

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 19 MARCH 2024**

Present: Aaron Moores Finance/Chair
Fiona Hawes Principal
Brad Garner Finance
Dave Medley Staff Representative
Stewart Ngatai Governance
Lauren Stull Policies

Attendees: Susan O'Neill Minute Secretary

Apologies: Euan Rutherford Property/Deputy Chair

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, the first for 2024. The following members were attending via Zoom: Aaron and Lauren.

2. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 - DECISIONS

3. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
 - a. Student numbers. Numbers are currently slightly higher than the last couple of years. Fiona is not expecting the increases in staffing through roll growth as we did in 2024 as the school has been funded on a more reflective roll number.
 - b. PAT Maths Report. Tested Years 3- 6 students, with this being the first year the Year 3 students were included (as a result, there is no baseline data for this group). Online testing for these younger students can prove tricky in the process itself. The median and outlying results are shown against national norms of schools who use this same testing in online forum. TPS students show good scores in Number. Overall tracking showing results as we should against national norms with slightly higher results in the Year 5 group. Maori achievement data is lower than other groups with a higher number achieving in the Average and Above Average range since we started testing. Many of the students in the Below Average range are showing results in Stanine 3, and have potential to make accelerated progress.
 - c. Whakamana Māori. This programme is already encouraging positive whanau connections and is involving a growing group of keen students.

- d. International student numbers. There have been quite a few recent enquiries for short term enrolment. The limit of the time available in current DP role to take on further short-term students was recognised.
- e. ESOL numbers continue to grow. Funded ESOL students now (together with International Students) make up 19% of the school population.
- f. ERO Visit. Initial meeting has been held and a school visit is likely in May. Fiona has been working on much of the requested documentation. The (BAS) Board Assurance Statements) were presented for review. Fiona will update the Board Assurance Statements with the changes as discussed.
A part of the School Improvement Framework is the governance aspect – including Board self-review with evidence provided. The Board self reviewed the governance and stewardship domain and agreed that an overall judgement of Embedding was appropriate.
Motion: The Board approves the ERO documentation as presented with the changes agreed at this meeting (Question 2 altered to Yes in the BAS and a commentary added for the anti-bullying section).
Moved: Aaron Moores **Seconded:** Fiona Hawes
- g. SENCO The report focus this term is on Tier 3 students. An overview was provided including the support being accessed and an example of how this translates to support required on the ground.
- h. 5YA/10YPP. The process of agreeing the new agreement is coming to conclusion with just a few items still under discussion. A request will be made to change the grouping of projects from two to three, one being roofing, one general upgrades throughout the school and one being the Reading Recovery refurbishment. A project manager has been identified who will do paper only work and the school will run the actual projects.
Motion: The Board approves the 10YPP and 5YA plans as tabled with the change to three projects and updates to the cyclical maintenance as required by the school to reflect current painting plans and recent work undertaken.
Moved: Aaron Moores **Seconded:** Brad Garner
- i. Hall project. The final design is nearly complete with details discussed at the recent property meeting. The tight timeframes required, to have the hall completed and available for use by Term 4, mean the tenders need to be available by May 2024.
- j. Appointments. Two teachers, Sarah Taylor and Athalae Elliott, have been appointed to the 2024 roll growth fixed term (job share) teaching position.
- k. **Motion:** That the Principal’s report be accepted.
Moved: Brad Garner. **Seconded:** Aaron Moores

Fiona (A1)

ITEM 4 – REVIEW

- 4. Finance. Aaron discussed items from the recent finance meeting.
 - a. The December 2024 financial reports show a surplus of \$210,168 and a summary was presented outlining the results against budget. The official 2023 accounts will be presented to the Board following the audit process.
 - b. The January and February 2024 accounts have been considered and noting of concern was been noted.
- 5. FOIS. This group had a recent Zoom meeting and are making plans for the year ahead. Frosty Friday was held last week and the current Duck Race fundraiser is looking very positive.

ITEM 5 – DISCUSSIONS.

- a. Resignation from Board. Aaron notified the Board that Anna Bell-Booth resigned from her position as a Board member. Anna has been a valuable member of this Board over many years and was thanked for her contributions.
- b. Board training on 19 June. Fiona and a few other Board members will attend.
- c. NZSTA conference set for Wellington in June. Fiona will circulate the agenda (once available), and basic costings, to members to see if they wish to attend.

Fiona
(A2)

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

- School Entry Assessment (SEA)
- Reading, Writing and Maths Curriculum judgement
- 2023 Annuals accounts if available
- Discussion around co-opting another member

ITEM 7 – ADMINISTRATION

6. In-Committee (8:00 – 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.

7. Confirmation of Minutes. The minutes of the last meeting held on 13 February 2024 were accepted as a true record with all actions considered off agenda.

Moved: Dave Medley **Seconded:** Brad Garner

8. Correspondence.
Inwards.

- a. Nothing of note

Outwards

- a. Noting of note

9. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8.30pm.

10. Next Meeting. Next meeting 6.30pm, Tuesday 14 May 2024.

Susan O’Neill
Minute Secretary

Aaron Moores
Board Chair

March 2024

Attachments:

- 1. Principal’s Report.

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