

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 15th MAY 2017**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Todd Retter	Property	
	Tristan Hewett	Finance	
	Chris Hill	Property	
	Pam Wilkins	Staff Representative	
Attendees:	Jamie De La Haye	Deputy Principal	
	Robyn Caley	AP	
	Lynnette Dickson	School Accountant	
	Susan O'Neill	Minute Secretary	
Apologies:	Brenda Poutawera	Personnel/FOTS	Deputy Chair

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting especially Robyn and Lynnette (joined the meeting at 7.30pm) and accepted apologies from Brenda.
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 – PRESENTATION

3. 2017 SEA and 6 Year Net Data. Robyn presented this information detailing results of assessments after each learner has been at school for 4-6 weeks and again within a month of their sixth birthday. Investigations reveal abilities in concepts about print, letter identification and early mathematics. Levels and exposure to written and oral language are also assessed. Generally, for the School Entry Assessment, there was a further decrease on 2016 results (especially revealing an increase of those considered at risk) although results were improving for 6 Year Net. Generally learners are less school ready when they start formal schooling. Discussion was held over the increased number of ESOL students, the generally poor results for boys' writing, the possible effects of increased screen time at an early age and the variety of early childhood experiences. The management team is inquiring into oral language programmes and resources and trialing a new system called Quick 60 which works with small groups of learners with a focus on reading and phonics. Children with "at risk" results are being closely tracked and interventions provided. This data helps to assess where each learner is at. Thanks were expressed to Robyn and her team for the continued valued work in this area.
4. 2017 Draft Budget Revision. The finance committee presented a revised draft budget with a deficit of \$4,025, based on an increased number of students. Lynnette addressed the meeting and confirmed that after the predicted contribution towards the current 5YA, the Board would continue to be in a very positive position in terms of working capital. The Board noted with thanks the effective management of the school

ACTION

finances and looked forward to further investments to improve the outcome of all our learners that this management has allowed. It was to be confirmed that the school would donate its portion of the new buildings to the MOE, as best practice, and this cost would appear as an expense. This would increase the deficit to \$454,025. Further discussion were held over the risk factors including the possible variations to the 5YA building project costs and the continued enrolment of current international fee paying students. It was noted that the main option for Board training was deferred to 2018 and the figure for long-term maintenance provision was updated to reflect the current agree 10YPP. Quotes are to be sought for to further update the painting plan. Thanks were expressed to Lynnette for her input to this process.

Motion: The Board approves the 2017 revised Budget as presented for a deficit of \$454,025.

Proposed: Aaron Moores **Seconded:** Fiona Hawes

5. 2016 Draft Annual Accounts. BDO have requested just one slight change (in regards to the classification of short term investments which makes no alteration to overall figures) to the draft annuals and once this has been made, confirmed accounts will be sent to the Board for signing. As such and with Lynnette's recommendation, the Board are happy for Aaron and Fiona to sign the 2016 annual accounts on their behalf of the Board. The Board was pleased to note the efficiency of the 2016 audit process and the draft results for the year.

Motion: That the Board approves the draft annual 2016 accounts as presented for a surplus of 219,942.

Proposed: Fiona Hawes **Seconded:** Aaron Moores

Motion: That the Board approves Fiona and Aaron to sign the audited 2016 accounts on behalf of the Board.

Proposed: Tristan Hewett **Seconded:** Pam Wilkins

ITEM 3 - DECISIONS

6. Principal Report. Fiona presented her report, a copy of which is attached.

- a. Learning Community. Across School COL teachers met to look at the seven agreed key areas. Tracey Kerr-Aim has been appointed to the final Across School position and work is underway at TPS to manage roles and personnel around this appointment. The new Within School COL appointment will be made soon. Attendance at the upcoming Across School Hui on 7th June was encouraged and Aaron may attend on behalf of the Board.
- b. Kindo. Wrap It Up has been bought out by Kindo. The school is moving forward with this third party payment initiative looking at implementation this term.
- c. Maori Representation on Board. Chris continues to follow up with local leaders and the desire for a voice of community at Board level was reiterated.
- d. Attendance Rate. The school closed on 12 April due to strong cyclone warnings and it was agreed that this decisive action was well received. Thanks to Fiona and Aaron for managing this.
- e. Financial Management Guide. Included for members' information. Thanks you to Susan for preparing this valuable resource.

f. **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 and was pleased to note just a few minor pieces of work (including storm water) to be completed before approaching Council for Code of Compliance. The school is working through minor works such as additional handrails (double to match), phones and carpet.

8. Finance. Aaron presented the recent finance minutes and reports. The main items were discussed under the budget review. Pleased to note the 2016 final zero bank staffing figure and audit proceeding well within expected timeframes.

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

10. FOTS. Todd reported on the recent meeting. Frosty Fridays are a great new initiative. The Board was very pleased to receive a \$25,000 donation which would be directed towards the new senior playground. FOTS now have a balance of \$14,000 on term investment and are looking for direction on a new project. Several options (including a multi purpose block wall) were discussed and Fiona will investigate further so that FOTS projects align with property priorities.

Fiona (A8)

11. Policies 8 to 15. These were Principal Relational Policies were discussed and no changes were deemed necessary. Having an “open, honest and no surprises” relationship was deemed to be the over-riding theme for success.

ITEM 5 – AGENDA ITEMS

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

- International student report
- Technology presentation
- Final 2016 accounts
- Mindfulness data

ITEM 6 – ADMINISTRATION

13. Confirmation of Minutes. The minutes of the last meeting held on 20 March 2017 were accepted as a true record with all actions considered off agenda.

Moved: Aaron Moores

Seconded: Fiona Hawes

14. Correspondence .

Inwards.

- a. MOE - 2016 bank staffing matched entitlement by pay period 26 leaving a final 2016 zero balance.
- b. New Appointment National Panel – across school appointment confirmed.

15. In-Committee discussion 9.15pm to 9.45pm

Motion: That the public be excluded from the following part of the proceedings of this meeting namely agenda item 9. 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

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

17. Next Meeting. Next meeting 7.00pm, Monday 19 June 2017.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

May 2017

Attachments:

1. Principal's Report.

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