

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON TUESDAY 12th SEPTEMBER 2016**

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

Attendees:	Jamie De La Haye	Deputy Principal
	Susan O'Neill	Minute Secretary
	Tracey Kerr-Aim	Associate Principal

Apologies:

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting and thanked everyone, including Tracey Kerr-Aim, for their attendance.
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. Asttle Data. Tracey presented the Asttle report and the following areas were noted of interest. Discussion regarding school results across sets, any target areas and resourcing available. Recognition that Asttle is one test, on one day and should be considered in conjunction with other tests and OTJ to get a bigger and more accurate picture. It is considered a good teaching tool with specific information gained into areas of achievement and next teaching steps. Range in the scale relates to all marks achieved. The results assist with tracking and identifying common areas. Overall pleasing progress made shown through following cohorts through year levels. Thanks to Tracey for her informative report and thanks to all those involved in making a difference in this area.

ITEM 3 - DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Annual Parent Survey. Draft was tabled and opened for comment. Culturally responsive question to be included. Page 2 change to scale to be ranked. Learning environment - strengths section to be added. Add newsletter option to question 12. Offer a week for return replies.

Fiona (A1)

- b. Barry Fredheim. It was noted that Barry (ex TPS parent) continues to provide valuable support for the school through a number of sponsorship opportunities including a new set of basketball tops.
- c. China and Korea marketing trip. Positive experience although numbers of potential students for 2017 look slightly lower than the past few years. Interest from the fair in 2018 enrolments was quite strong. Deposits have been made and confirmation of places have been provided for 7 international fee paying students for 2017.
- d. COL. Culturally responsive practice identified as focus. Leadership opportunities, including those allocated for our school, and resourcing discussed. Possible impact on TPS outlined although plans are in the early stages and details are yet to be confirmed.
- e. Technology Review. Fiona meet with client schools on 24 August and presented TPS's current situation. Declining student numbers and the service costing TPS (approx \$19,000) at this stage. MOE led a brainstorm regarding funding. Client schools are very keen to have the service continue although are concerned about the possible increase in fees for their pupils. MOE indicated a lack of capacity elsewhere at this stage although new schools may offer spaces. No further MOE funding or assistance was granted. Confirmed 2017 staffing 2.88 FTTE for this department. Viability of centre needs to be considered. Provisional staffing across the school is lower than 2016. The Board is asked to make a decision to take to the MOE in regards to the future concerns about the viability of the centre. Fiona to draft letter, Aaron to review, use STA advice and respond to MOE using the following motion.
Motion: The Board, acting in a fiscally responsible manner, agrees that hosting the Tauranga Primary School Technology Centre is no longer viable under the current funding model.
Moved: Aaron Moores **Seconded:** Chris Hill
- f. NZSTA Trusteeship booklet. NEG's and NAG's were discussed and Board members were asked to make themselves familiar with contents in these areas initially.
- g. Personnel. To go into committee later in the meeting.
- h. Health and Safety. The updated accident register tabled outlined recent accidents and near misses at the school – all issues being dealt with appropriately. Reminder that the playgrounds meet current health and safety regulations.
- i. **Motion:** That the Principal's report be accepted:
Moved: Aaron Moores **Seconded:** Pam Wilkins

Fiona (A2)

ITEM 4 – REVIEW

5. Property – 5YA Update. Todd updated the Board on recent progress and discussions through the PCG. The project timeline has been frustrated somewhat while waiting for Council approval (building consent) and recent council question have been referred to the structural engineer for reply.
6. Finance. Aaron presented the two sets of finance minutes and reports. Nothing of concern to note.
7. Policies. Cash handling processes were checked by Tristan and a report completed detailing the systems appearing to be robust.
8. FOTS. Brenda reported on recent events. Last week's resilience challenge was very well run and received. The support from everyone involved was excellent and special thanks were expressed to students (especially senior students for their help), teachers, FOTS, Jamie, the Retters and the community for fantastic support. Also of note, new school and house banners underway. Next meeting 25th October.

ITEM 5 – AGENDA ITEMS

9. Agenda Items for Next Meeting. Items to be included are:
 - Strategic Planning – draft ideas
 - Reading Recovery Report
 - CWSA report
 - Principal report Christchurch trip

ITEM 6 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 15 August 2016 were accepted as a true record with all actions considered off agenda except A5 which will be discussed at the next meeting.
Moved: Brenda Poutawera **Seconded:** Fiona Hawes

11. Correspondence .
Inwards.

a. Leave Requests. Dealt with In Committee
In Committee discussion 8.50pm- 9.40pm

Motion: That the public and staff of Tauranga Primary School be excluded from the following parts of the proceedings of this meeting namely agenda item 4 g. 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: Fiona Hawes **Seconded:** Aaron Moores

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.45pm.

13. Next Meeting. Next meeting 7.00pm, Monday 17 October 2016.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

September 2016

Attachments:

1. Principal's Report.

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