

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 18 FEBRUARY 2025**

Present: Lauren Stull Chair/Policies
Fiona Hawes Principal
Brad Garner Finance
Sam Hartnett Mana Whenua Representative
Holly Hawkins FOTS
Dave Medley Staff Representative
Euan Rutherford Property

Attendees: Cathy Ediker DP (attended online)
Susan O'Neill Minute Secretary

Apologies: None

ACTION

ITEM 1 – ADMINISTRATION

1. Karakia. Sam opened the meeting by leading the group in karakia.
2. Welcome. Fiona welcomed everyone to the meeting, the first for 2025. It was noted how pleased the students appeared to be returning to school and have settled in well.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – FIRST MEETING DECISIONS

4. Elect Chair. As there is no current Board Chair, Susan called for nominations to the vacant position. Euan noted that while he was Deputy Chair, his work commitments did not provide capacity to take on a role of increased responsibility. Fiona nominated Lauren for this role and Lauren expressed a willingness and capability to accept this position - members were supportive of this nomination.

Motion: That Lauren Stull be elected to the position of Board Chair.

Moved: Fiona Hawes

Seconded: Euan Rutherford

5. Schedule of Delegations. This schedule had been approved by the Board in 2024 and was tabled, unchanged, for current approval.

Motion: That the Board approves the 2025 Schedule of Delegations as tabled.

Moved: Lauren Stull

Seconded: Fiona Hawes

6. Code of Conduct. This information was shared with the Board and the objectives outlined were generally understood.

ITEM 3 – REPORTS

7. None at this meeting.

ITEM 4 - DECISIONS

8. Principal's Report. Fiona presented her report taking it as read and discussed the following items:

- a. **Student numbers.** The school is currently funded on 472 students and this number is also used as a base for staffing entitlement. The number of out of zone students (currently 28%) affects property funding and the school manages this to balance cohort sizes and demand on places as well as staffing and class size restrictions.
- b. **Equity index.** This has been updated to 426. The Index limit for the MOE School Donation Scheme is 432 students however, as TPS opted into this scheme at its initiation and has continued to opt in each July, the scheme continues to apply. Should TPS opt out of this scheme, our current Index would make the option unavailable.
- c. **BOT Assurances: Term 1.** These were tabled.
- d. **NZ Curriculum Refresh and Local Curriculum Design.** The newly introduced Maths programme is being taught and teachers have undertaken initial training to be able to make a start with this. Further resources will be required to support the teaching through Maths No Problem.
- e. **Phonics Testing.** There will be a trial with this in 2025 before it becomes a compulsory component in 2026.
- f. **Attendance.** All schools must use the revised attendance codes to record and submit daily student attendance. Cathy continues to work with those identified as having poor attendance and current support in this area was recognised. The school is encouraged to respond to every absence where no explanation has been provided.
- g. **ESOL.** There are now 92 ESOL students who will attract funding (compared to 78 at the end of 2024). The school has responded to this increase with further teacher aide support, workbooks and training resources.
- h. **Board Elections.** The school were pleased with the services of Schooled Elections in the previous election and Fiona recommended they be engaged for the 2025 September Board elections.

Moved: That the school engages Schooled Elections to carry out returning officer duties for the 2025 Board elections.

Moved: Fiona Hawes **Seconded:** Lauren Stull

- i. **Leave Request.** A request for 16 days leave without pay has been received from a permanent support staff employee for later in 2025. The leave request is to enable travel overseas to visit family. Some recent discretionary leave has been granted to this employee and relief cover has been found. Cost and student support implications were considered.

Motion: Leave without pay be granted to this support staff member for a total of 16 days in 2025.

Moved: Fiona Hawes **Seconded:** Holly Hawkins

Fiona (A1)

Fiona (A2)

- j. **Teaching Space Options.** Fiona has been considering the need for separated teaching space options primarily in SH2 and M3. Recent changes in curriculum and teaching delivery require increased explicit instruction with student oral responses required and options to improve the physical settings for this will be considered. This work would need to be Board funded as it sits outside the current 5YA.
- k. **Motion:** That the Principal’s report, be accepted.
Moved: Holly Hawkins **Seconded:** Euan Rutherford

ITEM 4 – REVIEW

- 9. **Finance.** Brad discussed items from the recent February finance meeting.
 - a. Draft December 2024 accounts showed a working capital of \$1,259,093 of which \$486,629 is calculated as uncommitted funds.
 - b. Finalised 2024 accounts. Work is underway to complete this process with indications that the final position will be around a surplus of \$100,000.
 - c. The reduced gain on sale of uniforms in 2024 compared to 2023, will be investigated.
 - d. Bank staffing has an overuse balance of -0.2 FTTE in PP23 (2/02/25) with plans to balance by March 2025 (end of available balancing period).
 - e. There were questions around the changes in Equity (current year earnings) figures in the draft December 2024 accounts – from \$190,568 31 Dec 2023 to \$89,433 in draft December 2024. Changes are expected with confirmation of EOY adjustments. Currently, the variations for this figure are primarily made up as follows:

Current Year Earnings			
Item	2024	2023	Variation
Trading Income	\$ 1,224,765	\$ 1,128,684	\$ 96,081
less Cost of sales	\$ 53,226	\$ 56,864	\$ (3,638)
Gross profit	\$ 1,171,539	\$ 1,071,820	\$ 99,719
Plus other income	\$ 3,855,646	\$ 3,564,817	\$ 290,829
Less Operating expenses	\$ 4,896,430	\$ 4,446,069	\$ 450,361
	\$ 130,755	\$ 190,568	\$ (59,813)

Note 1	MOE support staff tops ups increased \$50,000 ESOL increased \$10,000 Learning support increased \$19,000
Note 2	Fundraising up \$17,000 (production income mainly) Grants down \$49,000 Int student income up \$10,000
EOY adjustments to complete	MOE lease/grant and salaries income up \$285,263
Note 5	ACC levy up \$8,200 2024 Production costs \$35,500 Yr 6 camp up \$5,000
EOY adjustments to complete	MOE - teacher salaries up \$237,000
EOY adjustments to complete	MOE - notional lease up \$52,000 Long term maintenance provision up \$34,000 Teacher aide (MOE/BOT) up \$40,000

- 10. **Policies.** Currently policies open for review were noted, with particular stress on Health and Safety.

- 11. **FOTS.** The recent meeting was very positive with some new members and fresh ideas. A quiz night has been confirmed for 13 June. It is to be held at the Tauranga Citizens’ Club due to the current unsuitability of the school hall.

ITEM 5 – DISCUSSIONS.

12. NZSTA training modules are available and Fiona will share a link with details. Members expressed an interest in completing these as a group. Fiona (A3)

13. Meeting dates and times for 2025 were agreed. New time of **6:00pm** on the following dates:

- 25 March
- 13 May
- 17 June
- 29 July
- 2 September
- 21 October
- 25 November

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

- SENCO report
- 2025 draft budget review
- 2024 annual financial reports (may be in draft)

ITEM 7 – ADMINISTRATION

14. Confirmation of Minutes. The minutes of the last meeting held on 17 December 2024 were accepted as a true record with all actions considered off agenda.

Moved: Fiona Hawes **Seconded:** Lauren Stull

15. Correspondence.

Inwards.

- a. Noting of note

Outwards

- a. Noting of note

16. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7:51pm.

17. Next Meeting. Next meeting 6:00pm, Tuesday 25 March 2025.

Susan O’Neill
Minute Secretary

Lauren Stull
Board Chair

February 2025

Attachments:

- 1. Principal’s Report.

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