



Minutes for Tahatai Coast School Board of Trustees Meeting

23rd February 2021 – 5.30pm

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

Apologies: Tony Burnette

Ngākohu opened the meeting with a Karakia, this will be ongoing at each meeting, Matt will do the next Karakia

Tim was nominated as Board Chair for another year - moved Eliot, seconded Donna

Actions from 24th November 2020:

1. Eliot to thank Darren for the work put into the End of Year Student Achievement report - **Eliot acknowledged this at a Monday morning meeting in 2020**

Minutes from 24th November 2020, Moved Donna, Seconded Ali

1. Charter & Annual Plan - (Matt)

Matt shared the Strategic Plan and what the Three strategic goals are, what they mean and how we follow it and where it ties into the Annual plan. He went over what the annual goals are and what we want the overall outcome to be. The document is quite detailed and was taken as read by all board members. He summarised what the goals are in each curriculum area (reading, writing, maths). One big thing we have noticed is that 5 year olds are coming in alot younger and need more support and time spent with them. Big focus on lifting Maori achievement and bringing it to the forefront, IEP's for every Maori student is what is being looked at. Matt explained how these plans will work and how it will engage the students learning.

He went over the TCS Framework and how it is now coming together after years in the making. Darren has spent a lot of time on this and it is now great to see it start taking shape with a lot of staff involved (curriculum team, SLT).

Working smarter and how this will work and what the plan is. Staff relationships and working together is going to be a big thing.

2. Analysis of Variance (Matt)

Taken as read

A brief discussion was had about this

3. Policies

Taken as read

Shona continues to do great work with keeping the policies up to date

4. Finance - (Donna)

Taken as read

Management reports were only just put up this morning so any queries anyone has email Donna and she will answer them. The 2020 accounts have gone to the accountants. Findex will continue to do the management reports this year.

5. Sponsorship (Ali)

Ali gave an update on the new Whare shirts and the new signage on the fence. Tony projected a \$10,000 profit which we don't have as he thought the shirts were going to be bought by the families. The shirts have paid for themselves anyway, but the profit wasn't as big as first expected. All sponsors are happy. We are wanting to get more sponsors for the fence signage as this will help to boost funds towards the cost of the van. A discussion was had on the cost of the advertising and how many sponsors we have on the fence. We need to make sure we acknowledge our sponsors in each newsletter.

6. Principals Report (Matt)

Taken as read

Key points:

- Whea Louise back running Kapa Haka this year
- Acknowledgement of the leadership team, relationships they have with their staff
- Teachers Only Days were great and well received by teaching staff. Eliot gave a brief overview on what Play, Make Create is.
- Curriculum work, Darren is doing a great job with this and leading the curriculum team. Lorin & Ali have been a great support with getting the new graphics done
- Acknowledgement to the staff, (Kirsten, Miriam Collins & Nicky Scott) in the set up of the Te Aihe (transitioning space)
- Class sizes in year 4 are growing fast, will keep an eye on this
- Pōwhiri was a great highlight during week 1 and great to see staff stepping up
- BoT walk through on 26 March at 10.30am
- Finances and accurate reporting are where they should be, great work done by the Finance committee
- Stacey Smith stepping down from PTA - **Tim will write an acknowledgement letter from the BoT thanking her for the work she has done**

7. Property Report (Matt)

Taken as read

Lots still going on.

- A few ongoing teething problems with the modulars.
- Basketball court - there is still an issue with noise annoying the neighbours from the "boom" boxes and some of language coming from people using the court. Chaytor Fencing will fix the fence panel that was vandalised over the weekend.
- Air conditioning units installed in rooms 1-4 appreciated by staff
- Caretakers shed due to start in the next couple of weeks
- Admin block still taking up a lot of time, kitchen appliances have been ordered
- Fire system and speaker upgrade. Zerofire have quoted to upgrade/replace this at a cost of \$12,978, so seeking approval from the BoT to action this. [The BoT fully support this and give the go ahead for this to happen](#)

8. Zoning (Tim)

The Ministry is currently looking at all of the school zones along the coastal strip due to the opening of the new schools. Tim shared the map showing the new proposed zones. A discussion was held on the implications of what would happen if the zones were approved and how it will impact us. There is cultural and historic insensitivity around the proposed new zone. Matt & Ngākohu will work on this before making a submission to the Ministry. Ngākohu is meeting with Colin from Ngā Pōtiki to work through this.

9. Principals Concurrence (Tim)

Tim gave an update on where he is at with getting concurrence for Matt. A discussion was had on the amount of payment to make, further clarification will be needed from the Ministry on what is required from the Board for this to happen. Tim will make contact with the Ministry to get more detailed clarification and the Board will meet at a later date to sign it off.

Meeting closed: 7.30 pm

Next Meeting: Tuesday 30 March 2021 at 5.30pm

Board Chair:

Date:

Actions before next meeting:

- Tim to thank [Stacey Smith](#) from the PTA for all of her work as PTA Chairperson