

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 7th AUGUST 2017**

Present:	Brenda Poutawera	Personnel/FOTS	Acting Chair
	Fiona Hawes	Principal	
	Tristan Hewett	Finance	
	Todd Retter	Property	
Attendees:	Jamie De La Haye	Deputy Principal	
	Susan O'Neill	Minute Secretary	
Apologies:	Aaron Moores	Finance	Chair
	Pam Wilkins	Staff Representative	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Acting Chair welcomed everyone to the meeting and accepted apologies from Aaron and Pam.
2. Declarations of Interest. The Acting Chair asked for any declarations of interest and Todd declared his interest for any financial discussion under the current 5YA.

ITEM 2 – SENCO

3. Jamie presented an interesting SENCO review including an overview of current school roles. Charter targets and the current progress towards them were discussed. Initiatives being trialled include STEPS programme and Quick 60 as well as work with Target Inquiry Learners. Challenges around learning support requirements were identified. This year has seen notable growth in terms of additional support required especially in areas of food, clothing and transport. The importance of growing relationships and improving communication with both students and families is recognised. Thanks were expressed to Jamie and his team for on-going work in this important and growing area.

ITEM 3 - DECISIONS

4. Principal Report. Fiona presented her extensive report, a copy of which is attached.
 - a. Parent Survey. The survey is due to be sent out to our community at the end of term 3 and the Board is asked to consider what aspects they wish to gain feedback on and if they continue to value the survey. Agreed to continue with the survey and continue to seek some feedback from those involved in the new hubs.
 - b. Pool. Work is underway to confirm quotes for the preparation, resurfacing and repainting of the school pool. At this stage, it appears that the cost will be between \$10,000 and \$20,000. The school values the use of the pool and recognises this significant cost for which there is no MOE funding. To help offset this cost, the school is keen to apply for suitable funding once all figures are known.

Fiona (A1)

Motion: Tauranga Primary School Board supports the application to TECT for a grant towards the costs of resurfacing the school pool.

Moved: Brenda Poutawera **Seconded:** Fiona Hawes

- c. Year 6 Camp. In order to improve affordability of attendance for all senior students at the 2017 year 6 camp, Fiona asked that the Board support a funding application to Pub Charities. Attendance at this three day camp is highly valued and without a grant, the estimated cost of \$210 per student would be prohibitive for many of our students.
Motion: The Board supports the application to Pub Charities for a grant to support year 6 students' attendance at the 2017 senior camp.
Moved: Brenda Poutawera **Seconded:** Chris Hills
- d. CoL (Kāhui Ako). Across school Board Hui hosted on 26th July. Todd and Fiona attended and found it worthwhile. PD will occur in 2017 for the lead teachers and administration is likely to be in 2018.
- e. Technology Review. Options being tabled at the recent meeting included the concept of potentially creating new centres to cater for the client schools or refurbishing the current centre.
- f. Learner Led Conferences. Positive feedback on the whole in regards to this new system. After reviewing how these went, it has been decided to run the first interviews as teacher led and then the second conference to be student led for years 4 to 6, potentially years 3 to 6. Fiona (A2)
- g. Painting. The school is looking to change the system of painting the exterior of the school and has received one quote for this work. Another quote is being sought and Fiona and Susan are working on figures to assist with decision making in this area. Fiona/Susan (A3)
- h. Charter Goals. The Board was reminded of the current charters goals for Maori learners in writing and maths and male learners in writing. Mid year data was shared with further progress required to meet these goals.
- i. Proposed term dates 2018
Term 1 – 1st February to 13 April (with Teacher Only day 7 March)
Term 2 – 30 April to 6 July
Term 3 – 23 July to 28 September
Term 4 – 15 October to 18 December
Motion: That the 2018 term dates be accepted as tabled.
Moved: Fiona Hawes **Seconded:** Brenda Poutawera. Fiona (A4)
- j. Records Retention and Disposal scheme. A revised document is scheduled to be published in 2018, in the interim the school has been continuing to follow the current MOE guidelines.
Motion: The school will continue to follow the current MOE guidelines in terms of record disposal and retention. Fiona (A5)
Moved: Fiona Hawes **Seconded:** Chris Hills
- k. July Roll Return was tabled showing 457 learners and 10 international students.
- l. New Budget Line. Targeted funding of \$7,218 was received in the July OPS grant and will be used as agreed for teacher release. This will appear as a new budget line under Staff Development and should not alter the bottom line as it is directly targeted.

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

Moved: Brenda Poutawera

Seconded: Tristan Hewett

ITEM 4 – REVIEW

5. Property – 5YA Update. Todd reported on a recent meeting with the Project Manager held to review final construction figures presented by Brunel. The figures have been reviewed by an independent QS. Those figures will now be returned to Brunel for consideration. The estimated cost remaining is approximately \$55,000. The last pieces of work required by Council to pass consent have been carried out.

6. Finance. Fiona presented the finance minutes and reports. Bank staffing is being actively managed with two teachers moved to bulk grant. Fiona's visa limit has been increased for the duration of her upcoming trip although overall credit card limit remains the same.

7. Policy 16. This policy was tabled and discussed. It was agreed to accept without alteration.

8. Personnel. A letter of has been received from Lindsay Harvey informing the Board of her intention to retire at the end of the 2017 school year. Lindsay is a long serving staff member (fixed term part-time in 2001 and permanent since 2002) and the Board wishes her well in her future endeavours.

9. FOTS. Brenda reported on recent activities including the movie session, sausage sizzle and entertainment book. Calendar art is coming up and the theme for the disco "all at sea" has been agreed. The new concrete table tennis table ready for delivery once the school is prepared. There is a gold coin donut sale this Friday.

ITEM 5 – AGENDA ITEMS

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

- Asttel testing results
- Cash handling
- CoL

ITEM 6 – ADMINISTRATION

11. Confirmation of Minutes. The minutes of the last meeting held on 19 June 2017 were accepted as a true record with all actions considered off agenda.

Moved: Brenda Poutawera

Seconded: Fiona Hawes

12. Correspondence .

Inwards.

- a. Lindsay Harvey – covered under personnel.

13. Meeting Closure. There being no further business, the Acting Chair thanked everyone for their contributions and closed the meeting at 8.50pm.
14. Next Meeting. Next meeting 7.00pm, Monday 11 September 2017.

Susan O'Neill
Minute Secretary

Brenda Poutawera
Acting Chairman

August 2017

Attachments:

1. Principal's Report.

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