

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
ON TUESDAY 14 MAY 2024**

**Present:** Aaron Moores Finance/Chair  
Fiona Hawes Principal  
Brad Garner Finance  
Dave Medley Staff Representative  
Euan Rutherford Property/Deputy Chair  
Lauren Stull Policies

**Attendees:** Robyn Caley AP  
Holly Hawkins Parent  
Susan O'Neill Minute Secretary

**Apologies:** Stewart Ngatai Governance

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. Aaron welcomed everyone to the meeting, especially Holly who has shown an interest in joining the Board.
2. Declarations of Interest. One declaration for conflict of interest was noted under Finance.

**ITEM 2 – REPORTS**

3. School Entry Assessment 2023/24. Robyn presented the most recent data and trends from the School Entry Assessment (SEA). The first part of this assessment, Concepts About Print (CAP), shows downward trending results with 23% having results in Stanine 1 and a total of 56% in Stanines 1 to 3 which are considered at risk areas. It was noted that the traditional (book based) concepts about print being assessed, appear to no longer provide good predictive information about students who may experience difficulties in literacy learning. Young students may have exposure to other print media but not as much exposure to books. With this in mind, and from teacher observations, the school does not feel that this 56% result is an accurate reflection of skills in this area. Information from Structured Literacy assessments seem to be providing more useful information. The school will look at the usefulness of the traditional assessments against more recent methods. An improvement in decoding and encoding skills were noted with some students having been at school for 6 months prior to data collection and this improvement appears to be result of teaching in that time.

**ITEM 3 - DECISIONS**

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
- a. Roll is tracking well with 447 students enrolled in May. Of note, 25% of the roll identify as Asian ethnicity and ESOL numbers are increasing rapidly.
  - b. Equitable Outcomes. The Overall Teacher Judgements at the end of Term 1 were shared. The Year 6 cohort continues to track quite low with writing noted as the hardest data set to improve upon. Maths is the main teacher PLD focus now and into next year while writing PLD will follow (school need improved guidance and bench marks for this area). Scope and sequence resources are wanted for maths but there is nothing yet available. Cathy and Fiona meeting tomorrow to look at a maths programme option (Maths No Problem) which was created overseas and has been written into a NZ context. Fidelity of good practice across the school is required to make this a success.
  - c. International student enrolments numbers are increasing with many requests for short-term enrolments, although the school is currently unable to manage many of these.
  - d. ERO. All documents have been provided and there may be a visit in May. No further communication has been received.
  - e. Personnel. An appointment has been made for the fixed term 2024 Maternity cover fixed term position –two teachers will work in a job share situation.
  - f. Resignation. A resignation from Jason Morgan has been received as he has gained a DP position at Pillans Point School commencing Term 3. The school will advertise for a team leader, middle school. Two Board members will be part of interview process alongside the Principal and DP.
  - g. Property- Weather Tightness. No further updates have been received in regards the financial wrap up for this completed project.
  - h. Property Inquiry. Fiona attended a principals' property meeting which looked at current issues including the desire to save on processing time and regulations, the differences in general school maintenance and the lack of MOE funds for property work.
  - i. Hall project. Fiona will meet with architect and Project Manager tomorrow. It is hoped to have this work completed in Term 3. This project will be broken into two parts – the kitchen and the hall refurbishment for council consent purposes. The ceiling will be completed as a 5YA project.
  - j. 10YPP. Fiona and Susan are looking at the minor building maintenance and painting from the 10YPP. There are new (as well as increased) areas of work which will impact significantly on the Budget review.
  - k. Relationships and sexuality education. The school will continue to teach this health programme. At the previous parent evening, some parents showed discomfort around the subject of gender identity. Before starting the next programme, the leadership team will review content, the school will offer a parent meeting to show content. Options for opting out will be offered and the impact of this will be explained to those parents.

1. **Motion:** That the Principal's report be accepted.  
**Moved:** Brad Garner                      **Seconded:** Aaron Moores

**ITEM 4 – REVIEW**

5. Finance. Aaron discussed items from the recent finance meeting.
  - a. The Interbank transfer of \$150,000 showing as a liability on the balance sheet was a new term investment that did not feed correctly through from the ASB to Xero. This has since been remedied.
  - b. Conflict of Interest. The invoice, from John O'Neill, for the new junior kitchen was approved as per the finance minutes 14 November 2023. John O'Neill is the husband of Susan O'Neill, Business Manager.
  - c. IRD Access. The Board approves access for Susan O'Neill to the school's IRD and taxation information including myIR access and general IRD access.
  - d. 2024 Budget Review. This is well underway and will be presented to Brad and Aaron (Finance Committee) and then the Board. The revised deficit will increase from the draft primarily due to increases in cyclical maintenance and the hall upgrade project.
  - e. Visa. A personal purchase was mistakenly put on the Principal School Visa (206.91) and this was promptly repaid.
  - f. Susan wishes to apply to the Tauranga City Council for a grant to refurbish the bike shed and the Board were happy to support this application to a maximum value of \$15,000.
  - g. Audit. The Board agreed to allow Fiona and Aaron to sign the papers for audit on the Board's behalf, unless there are notable and/or unexpected issues.
6. Policies. Nothing major to note. Principal appraisal now follows within the professional growth cycle as per the Collective Agreements.
7. FOTS. Recent meeting for quiz night plans.

**ITEM 5 – DISCUSSIONS.**

Nothing of note.

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

- BOT – FOTS Liaison
- International Student Report
- Student Engagement Survey
- 2023 Audit Reports

**ITEM 7 – ADMINISTRATION**

8. Confirmation of Minutes. The minutes of the last meeting held on 19 March 2024 were accepted as a true record with all actions considered off agenda.  
**Moved:** Lauren Stull                      **Seconded:** Brad Garner
9. Correspondence.  
Inwards.
  - a. Resignation JM

Outwards

a. Noting of note

10. In-Committee. (8:00pm – 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.

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

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

Susan O'Neill  
Minute Secretary

Aaron Moores  
Board Chair

May 2024

Attachments:

1. Principal's Report.

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