

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN  
THE SCHOOL STAFF-ROOM ON TUESDAY 17th OCTOBER 2016**

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

<b>Attendees:</b>	Jamie De La Haye	Deputy Principal
	Cathy Ediker	Senior Teacher
	Karen Northey	Reading Recovery Teacher
	Susan O'Neill	Minute Secretary

**Apologies:** None

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Chair welcomed everyone to the meeting and thanked everyone for their attendance especially Karen and Cathy.
2. Declarations of Interest. The Chair asked for any declarations of interest - Todd declared his interest for any financial discussion under the current 5YA.

**ITEM 2 – PRESENTATIONS**

3. Gifted and Talented Students. Cathy Ediker presented the GATE report including FPS and leadership opportunities offered within the school. 2017 plans include a self-review of current GATE systems, the creation of a definition of Maori giftedness and the creation of some guidance on identifying Maori giftedness for both teachers and whanau.
4. Reading Recovery. Karen Northey presented a report regarding processes and progress within this valuable programme. Results shared showed the huge progress made by children completing the programme. Parental support certainly improves the outcome for these children. One recommendation Karen made was that as future children are assessed, they be allowed time to process as many display dyslexic tendencies. Discussion over interventions and next steps included the frustrations faced by lack of appropriate Special Needs resourcing to schools.

**ITEM 3 - DECISIONS**

5. Principal Report. Fiona presented her report, a copy of which is attached.
  - a. Annual Parent Survey. Results have been emailed to the Board. One area that the school is to reconsider for 2017 is the reporting systems including looking at collaborative teaching space learners. Comments received around MLE were discussed and any common themes will be considered further – communication obviously can be improved in this area. The

## ACTION

question on “I am” themes received a large number of interesting responses.

- b. NETTS Survey. Results are pleasing and to be used for some improvements such as the systems and methods of communicating with parents prior to starting school.
- c. COL. The appointment process for across-school teachers to a possible 8 positions process has started.
- d. Year 6 Camp. Fiona is very pleased to confirm the successful grant application to Pub Charities for \$8,871. This reduces the cost of camp to \$90 per child. Thanks to be expressed to Pub Charities for their continued support in this area. Fiona (A1)
- e. Christchurch Trip WBOPPA. Fiona enjoyed her recent trip and outlined some planning for next year utilising ideas gained as a result of the trip.
- f. Reading Recovery Centre and Speech Clinics. MOE getting quotes and plans for upgrading the centre. Fiona pushing to keep the school involved in this process. Fiona (A2)
- g. Reading Recovery Data. Data showing pleasing improvements. The school is seeking a new RR programme teacher for next year and may have to seek a different programme if there is no interest in this role in 2017. Fiona (A3)
- h. Personnel. Process well underway for 2017 teacher appointments.
- i. Funding. Changes in parts of the calculation of the funding model for 2017 includes new “at risk funding” for students identified by the MOE.
- j. Excluded Student. The school has received a directive from MOE to enrol a student excluded from another local primary school. This pupil will come with limited support and is expected to start on minimum hours this week.
- k. Accident Register. Report of recent accidents and incidents was presented.
- l. **Motion:** That the Principal’s report be accepted:  
**Moved:** Aaron Moores      **Seconded:** Pam Wilkins

## ITEM 4 – REVIEW

6. Property – 5YA Update. Todd updated the Board on very pleasing progress confirmed with a PCG meeting today where Brunel confirmed they would be preparing the site this week for a start on construction next week. The meeting agreed on access and fencing requirements. Pre-construction meeting this Thursday and fortnightly site meetings are scheduled. Confirmed timeframes from Brunel will be confirmed tomorrow. Fiona to notify school community especially in regards to access and parking including the walking school bus. Thanks were expressed to the PCG for their persistence with this process. Fiona (A4)
7. Finance. Aaron presented the finance minutes and reports. The school is currently in a very healthy financial position and consistently working at maximise outcomes within budget area.
8. Policies. None to be reviewed this cycle.
9. Personnel. Discussion (in-committee) later in the meeting.
10. FOTS. Brenda reported on the recent events. The recent Adidas resilience challenge raised a very pleasing \$18,000. The Board expressed their sincere thanks to FOTS, especially Kristin, for all their work with this project. House flags have been Fiona (A5)

delivered and look wonderful. Calendar art orders are to be in this week.

11. Board Self-Review. Aaron provided updates on recent meetings including Vulnerable Children’s Act. Recommendations included annual police checks on all staff and consideration of introducing professional development for staff in this area to assist with awareness and available and appropriate processes. Staff meeting next week with SAFE agency will touch on some of these areas.

**ITEM 5 – AGENDA ITEMS**

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

- 2017 Strategic Planning
- 2017 draft budget
- 10 Year Property Plan review
- International student report
- Sport report
- National Standards – analysis of variance

**ITEM 6 – ADMINISTRATION**

13. Confirmation of Minutes. The minutes of the last meeting held on 12 September 2016 were accepted as a true record with all actions considered off agenda.

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

14. Correspondence  
Inwards

- a. Letter of acceptance. A teacher, with confirmed refreshment leave, has formally accepted this for 2017.

15. In Committee discussion 9.00pm to 9.30pm

**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 15. The grounds are that the matters are those of personnel and the reason is to protect 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 9.30 pm.

17. Next Meeting. Next meeting 7.00pm, Monday 28 November 2016.

Susan O’Neill  
Minute Secretary

Aaron Moores  
Chairman

October 2016

Attachments:

- 1. Principal’s Report.

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