

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 17 DECEMBER 2024**

Present: Aaron Moores Finance/Chair
Fiona Hawes Principal
Sam Hartnett Mana Whenua Representative
Holly Hawkins Personnel
Euan Rutherford Property
Lauren Stull Policies

Attendees: Cathy Ediker DP
Susan O'Neill Minute Secretary

Apologies: Brad Garner Finance
Dave Medley Staff Representative

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, the last for 2024.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. Sports Report. A full report, detailing school wide and out of school sporting activities, had been prepared by Dave Medley (TIC Sport) and Jo Taelle (Sports Co-ordinator). Highlights from a positive year were noted alongside challenges for the future. The role of the sports co-ordinator is highly valued and the Board has been grateful for the generous support from The Lion Foundation to help continue this Board funded role. 2024 entailed a busy calendar of events with growing variety of opportunities for our students. There was a discussion about participation of girls in sport, the school feels this representation is very good, Fiona will discuss figures with Jo and provide some basic feedback. The Board thanked Jo and Dave for their work in this area and for the report.

Fiona (A1)

ITEM 3 - DECISIONS

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. **Student numbers** are high (485 in December plus 12 International Students) and class sizes in the seniors will be higher than usual in 2025. The school roll is managed through a ballot system and zoning restrictions. Higher teacher entitlement (funding) for 2025 will allow additional support in addition to the more standard classroom teaching roles.

- b. **Parent survey.** Two particular areas of feedback were noted to follow up: extension opportunities and bullying behaviour. Extension opportunities will be assisted through a 0.5 fixed term unit and time provided to a teacher to lead this area in 2025 with a focus on senior students. The DP has investigated further the feedback regarding bullying behaviour with students in Years 3-6 and found a lot of inconsistencies and misconceptions of what bullying actually is. Children said they felt safe at school and some girls mentioned that they felt less safe on the football field (this is being followed up to provide some targeted girl opportunities such as girls rugby at lunchtime). Overall, most student experiences appeared very minor and accidental and nothing major was discovered. Strategies for dealing with unsafe behaviour will continue and teachers will encourage student to communicate concerns.
- c. **Principal Professional Learning and Well-being Support Fund.** This ring-fenced funding (\$6,000 in both 2023 and 2024) has been underspent and the balance of \$8,477 is to be carried over into the 2025 budget. Fiona attended the Gold Coast Study Tour in 2024 with costs declared of \$2,250.87. Plans for 2025 include helping to lead the WBOP Principals' Association on a study tour to the Gold Coast although much of the cost will be covered by the WBOPPA.
Motion: The Board acknowledges the Principal Professional Learning and Wellbeing Support Fund 2024 declaration and agrees to carry forward the remaining balance (\$8,477) to the 2025 draft budget
Moved: Aaron Moores. **Seconded:** HollyHawkins
- d. **International Students.** Fiona and Cathy met today with management from Tauranga Korean Times to discuss concerns from one current family about having a teacher in 2025 whose first language is not English. Enrolment being considered alongside support offered by the school.
- e. **Hall Project.** Costs of \$95,000 have been incurred and a budget of \$320,000 has been allowed for in the 2025 draft budget to complete. DLA Architects have been appointed by the MOE for the WTP and will be on site later this week. Next steps being discussed with the hope for July construction start.
- f. **Pool Use.** Schools' Out will use the school pool during term time after school in Term 1, 2025. They will check student swimming ability upon enrolment and back this up with physical checks in the pool. A teacher to student swimming ratio of 2:20 ratio has been suggested while the Board asked that a reduced ratio of 1:8 be confirmed plus a ratio of 1:1 for students with relevant behavioural issues.
- g. **Statement of Variance for 2024.** The Statement was tabled and discussed. The overall Teacher Judgements for Term 4 were disappointing and enquiries with comparative local primary school found similar dropping results. Reason for this are difficult to accurately ascertain while certain contributors include the rapidly growing ESOL roll, the increasing number of students with additional needs. The data is more positive for those students who have attended TPS since 5 years old. The large low achieving tail of results in the Year 6 cohort are again noted. The school did not re-moderate results mainly due to the upcoming curriculum refresh. Focus will be on future Writing, supported by teacher Writing PLD in 2025 with links to ESOL, structured literacy, new curriculum and an awareness of the growing special education roll. 2025 will see increased standardised

Fiona (A2)

testing to provide additional data.

Motion: The Board approves the 2024 Statement of Variance

Moved: Aaron Moores **Seconded:** Lauren Stull

- h. **2025 Annual Plan Overview and Implementation Plan** were tabled for approval.

Motion: The Board approves the 2025 Annual Plan Overview and Implementation Plan

Moved: Euan Rutherford **Seconded:** Lauren Stull

- i. **Te Reo Māori.** Achievement against 2024 targets was reported as positive and Fiona and Kylie recognise challenges for staff and are looking to improved work in 2025. Sam offered to his assistance and Fiona thanked him for this support.
- j. **New Curriculum.** Reporting on new the curriculum will be shared once the information is available and unpacked.
- k. **Appointments 2025.** The following appointments were tabled for ratification:
- T Gillingham (fixed term)
 - C Day (fixed term)
- The Board ratified these appointments.
- l. **Motion:** That the Principal's report, be accepted.

ITEM 4 – REVIEW

5. Finance. Aaron discussed items from the recent finance meeting.
- a. Figures to the end of October 2024 showed working capital of \$1,361,768 with significant costs due in November and December.
 - b. Bank staffing has an overuse balance of -2.86 FTE with plans to balance by March 2025 (end of available balancing period). A slightly increased entitlement has been agreed as a result of an application based on increased student numbers.
 - c. Fiona has applied to The Lion Foundation for \$10,000 to assist with the role of the Sports Co-ordinator in 2025.
 - d. Several areas of assurances were completed and found satisfactory.
 - e. Audit recommendations from 2023 have been discussed and actions noted.
 - f. A new schedule for Cyclical Maintenance was presented for approval and the complexities of the calculations and the recent change discussed. A provision figure of \$60,000 is included in the 2025 draft budget. The 2024 painting plans will be completed by year end 2024 and there are no major painting plans scheduled for 2025. The School Office has updated the calculations and advised the need for an adjustment of \$36,787 in the year end 2024 accounts.
Motion: The Board approves the updated 2024 cyclical maintenance plan and provision.
Moved: Aaron Moores **Seconded:** Fiona Hawes
 - g. Draft 2025 budget deficit of \$117,000 (increased curriculum expenses by \$4,500 from shared summary meaning an increase in deficit from \$112,500 to \$117,000) was presented to the Board. This draft will be reviewed late in Term1, 2025 once further information is available and confirmed. The Board is aware of the risks around approving a deficit budget and approves this on the basis of utilising some of the school's significant reserves to improve student outcomes.

Motion: The Board approves the 2025 draft budget deficit of \$117,000.

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

6. Policies. Finance and Asset Management policy section is under current review and this area was agreed to be in good order. Aaron reminded the Board of the common fraud risk areas of cash handling, bank account changes, wages report, and conflict of interest that the Board need to continued vigilance around.

7. FOTS. Nothing new to report.

8. Board Chair. Aaron resigned from the position of Board Chair and as a member of the Board – this is his last Board meeting after 12 years of valued work. The first Board meeting in 2025 requires the election of a new Chair and this will happen again for the September elections. Aaron was thanked for his long and valued service to the school and to the Board. His expertise in finance has been greatly values as well as his approachable and sensible manner. Aaron encouraged other members to consider this option for 2025.

9. Personnel in committee. 8:10pm-8:30pm. **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the meeting. The grounds are that the matter concerns personnel and the reason is to protect the privacy of the individual. This motion is proposed to comply with Sec 48 of the LGOI and M Act 1987 and the special requirement when excluding the public.

ITEM 5 – DISCUSSIONS.

- Nothing Further

ITEM 6 - AGENDA ITEMS. Items to be included for the next meeting are:

- Board roles and responsibilities, appoint chair and deputy chair (if required)

ITEM 7 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 29 October 2024 were accepted as a true record with all actions considered off agenda.

Moved: Aaron Moores **Seconded:** Lauren Stull

11. Correspondence.

Inwards.

- a. Noting of note

Outwards

- a. Noting of note

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8:30pm.
13. Next Meeting. Next meeting 6:30pm, Tuesday 18 February 2025.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

December 2024

Attachments:

1. Principal's Report.

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