



Minutes for Tahatai Coast School Board of Trustees Meeting

22nd September 2020 – 5.30pm

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

Welcome to Kirsten, Miriam & Ngākohu (Ngā Pōtiki)

Actions from 11th August 2020:

- 1. Make contact with Mainfreight re sponsorship for Whare Shirts (Donna) - They declined, a letter is in the finance folder**
- 2. Invite Ngākohu from Ngā Pōtiki to a Board meeting (Matt) - Ngākohu attending this meeting**
- 3. Contact Carus to inquire about the possibility of a rebate for sponsorship for the Whare Shirts (Matt) - They aren't in a position at the moment to sponsor**

Minutes from 11th August 2020, Moved Eliot, Seconded Donna

1. Mutukaroa Report (Kirsten & Miriam)

Kirsten & Miriam shared the Mutukaroa report and how the transitioning to school has worked and what the next step is going forward. They went over the PLD that the staff have completed and where it ties into the vision of what they are hoping to create in the transitioning to school. They shared the work that has been done with the ECE Centre Managers, Speech Language Therapists, MLT, Year 0-2 teachers and Kathryn Bluett-Atvars around oral language.

They shared the plan moving forward around the transitioning to school and play based learning. The COL is looking at going down the play based learning track but we want to get onto it now rather than wait for them. Kirsten & Miriam will be doing PLD on this and how to introduce it into the classroom programme, this will be done using the Longworth Education programme. Children's learning has become diverse over the years so we need to adapt our learning programme.

The proposed transitioning space was talked through and how it will work, we will not be "streaming" children but keeping them with their peer group but we will be able to help those that need more help and will see it more easily. The classroom space was talked about and why we are

making the changes, access to toilets for new entrants being a main point. Utilising the art room with the kitchen space.

Cohort entry transitioning was discussed, the pros and cons around this, more work to be done around this and how it will work. Parent information sharing for any changes will need to be done in a timely manner. Covid has shown sharing can continue with having to do virtual meetings rather than face to face, this has worked well and could carry on if needed.

Mutukaroa this year has been challenging with staff absence and covid. We have had 135 new entrants start over the last 12 months from September 2019-September 2020. They have joined us from 40 different centres. Kirsten shared the graphs on the learning and achievement data from the 5 year olds that have joined us and explained what the data means and how the assessments are done. The 6 year olds graphs were also shared. Also the comparison from last years' 5 year olds to them being 6 years old this year. In reading the children that are reading at a lower level and need help are having reading twice a day with their teachers as a way of helping to lift them.

Further down the track when our Play based/Oral language/Transition programme is in place we would like to approach Ngā Pōtiki to re-name the programme so it reflects more with our community and whānau.

The next step moving forward is whether we start an informal cohort transitioning programme for the start of 2021.

[All in agreement for this to start happening.](#)

2. Looking Ahead to 2021 (Matt)

- Staffing is in the process of being organised and interviews are being done tomorrow, Wednesday 23 September, all incumbent teachers.
- Transitioning is a big part of 2021 and the identity and culture work that will be happening. At the next meeting Matt will have more to share and how it's all coming together.

3. Principals Report (Matt)

Taken as read

- The staff function was a great success and thanks to the Board for supporting this.
- A big term, staff are starting to feel the strains and EAP Services has been utilised which is good.
- Matt shared about his meeting with Julia Wikeepa and the programme she facilitates called Puhī & Toa and how this will work with the selected children and how it will support them, as children are feeling the strains of the unusualness of this year.
- Nick Chester & Melissa Parkins have resigned and will be leaving at the end of 2020
- Briarley Inglis will return in 2021 from Maternity Leave
- International students for 2021 - planning still underway
- Great to have Ngākohu at this meeting. He is happy to help and is honoured to be here, he is encouraged by what is happening at TCS and he will attend meetings
- Suggested compositions for 2021 classrooms were shared. All happy with this.

4. Finance Report (Donna & Matt)

Taken as read

- New financial management reports were talked about and tabled.

- TECT Grant application for the senior playground - is the Board happy for us to apply to them for half of the cost of the playground. All agreed for the application to go ahead.
- Matt talked through the urgent response fund applications he has made
- Seeking approval for an extra visa credit card for incidentals. Board approved for this to happen.
- Donna went through a couple of accounts with high expenditure and explained through them
- We are hoping to be able to produce the reports ourselves at the start of 2021

5. Policies

Taken as read

6. Property (Matt & Tim)

Taken as read

- Security is now being managed by Tarnix - great change over
- Irrigation is a big thing at the moment
- Bikes needing to be repaired
- Admin building on track, demolition work has finished. SP2 now out for tender
- Caretakers shed - waiting on council consent
- Speed hump under the electric gate (child has been escaping) MOE paying for this
- Plan shared around the Capital works-roll growth classrooms project
- New Basketball court plan shared
- Senior playground update. Plan shared of what the new playground will look like. Would be good for the Board to acknowledge the PTA on their donation. Action: Tim will do this.
- Term 4 madness - how to manage all the building that will be going on, keeping children safe and make sure we manage and focus on the wellbeing of staff and children

7. Whare Shirts (Tony)

A letter will be sent to local businesses to approach them for sponsorship towards the shirts. Ali will look at doing a "mock" up shirt to show them how their branding could look like on the shirt. Give them the background on the meaning of the whare shirts. A blurb will go into the newsletter as an opportunity for any parents who are business owners who would be interested in sponsoring. Give them an opportunity first ahead of other outside businesses.

8. Wrap Up

Staff Function (Donna)

The staff enjoyed being able to get together, especially with not having a "normal" staff room at the moment to socialise in at break times. Mt Surf Club was the ideal place to host this with the view and location. Tim shared how there was a great vibe and buzz in the room.

Health survey - will need to be done at some stage

Meeting closed: 7.30pm

Next Meeting: Tuesday 27 October 2020 at 5.30pm

Board Chair:  — TIM ACKER

Date: 25/9/20

Actions before next meeting:

Tim to thank the PTA for their donation towards the playground