

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 19th MARCH 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:	Susan O'Neill	Minute Secretary	
Apologies:	Chris Hills	Property	
	Jamie De La Haye	DP	

ACTION

ITEM 1 – ADMINISTRATION

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

ITEM 2 – DECISIONS

3. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Kāhui Ako. Governance meeting on the 8th March where Andrew King indicated that, from July, he would be unwilling to continue as the Lead Principal under the current structure with the .4 release component. The governance group is meeting the MOE to discuss the potential for restructuring the leadership role. The governance group will look at new reporting options and assessment practices now that National Standards have been removed.
 - b. Principal Professional Development. Fiona indicated a strong interest in attending professional development co-ordinated by the Western Bay of Plenty Principals' Association in Melbourne (1st to 7th July 2018). The learning will concentrate on flexible learning environments.
Motion: The Board approves Fiona attending the professional development opportunity organised by the WBOPPA in Melbourne in 1st to 7th July 2018.
Moved: Aaron Moores **Seconded:** Brenda Poutawera
 - c. Korean International Student Marketing Fair. It is considered important for a representative to attend the 2018 Korean Fair to promote TPS to this important market.
Motion: The Board approves one school representative to attend the 2018 Korean Fair.
Moved: Aaron Moores **Seconded:** Tristan Hewett
 - d. James Nottingham. Received positive feedback for this recent TOD.

- e. Maths PLD. Facilitators are working in teams within classes this term demonstrating collaborative planning, co-teaching and reflection opportunities. Mixed ability grouping, contextual problem solving and cultural responsive practice are being further promoted. Each team has been provided with release time and a facilitator for this training.
- f. Property Work. Fiona and Susan have been working with Higgins to complete the external painting and remedial grounds work. The painting was completed this week with warranties signed. There is further work to be carried out on the roof of room 11 - ESOL and options for paint versus reroofing are being considered.
10YPP/5YA Planning – the three year 5YA review has been completed and resulted in an increase of \$40,662. Recent meeting with MOE property advisor failed to confirm plans and figures. Fiona continues to work with MOE to gain some certainty over the future of various facilities and buildings on site. Fiona is working on the documentation required to send a proposal out to tender the 10YPP planning work. Discussions reviewed the complexity of this work and the possible impact of future regional growth, MOE service provision on site and any associated funding, technology changes and in-zone roll growth. The importance of the engagement of a skilled and knowledgeable professional for this work was stressed.
- g. Enrolment Scheme. The current enrolment scheme was due for review. The existing scheme was deemed appropriate and manageable at this stage.
Motion: The Board approves the continuation of the current enrolment scheme.
Moved: Fiona Hawes **Seconded:** Aaron Moores
- h. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Pam Wilkins

ITEM 4 – REVIEW

4. Property. Updated in Principal's report.
5. FOTS. This group held their AGM and monthly meeting last week. Sincere thanks to Kristen Retter as she steps down from her role after many years of fantastic leadership and energy. 2018 election of officers with Rockie Branch taking on the role of Chairperson, Leanne Grant continuing as Treasurer and Claire Wilde as Secretary. Calendar of events was shared including Lego show on 9th June.
6. Finance. Aaron presented the finance minutes and reports. Bank staffing overused at this stage although the correct entitlement is yet to be applied. The school will move a teacher to bulk grant (school funded) within next few pay periods to manage this. Pleased to report the receipt of \$5,000 Lion Foundation grant to support the role of sports co-ordinator. FOTS will make a donation of \$15,000 net towards the upcoming refurbishment of the final playground. The rate of activity fee payments has improved since the February report. 2017 accounts will show a significant deficit due to the gifting of the two buildings although the figure excluding that will be surplus of approximately \$150,000. The regular Path of an Invoice check was completed satisfactorily.

7. 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.

ITEM 5 – AGENDA ITEMS

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

- Review draft 2018 budget
- 2017 Progress for Annuals
- Annual report
- Committee Policy 19
- SEA and 6 Year Net data

ITEM 6 – ADMINISTRATION

9. Confirmation of Minutes. The minutes of the last meeting held on 12 February 2018 were accepted as a true record with all actions considered off agenda.

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

10. Correspondence.

Inwards.

- a. NZEI notification of paid union meeting for principals and teachers
- b. MOE enrolment scheme review
- c. MOE property 5YA agreement three year budget review

11. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and went into committee at 8.20pm until 8.40pm. The meeting closed the meeting at 8.40pm.

12. Next Meeting. Next meeting 7.00pm, Monday 14 May 2018.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

March 2018

Attachments:

1. Principal's Report.

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