

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 29 OCTOBER 2024, 6:30PM**

Present:	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Brad Garner	Finance
	Sam Hartnett	Mana Whenua Representative
	Dave Medley	Staff Representative
	Euan Rutherford	Property

Attendees:	Cathy Ediker	DP
	Dan Hill	The School Office
	Susan O'Neill	Minute Secretary

Apologies:	Holly Hawkins	Personnel
	Lauren Stull	Policies

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, especially Sam Harnett who has been co-opted to the Board as Mana Whenua Representative and Dan who is presenting to the Board this evening. Dave, Euan and Susan were attending the meeting via Google Meet.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. The School Office – Dan Hill. The school changed accounting providers to The School Office earlier in 2024 and have been very pleased with the service received so far. Dan introduced himself and ran through the format of the financial reports especially noting how the commentary section was constructed. These Board reports highlight important financial items, raise questions if needed and calculate projections and progress against budget. Commentary sections include notable items year to date and for the month of the report. Notable balance sheet items include fixed asset purchases, MOE funding and expenses, bank staffing accrual and GST payable/receivable. The Operations Grant (OPS Grant) is received in four lump sum instalments and is reflected as in advance into the balance sheet and released month by month to keep reporting smooth and avoid large fluctuations of income. International Student fees are also shown in balance sheet as income in advance until realised term by term. The uncommitted funds metric calculates untagged funds in the school accounts using conservative estimates including a minimum subjective figure for cash reserves. The MOE does have a benchmark figure for reserves but as it is averaged through all schools on a per student basis, it can be tricky to come up with standardised figure (the MOE recognise a figure of \$800-\$1000 per student). Reserves are there to assist the school with achievement and meet student needs. Dan recommended the Board check the reason for budget variation and focus on the movement towards targets rather on just strictly meeting budget lines. If The School Office was concerned about issues raised in the accounts, they would initially contact

the Principal and Business Manager to discuss. The overall financial position of TPS in comparison to other schools is on the stronger side and the school needs to be continue to be aware of ensuring any short to medium trends are sustainable. An example of this is schools that over commit to high levels of Board funded Teacher Support funding (often around the area of high needs students). This Board has committed significant funds into school projects over the last 10 years and has agreed plans for upcoming property projects which require further input of reserves. The school needs to annually review the cyclical maintenance plan and carefully monitor bank staffing. Supplementary schedules are provided for the finance committee to assist with monitoring and planning. Dan encouraged Board members to contact him should they have any questions or wanted to improve their understanding of the accounts (Fiona has Dan's details if needed).

4. International Student Report – Term 4, 2024. Cathy presented this report including a 2024 summary (currently 11 full time international students), 2025 projections (for 12.5 FTTE), recent events and academic achievement summary for the year (ELLPs). Generally these students are making good progress.

5. Short Term Student 2025 Proposal. Cathy presented a trial proposal to encourage short term students (those on a visitor Visa) attending TPS for a “Kiwi experience”. The proposal would utilise the skills of an existing staff member (paid separately on time sheet from short term student funds) as Short Term Student Administrator. Costs were outlined and it was proposed to trial this model for one year to assess benefits and consider challenges. The project would be self-funded.

Motion: The Board supports the trial Short Term Student 2025 proposal including the employment a time sheet only Short Term Student Administrator for 2025, on the basis outlined in this proposal, to encourage short term student enrolment.

Moved: Aaron Moores **Seconded:** Brad Garner

Cathy (A1)

ITEM 3 - DECISIONS

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

- a. Student numbers growing and the school have been awarded additional staffing because of this roll growth. The 2025 provisional staffing is based on 472 students for a total of at least 27 FTTE teachers (significantly higher than other years).
- b. 2024 Board assurances were shared and noted (School Year, Terms and Holidays, Managing Income and Expenditure, School Donations and Student Activity Payments, Gifts, School Swimming Pool, Daily School Bus and International Learners Review).
- c. ERO report received and shared. Overall, a good report with the next steps aligned with the school's current focus (around equitable outcomes, ESOL and attendance).
- d. 2024 Parent Survey results were shared, discussed and Fiona noted several areas of follow up (including perceptions of friendliness at the gate, variable office responses and bullying and the perception of this). Notes were made of responses to dealing with inappropriate behaviour and the updated option of “no experience with this” and the lower Strongly Agree rate around cultural recognition (inclusion of definition

Fiona (A2)

of culture and increasing variety of cultures within the school). The strong response rate was very pleasing and higher than previous years. A summary is to be shared with the school community with some detail to be given around certain focus areas.

- e. The Health Education Statement for Tauranga Primary School has to be reviewed biannually. The current statement received 91% support through the parent survey so will progress as stands. RSE (Relationships and Sexuality Education) is now not a compulsory teaching component but is deemed valuable.
- f. Hall upgrade project has been halted and Fiona is working to get a financial wrap. The hall has been put back to useful standard in the interim. That project included a portion of 5YA. The MOE have identified \$36,776 of our current 5YA funding to be transferred to the WTP.
- g. Risk Management. A staff member had a fall at work and the resulting injury required surgery. It was not a fall from a height. Fiona has shared information with staff to improve safety around the issue.
- h. Grant Application to Lion Foundation. TPS has been very grateful for the financial support received from Lion Foundation that has allowed us to maintain the role of our highly valued sports co-ordinator. This role provides learning and administrative support for school and interschool sports as well as instruction and co-ordination for the PE programme within our school.

Motion: The Board agrees to apply to Lion Foundation for \$10,000 to support the important role of sports co-ordinator at our school in 2025.

Moved: David Medley **Seconded:** Brad Garner

- i. Appointments Ratified:
 - Permanent Junior Team Leader commencing 2025 – Jana Smith
 - Permanent Middle Team Leader commencing 2025 - Brianna Perfect
 - Permanent Teacher commencing 2025 – Sarah Arnesen
 - Fixed Term Teacher 2025 (Leave cover position) – Emilia Speirs
 - Permanent Caretaker – Jake Veza
- j. Resignation noted as received from Tom Thomson, Caretaker has resigned and is currently staying on until the new caretaker starts (18th November). Tom has been with the school since June 2016.
- k. **Motion:** That the Principal’s report, be accepted.
Moved: Aaron Moores **Seconded:** Brad Garner

ITEM 4 – REVIEW

- 7. Finance. Aaron discussed items from the recent finance meetings.
 - a. Meetings were held on 25 September and 16 October to review the August and September accounts.
 - b. No issues of concern were raised and the relevant bank staffing situation and the working capital figures noted in the minutes.
- 8. FOTS. Nothing to report at this stage.

ITEM 5 – DISCUSSIONS

- Nothing under this item

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

- Proposed annual plan and Charter updates for 2025
- Draft Budget 2025
- Sport report
- Reading, Writing and Maths – final judgements for 2024

ITEM 7 – ADMINISTRATION

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

Moved: Aaron Moores **Seconded:** Brad Garner

10. Correspondence.

Inwards.

- a. Nothing of note

Outwards

- a. Nothing of note

11. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8:10pm

12. Next Meeting. Next meeting 6:30pm, Tuesday 10 December 2024

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

October 2024

Attachments:

- 1. Principal's Report.

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