

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 10th SEPTEMBER 2018**

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

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the September meeting. Aaron reminded everyone about visitor protocol to be followed during the meeting.
2. Declarations of Interest. The Chair asked for any declarations of interest and Todd's declared interest in the current 5YA was noted.

ITEM 2 – PRESENTATION

3. Asttle Report – Years 4-6. Jamie presented an interesting report summarising achievement and progress for Year 4-6 learners in Mathematics and Reading. These results are for tests taken at one point in time (August). Overall, this snap shot is not the only piece of evidence considered for gauging progress or success. It was noted that generally median scores across the three groups sit below the normed data for students using Asttle. Achievement progression in this test are tracking below charter goals at this stage (noted that the standards are for end of year). Work is being done on targeted student need as well as overall formative steps. New practices around mathematics teaching and learning are being embedded and it will be interesting to see results next year from this.

ITEM 3 - DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Parent survey. This is underway with eight parents showing interest in Board roles. A notable decrease in the number of parents responding through the newsletter portal at this stage.
 - b. Kāhui Ako. Shadow coaching continuing this term. Resignation received from Lead Principal, Andrew King with no eligible principal prepared to take on this role. Review of Kāhui Ako and its current model is in progress.
 - c. International Students. Fiona recently completed marketing trip to Korea and Japan. Number of attendees at the fair was down approximately 20% on 2017 figures. Overall, it was a positive experience meeting two parents

for 2019 enrolments and a parent of a current student. Looking at group stay, teacher exchange or sister school options through the Japanese school connection. On another note, the recent Japanese short stay group to TPS was very successful and Lets' Homestay are keen to continue with this partnership. The Board noted the excellent work May Tran has carried out in making this a success.

- d. MOE – Tomorrow's School Review. Fiona summarised discussions mainly to do with BOT and governance.
- e. Principal Mentoring Role. Fiona is currently working with Brookfield Primary offering valuable support and guidance
- f. Reporting. Parent survey results assisted in review of report design for end of 2018. The new reporting format was shared.
- g. Kāhui Ako Shadow Coaching PD is underway with a small number of TPS teachers to enable assessment of the usefulness of this process.
- h. 10YPP. Draft has been revised and now gone to the MOE. Many decisions are waiting upon the MOE for the proposed plan for Reading Recovery Centre and technology buildings and services.
- i. Mural. Unveiling of SH1 mural tomorrow morning. The junior mural work has begun.
- j. Stand Down. Report of a recent stand down of a Year 3 student “demonstrating behaviour in a harmful or dangerous example to others at the school (under Section 14(1) (a) of the Education Act 1989)”.
- k. Resignation. Has been received from Natalie Ward who has won a foundation teaching post at Taumata School. Pam Wilkins will be moving to Room 15 for term 4, with other existing teaching staff being reallocated to assist minimise disruption to our learners in this area.
- l. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Pam Wilkins

ITEM 4 – REVIEW

5. Property – 5YA. Final invoices from Brunel and Tectum have been received for the expected figures. The official final figures on the SH1/SH2 project are: total costs \$1,023,117.14 with the MOE contributing \$533,836 and the school contributing \$489,281.14. The school is currently chasing a “purposeful donation” GST receipt for the 2017 gift of these buildings, and a portion of the administration build, to the MOE.

6. FOTS. Jamie reported on recent activities of this hard working group. It was noted that sales are down on some of the fundraisers and a trial of providing paper copy notices (with payments to continue through School Shop) is to be carried out.

Jamie (A1)

7. Finance. Aaron presented finance minutes from August and comments and August accounts from tonight's finance meeting. Bank staffing gains made through the strike day allowed the school to continue with two teachers being paid from bulk grant – this is

predicted to increase to three within the next month. There are several asset purchases the school wishes to pursue (detailed below). These assets are to be included in the 2019 budget unless it is deemed prudent to purchase in the 2018 budget. This decision will be based upon agreed use of bank reserves and the realisation of the effect this has on increased depreciation. Fiona, Susan and Aaron to assess the likely year-end financial situation, gain accountant advice, assess timelines with relevant contractors and decide between the 2018 and 2019 budget allocation.

Fiona,
Susan,
Aaron (A2)

8. Finance – Air Conditioning Units. Due to the changing weather patterns and the need to maintain a temperate environment for our learners, the school has gained quotes and advice from two contractors to install heat pumps in classes (the quotes are for the junior site only at this stage). The two quotes are close in price and the work would ideally be planned for a time when the school is closed for instruction. The finance committee recommended the school contract to the firm with the strongest work history with the school and industry reputation.

Motion: The school accepts a quote to install nine air conditioning units in classes on the junior site for a net cost of \$28,878.23 and SH1/SH2 (five units) at a net cost of \$17,409.27.

Moved: Fiona Hawes

Seconded: Aaron Moores

9. Finance – Turf. As part of the project to correct the uneven surfacing on the junior side and improve the usefulness of the grass area, the school obtained quotes from two qualified contractors to prepare the ground and install artificial turf on an area of approximately 280sqm.

Motion: The school accepts a quote to install artificial turf on the junior side at a net cost of \$17,374.

Moved: Pam Wilkins

Seconded: Fiona Hawes

10. Personnel. A teacher resignation noted under 4.k.

ITEM 5 – AGENDA ITEMS

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

- Review of Strategic Plan (draft)
- Reading Recovery
- Final Report
- Results of sabbatical applications expected by 13 September
- 2019 Draft Budget
- 10YPP Review
- Sport Review

ITEM 6 – ADMINISTRATION

12. Confirmation of Minutes. The minutes of the last meeting held on 6 August 2018 were accepted as a true record with all actions considered off agenda.

Moved: Aaron Moores

Seconded: Fiona Hawes

13. Correspondence .

Inwards.

- a. NZEI
- b. Natalie Ward
- c. **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 13.c 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. The Board were “in-committee” for ten minutes.

14. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and the meeting closed the meeting at 8.40pm.

15. Next Meeting. Next meeting 7.00pm, Monday 29 October 2018.

Susan O’Neill
Minute Secretary

Aaron Moores
Chairman

September 2018

Attachments:

1. Principal’s Report.

Distribution:

All Trustees
Deputy Principal
Executive Officer
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