

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 6 AUGUST 2024**

Present:	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Brad Garner	Finance
	Holly Hawkins	Personnel
	Dave Medley	Staff Representative
	Euan Rutherford	Property

Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary

Apologies:	Lauren Stull	Policies
-------------------	--------------	----------

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting. Euan and Holly attended the meeting via Google Meet.
2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – REPORTS

3. Mathematics – Team Leader Presentations. Benchmarks for Mathematics achievement are increasing and student achievement in this area is lower than desired across NZ. The Curriculum refresh announced this week comes with a very tight frame which will present obvious challenges. Team Leaders presented a summary of current Maths teaching and processes. Pam presented the junior team set up and their focus on number knowledge. For this team, basic facts and number knowledge are revisited often before moving onto fractions and multiplication. Specific challenges include the growing ESOL roll and the refreshed curriculum, while target teaching and good resourcing of materials are positive aspects. Pam felt that the teaching team are feeling very positive about the current Maths programme. Brianna presented an update from the Middle team including their focus on the revision of basic facts and strategies for solving problems with larger numbers, measurement, fractions and place value. Whole class and group teaching is working very well. Jo spoke to the meeting from the senior team perspective where work continues on instant recall of basic facts to 10 alongside weekly testing to identify individual any areas of focus. Fractions, ratios and proportions alongside strand work on position and orientation, probability and mass. Across the school, the increasing ESOL student roll is presenting teaching challenges and engaging families of struggling learners were identified while teacher and student engagement seem to be lifting.
4. Summary of E-asTTle (an online assessment tool) results for Year 4 to 6 students in Reading and Mathematics at the end of Term 2, 2024 were shared and discussed. These results are being measured against year-end expectations and should improve by the end of Term 4. Most pleasing was the lift in results for Māori learners in both Maths and Reading with Year 4 students scoring significantly above expected

curriculum level, Year 5 students scoring significantly above and Year 6 results seeing progress.

ITEM 3 - DECISIONS

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

- a. Student numbers currently 449 with funding based on 456 domestic students. 1st July roll return number 438 domestic students. Fiona will apply for additional staffing once student numbers increase beyond those funded.
- b. TPS opted into the MOE donation scheme on 1st July return
- c. The school was pleased to recently meet the MOE attendance target of 70 % of student attending 90% of the time or greater.
- d. Minimising physical restraint. Fiona is asked to assure the Board that staff authorised to apply restraint receive appropriate training and support. The school is unable to access restraint training from the MOE – unless there is a specific behaviour plan that has this stated and is approved by MOE. As the MOE will not train staff, Fiona is unwilling to assure the Board that staff authorised to apply restraint receive appropriate training and support. The Board recognised this as a legitimate reason and supported the school in its disappointment in this situation.
- e. ELLP applications have resulted in 78 ESOL funded students now. 20% of our current student roll have significant level of ESOL needs.
- f. Several Board members recently attended a Te Tiriti o Waitangi workshop where cultural competencies and differentiated learning opportunities were discussed. The networking opportunity was appreciated. TPS cultural competencies (practices) were shared. If there was to be another session, the areas of Concerns and Complaints or Role as Employer could be useful.
- g. ERO. Visit last week appeared very positive and the report will follow. Potentially our work on areas could be on equitable outcomes and ESOL.
- h. Hall Project. Contractor has been selected and work is due to commence 8 August if the building consent is available, otherwise early next week. Planning to finish October school holidays.
- i. 2025 Term Dates
Motion: The following 2025 term dates were presented for approval.
Term 1 – 3 February to 11 April
Term 2 – 28 April to 27 June
Term 3 – 14 July to 19 September
Term 4 – 6 October to 17 December
Moved: Fiona Hawes. **Seconded:** Aaron Moores
- j. Application to Pub Charity for Year 6 camp Support. The Year 6 camp is a highly valued learning experience for our students and to encourage the attendance of all learners by reducing the cost barrier, the school wishes to seek external funding support. The school has been extremely grateful for past funding from Pub Charity and wishes to apply for a grant in 2024 to a maximum value of \$10,000.

ACTION

Motion: The Board approves the application to Pub Charity for a grant to support student attendance at the 2024 Year 6 camp.

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

Fiona (A1)

- k. Application to TECT for Tiered Seating. The school is making significant investment into the hall upgrade and would value tiered seating to allow the best possible utilisation of space in this upgraded facility.

Motion: The Board approves the application to TECT for a grant for tiered seating in the hall to a maximum value of \$40,000.

Fiona (A2)

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

- l. International Study Tour 2024 to Australia for Principal and Deputy Principal. Purpose. Information to support this trip to Australia had been previously shared and a more formal proposal was tabled including support of curriculum and costings.

Motion: The Board approves the International Study Tour to Australia (September 2024) for the Principal and Deputy Principal as tabled.

Fiona (A3)

Motion: Aaron Moores **Seconded:** Brad Garner

- m. **Motion:** That the Principal's report, be accepted.

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

ITEM 4 – REVIEW

6. Finance. Aaron discussed items from the recent finance meeting.

a. Recent meeting on 25 July with the new and improved reports from The School Office.

b. Budget Review Hall Refurbishment. Due to actual quoted costs, the Board needs to increase the initial budget of \$300,000 to \$350,000 (fully Board funded). The MOE has agreed that the school can utilise Board funds for this and Board members have previously shown support for this increase via email

Motion: The Board approves the budget increase to \$350,000 for the 2024 hall upgrade.

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

c. Final weather tightness funding has been received from the MOE.

7. Policies. Nothing new to report.

8. FOTS. Meeting coming up. This group holds a healthy fiscal balance and the Board discussed possible options to make good use of this for improved student facilities around the school. A drink bottle filling station has been installed on junior site which utilised a small portion of the current funds.

9. Personnel in committee.

ITEM 5 – DISCUSSIONS.

- Board dinner. Picnicka to be booked for Thursday 26th Sept at 6:30pm

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

- Reading, Writing, Maths student progress 2024
- Kāhui Ako report

ITEM 7 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 18 June 2024 were accepted as a true record with all actions considered off agenda except for A4 which is underway.

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

11. Correspondence.

Inwards.

- a. Nothing of note

Outwards

- a. Nothing of note

12. In-Committee. (7:45pm – 8:02pm) 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.

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8:02pm.

14. Next Meeting. Next meeting 6:30pm, Tuesday 17 September 2024.

Susan O’Neill
Minute Secretary

Aaron Moores
Board Chair

August 2024

Attachments:

- 1. Principal’s Report.

Distribution:

All Trustees	Board Secretary
Deputy Principal	Website
Business Manager	File