



Minutes for Tahatai Coast School Board of Trustees Meeting

11th August 2020 – 5.30pm

In Attendance: Matt Skilton, Eliot Hall, Donna Te Wheoro, Tim Acker, Tony Burnette, Ali Teo

Apologies: Daniel Elliott

Welcome to Rowan, Charlotte & Clare

Actions from 30th June 2020:

- 1. Make contact with Mainfreight re sponsorship for Whare Shirts (Donna) - Will contact them before the next meeting**
- 2. Ask Tarnix Security for a quote for security monitoring (Dan) - Contact has been made and a contract is going to be signed with them**

Minutes from 30th June 2020, Moved Matt , Seconded Donna

1. Gardening Overview (Matt & Clare)

Matt & Clare presented an overview of how the garden programme will work and what they are wanting to achieve. Matt acknowledged that Clare gives a lot more of her time than she is contracted to do (hourwise). Clare explained what had been achieved since she started in 2017 and looking forward to what she hopes to achieve going forward. Through her contacts Claire gets good pricing on purchasing trees etc. She is wanting to be more about the edible foods - growing from seeds to being able to cook and eat what the children have grown.

A clear path has now been set as to who Clare is directly responsible to and she will be working with the lead teacher (currently Keri Hunt). She shared how ex TCS students that were in the gardening club, some with behavioural problems, have taken what they have learnt here and at MMI are getting an award at the end of the year. This reflects back on TCS and the gardening programme and what they originally learnt here and carried it forward to MMI and how positive and enthusiastic they are about gardening now.

The key is to focus on developing student leaders to help teach the skills and knowledge down to the junior area. Looking at starting to sell herbs and vegetables that have been grown, every 2nd Friday morning out the front of the school for a Koha donation.

Everyone agreed it is a great overview and the plan looks good going forward.

2. SENCO Report (Charlotte)

Charlotte explained the different terms and definitions with regards to the 11 students we currently have verified. She gave an overview of funding and how time consuming it is to get the funding needed for the students. She explained the difference between the supports we get and what they entail. Charlotte explained the reasoning behind one case going to arbitration and why she is supporting and helping her get verified. The process is long and time consuming.

She explained the transitioning process for students coming to us and how it works. We pride ourselves on our inclusive philosophy we have. We have a great learning support staff with a range of ages and expertise.

The lockdown showed how the learning support staff shined and kept their programmes going through zoom chats etc.

Individual Education Plans (IEP's) were explained and how they work and what they are for.

Assistive technology and what we use and need was explained.

Our High Health Needs is mainly needed for toileting.

Our SEG and Rainbow Reading is showing good results with around 35 children going through these programmes each day.

With Jenny Cross resigning at the beginning of the year, we have now employed a new ESOL teacher - Jude Coxhead. She is a retired teacher and has a great skill set. She is enthusiastic and really on her game and has started the programme and groups well.

To be inclusive with EOTC we make sure we are well staffed so the children don't miss out on these experiences.

Matt shared that we are very lucky to have the Koru Room but every inch of it is used and utilised.

He said how lucky we are to have Charlotte in charge of SENCO and she is doing a great job with how it is run.

3. International Programme (Rowan)

Rowan shared a report on how we are managing the Covid situation for 2020-2021.

We are lucky compared to other schools, we haven't seen too much of an effect for 2020.

We will finish the year with 20 full time International Students.

She shared the spending for pre and post Covid and we are in profit by \$10,900 due to one family staying on longer than expected. Short term students have taken a big hit and it is not looking to happen again until 2022.

She shared a graph showing students who will be staying for 2021, currently it's looking like 15 students.

With the borders currently closed we are limited with our planning for 2021-2022. We are increasing our social media activity and nurturing local agent relationships so when the border does open we are ready to go to get students to come to TCS.

We need to look at how we retain the current students we have. Rowan is increasing support for the families and students to make them feel as safe as possible with all the uncertainty going on at the moment.

There is a general census in schools to offer returning families a 5% reduction in fees if they re enrol for the full year of 2021. This is a cost of \$612.50 per student. All BOT members agreed this is a good idea.

All agreed Rowan is doing a great job and keeping the relationships with the Agents and families going really well.

4. Finance Report (Donna)

Taken as read

Donna reiterated that the Vend system was a great purchase.

Proposal to change the BOT meetings back to the end of the month due to the new reporting timelines. Everyone agreed this was a good idea.

- New coding is now being used
- New CSA agreement for Mickaela to do the financial reporting until the end of 2020 and support with GST returns. Matt will sign this.
- Due to the old coding we owe GST for International (voluntary disclosure letter to be sent to IRD)
- Finance committee to discuss 2019 staffing overspend payback to the MOE

5. Principals Report (Matt)

Taken as read

Main discussion points:

- Roll is steadily increasing.
- Look at having a spokesperson from Ngā Pōtiki to join the BOT. **Action: Matt to invite Ngakahu**
- Amy Bidiois has started in Room 4, New Entrant class
- Ange McLean resigned due to family circumstances
- Jen Pachoud on 3 weeks sick leave - Ruth Daunton covering
- Will share 2021 term dates to the community
- Matt shared the vision around his trip to Wellington and what he hopes to achieve and learnings he will bring back to share with SLT
- Put to the BOT for a staff function like the one held in 2019 at the Mt Surf Club - BOT 100% in support of this going ahead.

6. Property (Tim)

Taken as read

- Admin Block work is on track and to timeline
- Cyclical Maintenance - Carus have put forward a proposal for a 7 year plan. All agreed for this contract to be signed. Tony asked if they would be willing to give a \$2000 rebate to sponsor the whale shirts. **Action: Matt will query this with them.**
- Tower Block work and money owing to us from the MOE explained in more detail
- BOT in agreement with the 5YA owing to us to go towards the Admin Block

7. Policies (Matt)

Taken as read

- New policy around physical restraint explained in more detail
- Looking around what protection there is for staff

Meeting closed: 8.03pm

Next Meeting: Tuesday 22 September 2020 at 5.30pm

Board Chair:



Date:

18/8/20

Actions before next meeting:

Donna: Make contact with Mainfreight re sponsorship for Whare Shirts

Matt: - To invite Ngakahu from Ngā Pōtiki to a Board meeting

- **Contact Carus to inquire about the possibility of a rebate for sponsorship for the Whare Shirts**