

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 17 SEPTEMBER 2024**

Present:	Aaron Moores	Finance/Chair
	Fiona Hawes	Principal
	Holly Hawkins	Personnel/FOTS
	Dave Medley	Staff Representative
	Euan Rutherford	Property
	Lauren Stull	Policies
Attendees:	Cathy Ediker	DP
	Liz Catley	Kāhui Ako WST
	Kylie Rae	Kāhui Ako WST
	Kelly Savage	Kāhui Ako WST
	Sam Hartnett	Parent of the School
	Susan O'Neill	Minute Secretary
Apologies:	Brad Garner	Finance

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. Aaron welcomed everyone to the meeting, especially those presenting reports this evening. Lauren attended the meeting via Google Meet. Sam Hartnett attended this meeting to consider interest in joining and sharing his skills with the Board.

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

ITEM 2 – REPORTS

3. Kāhui Ako – Within School Teachers. Liz, Kylie and Kelly presented reports concentrating on hauora, whanaungatanga and Te Ao Māori (including the Whakamana Māori initiative). Goals and actions in each area were shared. Liz noted that pupils numbers on the Learning Support Register have increased vastly over the last few years while resourcing remains limited. Student peer mediators were recognised as having a valuable role both for students in need of additional lunchtime support and in improving their own skills. Kelly noted the importance of building connections with our TPS community, including a focus on the multi cultural day held earlier in the year. Localised curriculum learning opportunities have been taken up and are proving valuable. Kylie spoke about how increased engagement with māori whānau from students in years 4-6 is proving very worthwhile and positive. The normalisation of Te Reo throughout the school is now further embedded. Sam made note of the positive actions he has experienced through the Whakamana initiative in establishing and maintaining connections for whanau.

ITEM 3 - DECISIONS

4. Principal's Report. Fiona presented her report taking it as read and discussed the following items:
- a. Student numbers growing and while the roll is over the funded number, it is just at staffing entitlement. Applications for increased staffing can be made once numbers increase further.
 - b. It was noted that the demographic make-up of the roll continues to change rapidly.
 - c. Equitable Outcomes. The Overall Teacher Judgements for mid Term 3 were shared and noted as measured against end of year expectations. Results are becoming more equitable, especially with Māori students while ESOL students are generally finding obvious challenges in literacy learning. There is pleasing progress through structured literacy with general improved results. The Year 2 cohort has more students achieving lower than expected and this group is being monitored carefully.
 - d. Fiona and Cathy participated in the Study Tour at the Gold Coast, Australia, last week to look at Australian school systems. While increased resourcing was very evident, general relationships with students and families was less so. Fiona and Cathy appreciated this opportunity to consider different teaching environments and how any advantages might be utilised within our school.
 - e. ERO are nearly ready to send draft report. Opportunity to feedback will be provided prior to the final report being produced.
 - f. The annual survey to parents tracking sheet with the regular questions was shared. There is a need to ask health questions which is a reporting requirement. It was agreed to include a few more open-ended questions in 2025 when the Charter will be under development. A general comment space is to be made available in the 2024 questionnaire. The use of the word “culture” was discussed and Fiona will consider options for this within the context of the question.
 - g. SENCO notes on transitions were discussed and are well managed for the variety of students within the school.
 - h. The hall upgrade project has been halted due to the discovery of mould in the substructure. A meeting today with the MOE confirmed that it is not toxic mould (therefore not unsafe and the space could be safely used). It will become a weather tightness project through the MOE with an assessor to look at the issues. All 5YA projects are now on hold and the school has to contribute a portion of this current funding to the weather tightness project. The hall will be tidied up to use in the interim as the revised project will take some time to plan.
 - i. Korean fair. Fiona attended this recent fair which proved positive. The school currently has 10.5 FFTE 2025 international student enrolments.
 - j. Team Leader position has been re-advertised with interviews planned for the second week of the school holidays. A Board member is to be involved in the interview process and Fiona will make contact with those available.
 - k. Leave without pay application for the 2025 school year. An application for leave has been received from a teacher currently on maternity leave. This leave was considered appropriate.

Fiona (A1)

Fiona (A2)

Motion: Leave without pay be granted to Jen Batista for the 2025

school leave.

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

- l. Successful Grant Application. The school was very pleased to acknowledge the successful application to TCC Community Grants for the bike shed (\$18,131) and will allow for this asset to be refurbished.
- m. **Motion:** That the Principal's report, be accepted.
Moved: Aaron Moores **Seconded:** Euan Rutherford

ITEM 4 – REVIEW

5. Finance. Aaron discussed items from the recent finance meeting.
 - a. Notes were shared from meeting on 13 August. Another meeting will be held next week to look at the August finance reports.
6. Policies. Current policies for review appear in order and it was noted that any policies that have SchoolDocs provided legal advice behind them, cannot be altered by the school.
7. FOTS. FOTS are keen to continue to support the school and provide opportunities for students in conjunction with the Board and school management needs. There was a discussion over the increasing cost of Year 6 camp experience and how this will have to be budgeted in future years.

ITEM 5 – DISCUSSIONS.

- Reminder for Board dinner at Picnica on Thursday, 26th Sept, at 6:30pm

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

- International students

ITEM 7 – ADMINISTRATION

8. Confirmation of Minutes. The minutes of the last meeting held on 6 August 2024 were accepted as a true record with all actions considered off agenda. The application to TECT was made for the hall tiered seating although now looks as though the school will have to reapply due to the change in circumstance around the hall project.

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

9. Correspondence.
Inwards.
 - a. Nothing of note
Outwards
 - a. Noting of note

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

11. Next Meeting. Next meeting 6:30pm, Tuesday 29 October. The December meeting is now scheduled for 10 December 2024.

Susan O'Neill
Minute Secretary

Aaron Moores
Board Chair

September 2024

Attachments:

1. Principal's Report.

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