

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 6th AUGUST 2018**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Brenda Poutawera	Personnel/FOTS	Deputy Chair
	Tristan Hewett	Finance	
	Todd Retter	Property	
	Chris Hills	Property	
Attendees:	Tracey Kerr-Aim	AP	
	Jamie De La Haye	DP	
	Susan O'Neill	Minute Secretary	
Apologies:	Pam Wilkins	Staff Representative	

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the August 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. SENCO Mid Year Report. Tracey and Jamie presented an interesting report noting connections with Strengthening Families and other community agencies links proving helpful to address some student needs. Different programmes and intervention systems being trialled across the school to try and meet growing needs. Assistive technology applications being made for those of greatest potential benefit. Successful ORS application for an existing student. The school is using tracking technology for one new junior student to help with health and safety - staff are receiving training in its use. Jamie spoke about the additional funding allocated for teacher aides in this year's budget. This has been heavily supplemented by successful funding applications so far this year. This area of resourcing is anticipated to continue at this level next year.
The need for prompt assistance to help with initial assessment within the school was identified and there may be opportunities to work towards this through the Kāhui Ako.

Inquiry: Māori Boys

The Senior Team are working to address the diverse needs of Māori boys and are looking at their experiences at school – observing and investigating the experiences of Māori boys in our classrooms. This has been carried out over the last two terms and results of completed observations were presented to the Board. Longitudinal data is being gathered for a group of Year 2 students to look for patterns over time and possible indicators possibly contributing to their rate of progress within school.

ITEM 3 - DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.
- a. Annual Parent Survey. The Board was asked to consider the aspects to include in the questionnaire. Leader Led Conferences and the written report have already been a subject of survey. The annual questions were tabled – it was agreed maintain these in order to assess any trends. Fiona to go over the past few year’s questionnaires to see if there were any areas of concern to be revisited. Aaron and Fiona to pose questions which may arise from those results and circulate to the rest of the board for comment and approval. Fiona/Aaron (A1)
 - b. Year 6 Camp Funding. The year 6 camp fee currently sits at approximately \$205 per learner; a prohibitive amount for many families. The school has been fortunate to receive grants from Pub Charities in the past allowing all learners to attend this valuable experience. The Board was asked to support the Application to Pub Charities to support the 2018 Year 6 camp for up to \$10,000. Brenda/Chris
Motion: The Board supports the application to Pub Charities for a grant (up to the value of \$10,000) to support Year 6 Students’ attendance at the 2018 senior camp. Fiona (A2)
Moved: Brenda Poutawera **Seconded:** Chris Hills
 - c. WBOP Professional Learning Trip to Melbourne. Fiona summarised ideas from the trip she saw impacting on outcomes in this educational context. Buddy programmes, targets around the whole child (“happy, healthy and resilient kids”) and leadership programmes were highlighted.
 - d. Reporting Survey. 129 respondents with mainly positive comments. Three main areas highlighted for the Leadership Team to investigate were – teacher jargon, the order of comments and “effort” words. A summary to be communicated to our community through newsletter once the senior team have discussed results. Fiona (A3)
 - e. Student Roll. Higher than expected number of leavers recently.
 - f. International Students. Currently 15 students with several deposits received for tuition in 2019. A group (parents with students) from Japan is coming for a week of homestay and English experiences in August.
 - g. 10YPP and 5YA 2019. Covered under Property discussion.
 - h. BDO Auditors. BDO Tauranga (the school’s current auditors) 2018-2020 audit proposal was received and was tabled. The proposed fees were considered in-line with expectations with hours remaining the same as 2017. **Motion:** The Board accepts the proposal from BDO Tauranga for 2018-2020 audit as tabled. Fiona (A4)
Moved: Aaron Moores **Seconded:** Tristan Hewett
 - i. **Motion:** That the Principal’s report be accepted.
Moved: Aaron Moores **Seconded:** Tristan Hewett

ITEM 4 – REVIEW

5. Property. Specialist reports have been contracted for the 10YPP and an MOE architect has completed a site visit for Reading recovery/technology building plans. The 5YA Procurement Recommendation Report has been received from Opus with the recommended tender being DLA Architects at a price of \$46,500. The RFQ Evaluation was performed for both submissions with the highest weighting being given to price and even scores seen in proposed solutions, capability and capacity.

Motion: The Board approves the appointment of DLA Architects for Architectural Services for Block A (Stage 2) Room 1-5 5YA Development.

Fiona (A5)

Moved: Aaron Moores

Seconded: Fiona Hawes

6. FOTS. Brenda reported on recent activity including the FOTS financial support for the recent playground. Math-a-thon underway this week.

7. Finance. Aaron presented the finance minutes and reports. Currently have two teachers being paid from bulk grant and will look to have one more in this area of expenditure by September.

8. Personnel. Nothing to note.

9. Policies 20. The Complaints and Concerns policy was reviewed. An arrow to indicate follow up flow was added otherwise agreed.

Fiona (A6)

10. Strike Action – 15 August. Board has agreed to close school due to health and safety of students. Non-teaching staff will work as normal with flexibility around hours of work and options for leave if agreed.

ITEM 5 – AGENDA ITEMS

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

- AsTtle Reading and Maths
- Cash handling review
- Succession planning
- Results of sabbatical applications expected by 13 September (too early for the Sept meeting)

ITEM 6 – ADMINISTRATION

12. Confirmation of Minutes. The minutes of the last meeting held on 18 June 2018 were accepted as a true record with all actions considered off agenda except A4.

Pam (A7)

Moved: Aaron Moores

Seconded: Fiona Hawes

13. Correspondence.

Inwards.

- a. As presented with nothing major to note.

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

15. Next Meeting. Next meeting 7.00pm, Monday 10 September 2018.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

August 2018

Attachments:

1. Principal's Report.

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