

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 20th MARCH 2017**

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

Attendees: Susan O'Neill Minute Secretary

Apologies: None

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 declared his interest for any financial discussion under the current 5YA.

ITEM 2 - DECISIONS

3. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Learning Community. Governance meeting was held on 9th March. Profiles on each school are to be presented soon to assist with across school understanding and to begin identifying strengths and weaknesses. The group is mindful regarding the lack of primary school representation in lead teacher roles.
 - b. Technology Review. Student numbers for 2017 are currently 316. 2017 fees are \$150 per student. Centre running to budget. Meeting set for next month with MOE technology advisor. Board requires a Ministry decision on future of the centre in context of the area's schooling plans. Discussion over breakeven point and what number of students that might be.
 - c. Maori Representation on Board. This item was up again for discussion realising that the Board is seeking some advice in this area and members encouraged to talk to school community. Chris Hill to meet with Tamiti Tata for advice and guidance.
 - d. Engagement Survey. Pleasing results from recent survey were presented acknowledging the identified limitations. The Board was pleased to see such positive responses indicating a high level of engagement from this random set of learners.

ACTION

Fiona (A1)

Board(A2)
Chris (A3)

- e. Caretakers. The school is very happy with the current team and the timing of the new caretaker has been especially beneficial in terms of building skills utilised within the support for the 5YA.
- f. Roll Return. March roll return confirmed 430 students excluding international students.
- g. Health and Safety. Incident and accident register was circulated and discussed.
- h. Police Vetting. New fee from 1st July of \$8.50 per police check.
- i. **Motion:** That the Principal's report be accepted.

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

ITEM 4 – REVIEW

4. Property – 5YA Update. Todd reported on the recent 5YA progress. SH2 is now in use with a few minor defects being managed and some delayed to be rectified in the holiday period to minimise disruption to the school. M Block construction is running to time despite the exterior cladding proving slow to install. Scaffold due to be taken down next week allowing ground-work to proceed. Delay on storm water drainage issue being managed with best advice and in conjunction with the addition of deck area. Thanks were expressed to Todd and the other members of the PCG for their persistence and input during this process.

5. Finance. Aaron presented the finance minutes and reports. The draft year-end 2016 surplus of \$219,942 was discussed in context of the conscious decision to maximise the surplus in 2016 to assist with the significant financial contribution towards the current 5YA. School fee payment levels are very positive for this time of year. Tristian meet with Susan recently and carried out the annual “path of an invoice” check and was satisfied that the systems are robust and being correctly followed.

6. Finance – Camp Reserve. Discussion over the establishment of an on-going Year 4-6 camp fund/reserve account to assist with camp affordability for all students. Any surplus from year 6 camp 2016 would be used to kick this off and communication would be made to encourage donations towards this fund.

Motion: That the Board approves the establishment of an on-going “Camp Reserve” to support pupil attendance at year 4 to year 6 camps.

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

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

8. FOTS. Brenda reported on the recent meeting last Tuesday with the AGM and monthly meeting. Board thanks were expressed to all FOTS members for another busy year in 2016 and special thanks were to be passed on to those who accepted official roles for 2017. Many initiatives underway including a very successful introduction of “Frosty Fridays”. New members are required and Jamie is to produce promotional flyers for the school to distribute.

Fiona (A4)

Brenda (A5)

ITEM 5 – AGENDA ITEMS

9. Agenda Items for Next Meeting. Items to be included are:
- SEA and 6 Year Net Report
 - Principal Relational policies 8-15
 - Budget Review 2017
 - Mindfulness data

ITEM 6 – ADMINISTRATION

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

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

11. Correspondence.

Inwards.

- a. NZSTA Training – members encouraged to take up opportunities as relevant.
- b. Annual NZSTA conference in Dunedin

12. In-Committee discussion 8.30pm 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: Brenda Poutawera **Seconded:** Aaron Moores

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

14. Next Meeting. Next meeting 7.00pm, Monday 15 May 2017.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

March 2017

Attachments:

- 1. Principal's Report.

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