

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON TUESDAY 28th NOVEMBER 2016**

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

Attendees: Doung Maguire Teacher in Charge - Sport
May Tran International Student
Director
Susan O'Neill Minute Secretary

Apologies: None

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to this meeting, the Board final meeting of 2016, and thanked everyone for their attendance especially Doug and May. Members were thanked for their contributions especially to those involved in the current 5YA building project.
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. Sports Report. Doug presented the sports report highlighting the pleasing number of students involved in school sport, the high number of events being run and the success of the inaugural Te Puke inter-school exchange. Doug made note of the excellent work that Jo Taele carries out for the school and the Board highly values Jo's expertise in this area. The Board thanked Doug for his valued work for school sport over the past number of years and recognised the development of whole school sports interaction Doug has promoted. Doug has resigned from his role as Teacher in Charge of Sport from the end of 2016 and Kat Gilbert-Tunney will take over this role in 2017.
4. International Student Report. May presented the end of year International Student report. This year, the school has had 13 full time equivalent students. May noted that there is an increase in competition for students at primary school level in Tauranga. There is a recognised need to identify TPS's point of difference to promote to potential students. There is an increasing trend for group stay and short-term students. Recognised concern of families to have a safe environment and recent NZ natural events. Currently have 9 full time equivalent confirmed for 2017, three unconfirmed offers and other interest in 2018 enrolment. Consideration being given to potential new markets and group student possibilities. Thanks to May for her continued excellent work in this area.

ITEM 3 - DECISIONS

5. Principal Report. Fiona presented her report, a copy of which is attached.
- a. COL. The principals met last week and six across school appointments have been made with two more to be made, tagged for the primary sector. Three TPS “within school” roles have also been appointed. Fiona initiated a discussion on Maori representation on TPS Board. The Board recognised the value that this would bring and agreed to take this opportunity back to the whanau hui for discussion. It was agreed to make gaining this important representation a 2017 Board goal. Fiona (A1)
 - b. Technology Review. Working on transfer of management units for 2017. Student fees have been increased and processes agreed for increased management of costs in 2017. Board (A2)
 - c. 2017 Charter. Draft overview was presented under the four strategic goals – Learning Community, Learning and Teaching, Learning Environment and Learners. The Board were asked to consider input to the area of “measures of success”. Fiona (A3)
 - d. Emergency Procedures. Current documentation, including Procedures and Guidelines, were reviewed and a page (36) was amended. A note to be placed in the newsletter regards contact details updates and family emergency procedures. Board (A4)
 - e. Grant Application. The high value of having our sports co-ordinator was again recognised and it would be extremely difficult to produce the excellent sports results without this role. The Board was asked to approve a grant application to The Lion Foundation for \$10,000 towards the payment of the salary for this role. Fiona (A5)
Motion: The Tauranga Primary School Board of Trustees approves the grant application to Pub Charities for \$10,000 to contribute to the salary of the sports co-ordinator in 2017.
Moved: Fiona Hawes **Seconded:** Aaron Moores
 - f. Tracking Data. Results were shared tracking data over time from 2011 to 2016 in Reading, Writing and Maths against national standards. Results are pleasing with the exception of a lack of progress in results for males’ writing and Maori males’ writing. Fiona (A6)
 - g. Appointments. The following appointments were presented and ratified for 2017:
Jenna West fixed term teacher
Holly Kinton fixed term teacher
Aaron Corn fixed term teacher
 - h. Caretaker. One of our caretakers is on sick leave until the end of 2016 – the Board expressed their sympathy. Temporary cover has been organised until more definite plans can be made.
 - i. Resignation. The Board has received a resignation from Karen Garrington. Karen is a long serving employee who has enjoyed over 10 years working as a teacher aide and library assistant at our school.
 - j. Analysis of Variance. The report for 2016 was presented with the targets and achievements outlined. Mixed success was recorded (Writing target was not met, Reading target was exceeded, Mathematics target was not met) and evaluations and next steps were shared.
 - 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 meeting on the recent progress and the commitment of contingency on rectifying unexpected defects found during demolition (including structural work within the walls on A block, deck on M block, floor on M block). Tracking reasonably well at this stage. Thanks to Todd, Fiona, Aaron and Susan for their continued work on this project.

7. Finance. Aaron presented the finance minutes, reports and the draft 2017 budget. Discussion around the availability of reserves to allow the approval of a deficit budget, number of international students, technology review, 5YA contribution, asset purchases. Long term maintenance provision being reviewed today and will be updated with figures as soon as possible. STA conference attendance budget estimated with allowance for two attendees to be considered by Board members if interested. Notes attached included comment that the figures for maintenance provision are yet to be confirmed. The budget will be reviewed in March 2017. The deficit would be funded from reserves.

Board (A7)

Motion: The Board approves the draft 2017 budget, as presented, for a deficit of \$56,625.

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

8. School fees. The school fees for 2017 were confirmed as school donation \$100 for the first child and \$75 for the second and subsequent child in each family, activity fee \$50 for junior school, middle and senior school \$55.

9. Policies. None to be reviewed this cycle.

10. Personnel. Discussion (in-committee) later in the meeting.

11. FOTS. Brenda reported that the FOTS have held their last meeting for 2016 and have healthy reserves some of which are committed towards the senior playground upgrade/cricket nets and end of year prizes books. BIG thank you to all those wonderful volunteers.

ITEM 5 – AGENDA ITEMS

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

- Appoint Chair
- Confirm 2017 Charter

ITEM 6 – ADMINISTRATION

13. Confirmation of Minutes. The minutes of the last meeting held on 17 October 2016 were accepted as a true record with all actions considered off agenda.

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

14. Correspondence – nothing of note.

15. In Committee discussion 9.30pm to 10.35pm
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 10.35 pm.
17. Next Meeting. Next meeting 7.00pm, Monday 13 February 2017.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

November 2016

Attachments:

1. Principal's Report.

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