

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 13th FEBRUARY 2017**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Brenda Poutawera	Personnel/FOTS	
	Todd Retter	Property	
	Tristan Hewett	Finance	
	Chris Hill	Property	
	Pam Wilkins	Staff Representative	
Attendees:	Jamie De La Haye	Deputy Principal	
	Susan O'Neill	Minute Secretary	
Apologies:	None		

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to this first meeting of 2017.
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 - DECISIONS

3. Board. The current Chair handed responsibility over to Brenda Poutawera while the election for the 2017 Chair was held.
4. Elect 2017 Chair. As per requirement, the start of each year requires an election of a Board Chair. Nominations were requested. Aaron was thanked for his excellent work as Board Chair over the past two years. Aaron Moores' nomination for 2017 was received with thanks.

Motion: Aaron Moores was nominated for 2017 Board Chair.

Moved: Brenda Poutawera **Seconded:** Pam Wilkins

5. Elect 2017 Deputy Chair. A discussion around the desire for a Deputy Chair in 2017 resulted in asking for nominations. Brenda Poutawera's nomination for 2017 was received with thanks.

Motion: Brenda Poutawera was nominated for 2017 Deputy Chair.

Moved: Aaron Moores **Seconded:** Pam Wilkins

6. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Start of Year – Learning Community. The three new teaching staff have had a positive start and are being well supported by the teaching teams. The school is pleased to welcome a new caretaker (beginning this week) and a new teacher aide. Great start to the school year for our learners with a busy term ahead. The pōwhiri on the first day was very successful and there is a plan to continue this in the future. A new CUSP project with Waikato

ACTION

- University was outlined by Jamie (who has been appointed to Associate Lecturer role). CoL professional development day was held last week – this was the first meeting of all teachers with leadership roles.
- b. Measures of Success. Mindfulness and engagement data to be presented to next Board meeting. Fiona (A1)
- c. 10 Year Property Plan. This plan was reviewed late 2016 with many areas on hold while decisions are made to their future use. This plan has been accepted by our Property Advisor, Richard Standing.
- d. Charter 2017. Current charter was presented including the following targets: Fiona (A2)
- 80% of Māori learners achieving at or above National Standards in Writing and Maths
 - 80% of male learners achieving at or above Nationals Standards in Writing.
- Motion:** That the 2017 Charter be approved as presented.
Moved: Fiona Hawes **Seconded:** Brenda Poutawera
- e. Student numbers. Very high starting number – Fiona will apply for additional staffing and funding if numbers rise above current funding levels. Fiona (A3)
- f. Health and Safety. Current accident register report to be circulated. Fiona (A4)
- g. **Motion:** That the Principal's report be accepted.
Moved: Aaron Moores **Seconded:** Pam Wilkins

ITEM 4 – REVIEW

7. Property – 5YA Update. Todd reported on the recent 5YA progress. A Block was scheduled to be handed over this week and there may be a slight extension to this time frame. CPU picked up a few issues currently being completed. Accessibility to each class along A Block and the provision of handrails on each set of existing steps was discussed. M Block hand over due date is 28 April. The contingency sum is in real risk of being over utilised.

8. Finance. Aaron presented the finance minutes and reports. The draft December 2016 accounts look very positive with a reasonable surplus predicted to assist with off-setting the over-run on the current 5YA. Bank staffing looks positive with back dated increase meaning we may be reimbursed for portion of underuse. Budget review to be completed in term 2 and mid year budget review June. The auditors are due in this week for interim visit.

9. Personnel. This section of the meeting was delayed for in-committee discussion.

10. FOTS. Brenda reported on the recent meeting last week. FOTS have \$36,155.91 on term deposit. Many fun events and projects planned for this year with the renovation of the senior playground being the major project. Next meeting 14 March.

11. Board Meeting Dates. Monday evenings at 7.00pm were confirmed for Board meetings this year with the following dates were confirmed: Board (A5)
- 20 March
 - 15 May
 - 19 June
 - 7 August
 - 11 September
 - 30 October
 - 4 December

12. Discussion. Sports' report to be presented once a year at November meeting and CoL report planned for September meeting. Tom Smith to be invited to present at the June meeting. Fiona (A6)

ITEM 5 – AGENDA ITEMS

13. Agenda Items for Next Meeting. Items to be included are:
- Monitor path of an invoice
 - Accounts to auditor 31 March
 - 1st March roll return
 - Measures of Success/Mindfulness Data

ITEM 6 – ADMINISTRATION

14. Confirmation of Minutes. The minutes of the last meeting held on 28 November 2016 were accepted as a true record with all actions except A1 considered off agenda. A1 from November meeting to be kept in mind.

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

15. Confirmation of Minutes. The minutes of the meeting on 8 December 2016 were accepted as a true record with all actions considered off agenda.

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

16. Correspondence.
Inwards.

- a. STA Training – members encouraged to take up opportunities as relevant.
- b. MOE notification of application from Bethlehem College to roll increase roll size to 18,070 – no submission or comment from the Board.
- c. STA AGM 15 July Dunedin.
- d. Technology Department, TPS, increased student fees to \$150 for 2017.

17. In-Committee discussion 8.20pm to 8.45pm

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 17. 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

18. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.45pm.

19. Next Meeting. Next meeting 7.00pm, Monday 20 March 2017.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

February 2017

Attachments:

1. Principal's Report.

Distribution:

All Trustees
Deputy Principal
Executive Officer
Board Secretary
Website
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