

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN  
THE SCHOOL STAFF-ROOM ON MONDAY 19th JUNE 2017**

**Present:** Aaron Moores Finance Chair  
Fiona Hawes Principal  
Brenda Poutawera Personnel/FOTS Deputy Chair  
Tristan Hewett Finance  
Todd Retter Property  
Pam Wilkins Staff Representative

**Attendees:** Jamie De La Haye Deputy Principal  
Cathy Ediker AP  
Susan O'Neill Minute Secretary

**Apologies:** Chris Hills Property

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Chair welcomed everyone to the meeting especially Cathy Ediker.
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 – MINDFULNESS**

3. Cathy presented her report including a short clip presenting the student voice. This proved to be insightful and thanks are to be passed to those students involved with this work. This initiative was introduced throughout the senior school over an eight week period in term 1, 2017 and has been followed up in class-time since then with the majority of students finding it helpful in many ways. This programme is run by The Mindfulness Education Group and the school is considering rolling it out through further parts of the school. There was recognition of the increasing need to assist our learners with skills and strategies beyond literacy and numeracy. Thanks were expressed to Cathy for her work in this area and this report.

Cathy (A1)

**Motion:** That the Mindfulness Programme be extended into other areas of the school as deemed suitable by the school leadership team.

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

**ITEM 3 - DECISIONS**

4. Principal Report. Fiona presented her extensive report, a copy of which is attached.
  - a. Learning Community. The TPS action plan has been reviewed and is now aligned to the within school “Evidence Based Inquiries”. Kelly Savage has been appointed to the remaining within school COL role for TPS. The next COL staff meeting will involve looking at “What is culture?”. An Across Schools BOT Hui is set for 26<sup>th</sup> July – TPS Board members to check diaries and inform Fiona of ability to attend. Pyes Pa School and Kaimai School have been offered to join current COL.

Board (A2)

- b. Technology Review. No real progress made recently in terms of MOE support agreement. Fiona to lead client school guiding committee.
- c. International Students. May's report was circulated. The school is fortunate to have excellent staff working in this area. Fiona to travel to Korea (with TKT) and Japan on marketing trip in September.
- d. CUSP. This new partnership is working well on many levels.
- e. Learner Led Conferences. Currently working to introduce this new system in Year 4-6 to encourage our learners to have greater knowledge in their learning and provide parents with opportunities to discuss progress with all teachers who teach their child.

- f. Pool. Work is underway to ascertain cost of preparing, resurfacing and repainting the school pool. Quote for the preparation portion has been received and quote for fibreglass work is being obtained. Overall cost is likely to be in the region of \$20,000. The school values the use of the pool and recognises this significant cost for which there is no MOE funding. To help offset this cost, the school is keen to apply for suitable funding once all quotes have been received.

Fiona (A3)

**Motion:** Tauranga Primary School Board supports the application to Southern Trust for the cost of resurfacing the school pool.

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

- g. FOTS. This group are keen to support the Board with suitable property projects and suggested consideration of refurbishing other senior playground, concrete block walls for various play options and, in the longer term, upgrading hall facilities. The Board recognised the excellent support that the FOTS offer and were happy with the proposed project selections.

- h. Technology. Fiona circulated a half yearly technology report from Tom Smith for Board information. In line with technology department aims, they are seeking Board support for a funding application to upgrade their capacity in the technology area.

**Motion:** The Board of Trustees supports the Technology Department's funding application (for \$9,091.90) to Tauranga Sunrise Rotary Club for a 3D printer and laser cutter.

Tom (A4)

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

- i. Charter Goals. Data was shared in relation to progress towards achievement of 2017 charter goals in writing and maths. The data is not pleasing in terms of meeting goals for Maori, especially for males in writing. Discussions were held over the high levels of current interventions, the difficulties of measuring ranges of success for many students and the narrow focus of national standards.

- j. NZSTA AGM 2017 Motion. Remit 2 moved by Welcome Bay Board of Trustees seeking support to have issues addressed in regard to the increasing number of students with significant behavioural needs versus lack of resourcing and health and safety concerns. TPS Board is able to delegate its voting rights – yes to support remit. Delegate voting right.

**Motion:** The TPS Board of Trustees supports Remit 2 at the NZSTA Annual General Meeting 2017 and delegates this vote to an attending

NZSTA member from the Welcome Bay Board.

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

k. Personnel.

- Leave Request. A request for support to apply for Primary Teachers' Study Award for 2018, and the associated 32 weeks' leave (MOE paid) with the balance of 8 weeks TPS continued employment, has been received from a permanent member of teaching staff. The intention is to pursue a Masters qualification with a focus in culturally responsive and relational pedagogy. The Board recognised the strong link for this study and Charter goals for TPS.

**Motion:** The Board approves the teacher's application for Primary Teachers' Study Awards 2018 and the associated MOE paid leave for 32 weeks.

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

- Leave Request. A request has been received from a permanent member of teaching staff for sabbatical leave of 10 weeks in 2018. Leave is sought to engage in a balance of professional learning, reflection and rejuvenation. The proposed investigation into beliefs around NE pedagogy aligns well with Board goals and this member of staff is a long-serving and highly valued member of staff with few previous leave requests. The timing of this leave would be negotiated between Principal and the teacher involved to minimise disruption to the school.

**Motion:** The Board approves the teacher's application for 2018 sabbatical leave of 10 weeks.

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

- Leave Request. A request for leave without pay for four days (in December 2017) has been received by an ancillary staff member for personal reasons. Discussion over timing of the event and the desire to offer two days paid discretionary leave. Minimal cover is predicted as required for this period.

**Motion:** The Board approves the ancillary staff member's application with two days discretionary leave paid and two days leave unpaid being offered.

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

1. 2016 Annual Accounts. The stamped and signed 2016 annual accounts, with a surplus of \$219,942, were tabled and approved. These papers were submitted to the MOE as required.

**Motion:** The Board approves the finalised 2016 annual accounts showing a surplus of \$219,942.

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

2016 BDO Report to the Board of Trustees. This management report has been reviewed by the finance committee and all findings are being considered in 2017. Of the eight findings, six are rated low level and two moderate. The first moderate finding discusses segregation of duties which TPS leadership team and finance committee comment concludes the system in this area to be robust and sufficient to meet all expectations. The second moderate finding notes a concern around approving deficit budgets, something the Board makes an informed decision in preparing and

approving.

- m. Active Schoolwear. The contract with the school's current uniform providers is due for renewal. The school has negotiated improved provisions around buy back options and the rebate we receive. The school would like to sign with Active Schoolwear for another 3 years.

**Motion:** The Board of Trustees approves signing with Active Schoolwear as the school uniform provider for a further three years.

**Moved:** Fiona Hawes      **Seconded:** Pam Wilkins

- n. Education Act. Discussion over the implications of the new Act including the ability to consider cohort enrolment options for NEs in consultation with future parents and early childhood providers. The Board has no interest in pursuing this action at this stage.

- o. **Motion:** That the Principal's report be accepted.

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

#### **ITEM 4 – REVIEW**

5. Property – 5YA Update. Todd reported on the recent 5YA progress. Last few items being finalised for Code of Compliance. Awaiting finalisation of last Brunel invoice including final variations. These variations are currently being assessed by external QS (at Tectum's expense). At this stage the PMG would assess this value at approximately \$60,000. It was good to note the very positive feedback received from staff from other school who have recently visited these new hubs.

6. Finance. Aaron presented the finance minutes and reports. The school is currently awaiting confirmation of the final Brunel 5YA variations. This cost may well necessitate an increase in the Board contribution to approximately \$500,000. The final figure is not yet available although the Board approves the process followed by the PCG and appreciates that the variations are made up of changes deemed necessary to complete the project (such as a new floor and increased work around compliance). Despite the requirement for this increased contribution, the Board will remain in an extremely healthy financial position and is very pleased with the outcome of the new learning hubs. Fiona has gained approval from the MOE to increase their allocation bringing forward the timing of the final 5YA portion. Once final figures are confirmed, Board approval will be sought for this increase.

**Motion:** The Board approves up to an additional \$50,000 (this will take the Board contribution to \$500,000) contribution towards the current 5YA with final figures to be obtained as soon as practically possible.

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

7. Personnel. Covered with leave application previously noted.

8. FOTS. Brenda reported on recent meeting. Pink ribbon cup cake afternoon raised \$645 cup cakes for breast cancer. Sausage sizzle on 6 July. Movie fundraiser and entertainment book fundraisers currently underway. Concrete table tennis table ordered.

#### **ITEM 5 – AGENDA ITEMS**

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

- Community Consultation
- Policy 16 – meeting process
- National Standards update

- SENCO
- 1<sup>st</sup> July roll return

**ITEM 6 – ADMINISTRATION**

10. Confirmation of Minutes. The minutes of the last meeting held on 15 May 2017 were accepted as a true record with all actions, except A7, considered off agenda.

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

11. Correspondence.

Inwards.

- a. Tahatai Coast School – change of year levels notification moving to become a Year 1-6 contributing primary to be phased in over 2018-2019.

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.05pm.

13. Next Meeting. Next meeting 7.00pm, Monday 7 August 2017.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Chairman

June 2017

Attachments:

- 1. Principal's Report.

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