologies:	Chris Hills	Property	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to this meeting; the final Board meeting of the year.
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. Steps Web Trial 2017 – Liz outlined this new targeted reading and writing system which has been used particularly for our at risk middle syndicate learners (a target group of 12 in this instance). 60 licenced purchases were made and a free trial made use of for a larger group. The system is designed to assist with sight and sound recognition, incorporates memory practise and some speed work. The learners typically worked on this programme four days a week and were supported by a teacher aide. While all leaners using the system showed progress, the most accelerated progress was shown by the target group assisted by a teacher aide. Liz's recommendation would be to purchase additional licences in 2018 to use for at risk leaners. The system is run under the guidance of a teacher aide, is very easy to track progress from, is enjoyable for leaners and appears to be motivating learning. A budget of \$1,100 has been allowed for in the 2018 draft 2018 (plus teacher aide time). Thanks were expressed to Liz for this interesting piece of work.

ITEM 3 - DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Kāhau Akau now has a small advisory group (of six members), meeting regularly prior to full governance meetings, to review proposals and make recommendations. TPS WST considering findings through Rongohia te hau assessment this term. This will be added to the Charter.
 - b. Technology. The MOE appear to be unable to define a date to transfer the technology provision to Pyes Pa West. Fiona proposes that the Board sets 2021 as the date to advise MOE that we will transfer hosting of technology

Fiona (A1)

to Pyes Pa West.

Motion: The Board advises the MOE we will transfer the provision of year 7 and year 8 technology education to Pyes Pa West School in 2021.

Fiona (A2)

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

- c. International Student Report. May's report is attached. The school has advertised for a 2018 teacher aide to work in this area of the school. Homestay registration within the school community is developing. Attestation has been completed and achievement data shared.
- d. Pool. Work is complete on resurfacing and painting the pool. Health and safety concerns raised by a member of staff during the resurfacing work were discussed. The school believes the research results and advice it received about any potential risk, and the processes in place, fully satisfied concerns raised.
- e. Analysis of Variance 2017. Variance against the 2017 Charter goals was shared. While the goal of 80% of male learner achieving at or above National Standards in Writing was met, the goal of having 80% of Māori learners achieving at or above National Standards in Writing and Maths was not met (the results showed 74% reaching this goal). Māori male learners continue to show results of concern against charter goals and the management team is working to improve these outcomes.
Motion: The Board accepts the 2017 Analysis of Variance as presented.
Moved: Brenda Poutawera **Seconded:** Todd Retter
- f. 2018 Charter Overview (Annual Plan). The draft Charter overview for 2018 was shared and discussed. The 2018 draft budget reflects these goals. The full Charter documentation is to be reviewed at the first 2018 Board meeting.
Motion: The Board accepts the 2018 draft Charter as presented.
Moved: Aaron Moores **Seconded:** Pam Wilkins
- g. Appointments. The following appointment made for 2018 was presented for ratification:
- Kylie Forlong – fixed term (refreshment leave cover) replacing Erin Cartwright who declined the position following offer.
- h. Resignations and Leave Requests. The following resignations has been received:
- Tanya Garner (Teacher Aide, Technology) has resigned from end of 2017.
The Board wishes to thank Tanya for her hard work and dedication over the years contributing towards the success of the technology department.
- i. **Motion:** That the Principal's report be accepted.
Moved: Pam Wilkins **Seconded:** Tristan Hewett

ITEM 4 – REVIEW

5. Property – 5YA Update. Nothing new to report. The school strongly desires to move this completed project off its books this year and continues to chase those delaying this action.

6. Finance. Aaron presented recent committee minutes and the draft 2018 budget (for a deficit of \$75,717). A considerable increase in staffing especially in teacher aides, and also in teachers, was noted. The school is aiming to provide the best support for learners and this is currently perceived as an increase in teaching staff. The Board is cognisant of the implications of approving a deficit budget and is satisfied that this is the best decision considering current information, intentions and reserves held. The draft will be reviewed in April 2018. **Motion:** The Board approves the 2018 draft budget for a deficit of \$75,717.

Moved: Aaron Moores **Seconded:** Tristan Hewett

7. Board Papers. Options for circulating papers and storage of Board information were discussed. While centralised electronic storage of documents is desirable and partially available already, it was agreed to continue with the provision of hard copies of Board papers to members towards the end of the week prior to each Board meeting. Those papers are to also be sent electronically.

8. FOTS. Brenda noted the group enjoyed the recent end of year dinner and thanked the Board for their contribution towards the celebration of another successful year for this hard working committee.

9. Self Review. Thanks to those who sent responses. Summary noted that all considerations have been met or addressed.

ITEM 5 – AGENDA ITEMS

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

- Appoint Chair,
- Confirm 2018 Charter,
- Progress on 2017 draft end of year accounts
- Code of conduct
- Roles and responsibilities for Board members

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 30th October 2017 were accepted as a true record with all actions considered off agenda.

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

12. Correspondence

Inwards.

- a. Resignation from permanent role – Tanya Garner
- b. MOE – Tauranga Technology Unit staffing and planning

Outwards.

- a. Ezra Schuster – Technology centre staffing

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

14. Meeting Closure.

15. In-Committee discussion 8.40pm to 9.00pm

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

4.4. 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.

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

16. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.00pm.

17. Next Meeting. Next meeting 7.00pm, Monday 12 February 2018.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

December 2017

Attachments:

1. Principal's Report.
2. 2018 Draft Budget

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