



Minutes for Tahatai Coast School Board of Trustees Meeting

27th October 2020 – 5.30pm

In Attendance: Matt Skilton, Eliot Hall, Donna Te Wheoro, Tim Acker, Daniel Elliott

Apologies: Tony Burnette, Ali Teo

Welcome to Ngākohu (Ngā Pōtiki)

Actions from 22nd September 2020:

1. Tim to thank the PTA for their donation towards the playground - **Tim will follow up on this, this week**

Minutes from 22nd September 2020, Moved Eliot , Seconded Dan

1. Reading Recovery Report

Taken as read

Acknowledgement to Ange who did the report even though she is no longer on staff. The programme is great for those that will respond to the programme. Great results and evidence to support the continuation of the programme. It is an expensive programme that is Ministry funded but is well worth the cost. Discussion around the 12 students that are on the programme at any given time and how the cycle works with their progress and then them leaving the programme and bringing in new students. It involves a lot of whanau input and support from home, which majority of the time is working.

2. Planning for 2021 (Matt)

Matt shared the 2021 planning overview and how he works through the planning process. A furniture audit will be helpful for the class set up for next year with the new modular classes.

Starting roll is estimated to be 728, the breakdown of class compositions was shared with approximate numbers in each year level.

We will start with 29 classrooms and finish the year with 33.

Leadership structure will be very similar to 2020. Darren & Charlotte will swap year levels that they support and mentor, (Darren will oversee years 5 & 6 and Charlotte will oversee years 3 & 4). Matt went over the staff changes and who is leading each team and where they will be teaching. Classroom placements were explained and why some are split from their teams. The job share of Molly and Briarley was explained. Matt gave a brief explanation about Holly, the new teacher who is joining the staff from Auckland.

Reading Recovery - Judith Williams will take this on and Rowan Barton will teach for half a day each day in Judith's classroom.

International will depend on the ongoing Covid-19 situation.

Unit allocation needs to be finalised, not too much change to this year.

Matt & Darren are getting the criteria together re the student class placements.

2021 Focus Areas were explained and the shared document was explained around staff PLD and what they wanted/needed. Discussed how we can engage families to become involved and welcomed back to the school after covid-19.

Leaderships teams from SLT down to curriculum leadership teams were explained with the differing responsibilities and who is leading the teams.

3. Property Report - (Tim)

Taken as read

- Tim acknowledged the extra work that Matt has put in around the property front with all of building work that is going on
- Matt explained in more detail around the Admin block about the delays and the reasoning behind this.
- For the hall refurbishment we will project manage this ourselves to help save on costs.
- Roll growth classrooms are on track. Kids club building has now been moved. The area where the kids club building was is currently being prepped for the modular classrooms.
- Looking ahead, a table was shared and explained further as to what expenses/building works need to be done going forward to 2021-2022. Brief discussion around this and all agreed it looked good.
- Look at getting in some help for gardening/weeding

4. Policy Update

Taken as read

5. Finance Report (Donna & Matt)

- Taken as read
- The historical GST of \$33,789 has been paid.
- Tracey will invoice the Ministry for the basketball court costs that are outstanding.
- Graphs in the financial reports are great and easy to read.

- With the Kukri uniform contract renewal we have an \$18,000 rebate owing to us. We will use this on updating the sports uniform and for any extra staff jackets needed.

6. Whare Shirts Update (Eliot)

A mockup of the shirts was shared with how the new sponsorship logos on the shirts would look like. Local businesses will be approached to gauge their interest in sponsoring the shirts.

7. Principals Report (Matt)

Taken as read

- Developing Maori achievement is a main focus for 2021 in the curriculum area
- Lorin O'Reilly has been employed to work around the design process around our curriculum areas. Branding and messaging will be more consistent.
- Puhi and Toa workshop ready to go, Matt will apply for a grant to help pay for this.
- Work on the 2021 budget is underway.
- Would like the Board support to charge a \$20 bond for sports uniforms when they are issued. [All agreed to this.](#)
- Vans - Are we wanting to get 1 van to start with? All agreed we need one, but the cost is the big factor. All agreed to go ahead and start getting the costings and trying to make it work.
- Submitting an application to TECT for a grant towards the new playground.
- Teaching positions for 2021 were discussed.
- International - First zoom fair has been held and was a great success
- Acknowledged Ngākohu and his work and ongoing support for our partnership programme
- PTA XOTF - what can the BOT do this year? **Dan & Eliot will look at options**
- Thanks for the new trailer Justin Dufty (Omega Doors & Windows) and Tony Smith (Smiths Meats) - **Tim will send them an email to thank them**
- New furniture plan for the modular classrooms shared

8. Wrap Up

- End of Year BOT Dinner

Tim will send an email out to get some dates on when everyone will be available.

- BOT Payments

These will be paid after the last meeting of the year.

Meeting closed: 7.24 pm

Next Meeting: Tuesday 24 November 2020 at 5.30pm

Board Chair:  TIM ACKER

Date: 4/11/20

Actions before next meeting:

- Tim to thank the PTA for their donation towards the playground
- Tim to email Justin & Tony to thank them for the new trailer
- Dan & Eliot to look at BOT options for XOTF