

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 18th JUNE 2018**

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

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to 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. Mid-Year International Student Report. The report May had prepared was discussed and the excellent work being done in this area was acknowledged. The school is trialling their first group stay with nine parents from Japan accompanying the nine children and we are looking for homestay hosts for five nights in August.

It was noted that the extension to Fiona's trip (the Japanese leg) is now confirmed.

Motion: The Mid-year international student report be accepted as tabled.

Moved: Fiona Hawes **Seconded:** Brenda Poutawera

ITEM 3 - DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Kāhui Ako. Greerton Village have now joined the group increasing the number of member schools to number eleven. Leaders are talking with MOE regarding the sustainability of the Lead Principal role. Nick Adams has been appointed to AST role for 18 months from Term 3, 2018.
 - b. Decile System. The MOE have confirmed that this funding system is to remain for 2019/20.
 - c. 10 YPP and 5YA. The Property Committee have met with Opus Consulting and set time-frames to start this process. Further information discussed under Property item.
 - d. TECT Grant. The school is very happy to report the successful grant

application with the receipt of \$27,726 towards IT purchases as per application. Many thanks to TECT for making this possible.

e. Leaners. Data (mid-year judgements) was presented in Mathematics, Writing and Reading. These were then shown against charter goals. There are a considerable number of learners who are on track to meet the targets. The Year 5 cohort is showing the most concerning data being identified as having significant numbers of students who are considered “at risk”.

f. Personnel. The following leave/study applications were received:

- Fiona Hawes. As indicated at the previous Board meeting, Fiona requested Board support in her 2019 sabbatical application. Her intention is to take time (one term) to complete an inquiry and rejuvenate over one term. Her absence would be covered by the DP acting in the principal role.

Motion: The Board is to support the Principal’s sabbatical application for one term in 20189.

Moved: Aaron Moores **Seconded:** Tristan Hewett

- Tracey Gillingham. Applied for support for 2019 study leave to complete another paper towards Masters in Global Education. The study period would be for 32 weeks and the school would utilise Tracy in a teaching role for the remaining eight weeks.

Motion: The Board is to support Tracey Gillingham’s study leave application for 2019.

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

- Robyn Caley. Applied for sabbatical leave for term 1, 2019 to investigate look at play based learning and potential implementation at TPS.

Motion: The Board is to support Robyn Caley’s sabbatical application for term 1, 2019.

Moved: Aaron Moores **Seconded:** Todd Retter

Fiona (A1)

Fiona (A2)

g. Accident Register. Reviewed with no action required.

h. **Motion:** That the Principal’s report be accepted.

Moved: Aaron Moores **Seconded:** Brenda Poutawera

ITEM 4 – REVIEW

5. Property. The visit to Ngatea school visit today was encouraged by Opus as a recent example of a successful upgrade of a block identical to our “A Block” although this was not the block we were expecting. The visit reinforced the group’s current thoughts and lessons learnt from SH2 upgrade. The property group is to meet with Opus tomorrow to forward 10YPP. Consideration was given to the base plan of the block under the current 5YA (including fire walls, space to capture and desires in terms of pop outs).

6. FOTS. This group held their meeting last week. Congratulations to all those involved with the Lego show – an outstanding result with a surplus of approximately \$9,000 and 1,600 people through the door (the aim was for 1,000 attendees). This new initiative received excellent feedback from a wide range of people. The recent New Parent Afternoon tea had a very good number attending. Donut sales going well. Math-a-thon next term. The Board discussed a possible wish list to pass on to the FOTS group to consider for their next project. Fiona to identify suitable future projects to work on with the FOTS group. The Board reiterated their sincere thanks to the excellent work being carried out by this

Fiona (A3)

support group.

7. Finance. Aaron presented the finance minutes and reports. The stamped Financial Statements for the Year Ended 31 December 2018 were received showing a surplus of Revised end of year 2017 accounts showed a surplus of \$1403,722. The Board was pleased with this result and there were no outstanding queries.

Motion: The Board approved the finalised 2017 Financial Statement for a surplus of \$143,722.

Moved: Aaron Moores **Seconded:** Tristan Hewett

The Board has also received the 2017 Independent Auditor's Report and the Board Report which the school has responded to the audit summary findings. Thanks were expressed by the Board to Susan O'Neill for her continued high standard of work in this area, as noted by the auditors. There were no questions arising from the month end May 2018 accounts.

8. Succession Plan. One parent has showed strong interest in joining and one other has made enquiry. Pam making contact and junior teachers to encourage interest for these roles.

Pam (A4)

ITEM 5 – AGENDA ITEMS

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

- Complaints and Concerns Policy 20
- SENCO Report
- 1st July roll return

ITEM 6 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 14 May 2018 were accepted as a true record with all actions considered off agenda except Action 2 as unable to proceed with this until release of funds.

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

11. Correspondence .

Inwards.

- a. Robyn Caley
- b. New Appointments Panel – confirmation of Nick Adams appointment to Across School role
- c. Tracey Gillingham
- d. AOG regarding audit reappointment – The Board has no issues with current auditors
- e. STA Annual Report

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions The meeting closed the meeting at 8.15pm.

13. Next Meeting. Next meeting 7.00pm, Monday 6 August 2018.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

June 2018

Attachments:

1. Principal's Report.

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