



Minutes for Tahatai Coast School Board of Trustees Meeting

28th September 2021 – 5.30pm

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

Apologies: Dan Elliott, Tony Burnette

Actions from 31st August 2021:

- Eliot will email staff to thank them for their support during the lockdown- **Email sent to all staff**
- Board members to fill out 2022 brainstorming ideas - **Thanks to those Board Members who have filled this out.**

Minutes from 31st August 2021, Moved Eliot, Seconded Ali

1. Principals Report (Matt)

Taken as read

Main points:

- School roll is remaining constant with new students starting and some leaving
- Well being of staff is excellent after coming back from level 3
- Eliot Hall is leaving at the end of 2021, his resignation letter was tabled.
- Justine Taylor is stepping down from her leadership positions to concentrate on her classroom teaching.
- Miriam Hadfield is pregnant and leaving at the end of the year. **The Board approved maternity leave for her for the 2022 year.**
- The above positions have been advertised in the Education Gazette, the interviewing process will begin shortly
- Planning for 2022 has started and will be shared throughout this meeting
- Brief overview of the Covid update was discussed and how level 3 & 4 was managed around home learning, communication with families etc. How the staff really stepped up and were willing to help wherever they could
- PiPs Gardening Club 2022 proposal was discussed, there is an increase from \$2500 to \$5000. We need more parent volunteers to help make this a success. Ngākohu will liaise with Ali to present a proposal to Zespri to apply for funding for the gardening club.

- COL update. (1) **Mauao COL:** Matt shared about the 2 day hui in Rotorua he attended and what was shared and discussed at the hui. There is a proposal for Matt to lead the Mauao COL with Shelley from Arataki Primary, in 2022. It comes with .2 FTTE which we should be able to absorb as a school. *The board fully supports this happening.*
- (2) **Te Wharepuni ā Pāpāmoa COL:** Ngākohu will co lead this COL with Sharron from Te Akau Ki Papamoa. Matt & Darren have been managing between them our representation at this COL.
- **Property** - Hall refurbishment is starting on Friday 1 October. Matt is putting a proposal to the PTA to fund a new sound system.
- Digital sign. Designs and position of the sign was shared, *Board are happy with the design that Loren has drawn up and have given the okay for it to go ahead.*
- Staffing - Starting 2022 with 29 classrooms and will finish the year with 33 classrooms. Our 2022 Provisional staffing is set at 35.80 FTTE, down 0.2 but will look further into this.
- Fundraising: *Action for next meeting to discuss Whare shirts and sponsorship.*

2. Finance (Donna)

Taken as read

Main points

- International revenue still at 50% due to covid
- Some key budgets that are over or at budget were discussed and a brief explanation given
- Banking staffing was shared and where we currently are at with this dollar wise
- School Uniform-running at a loss. The cost of uniforms was discussed and what other schools in the area are charging for their uniform. *Action: Put on the school website that we can supply WINZ quotes. All in agreement to increase the cost of uniform by \$5.00 (Skorts, shorts & polo shirts will be \$35, Polar fleeces will be \$50, Hats \$20)*
- Asset register is now updated

3. 2022 Brainstorming Ideas and Feedback Documents

Matt shared the Planning Document from Staff Feedback 2022 that teachers filled out. This was broken down into "What's Working Well", "Interesting Points Discussion", "What is going to work?"

The Boards Reflections and Ideas were discussed and it is looking very positive. A brief discussion was had around the reflections and ideas, positives and negatives and ideas going forward.

4. Wrap Up

Board Morning tea and walk through is on Friday 22nd October, Week 1 Term 4.

End of year for staff christmas function, how much is the Board wanting to put towards this? *All agreed \$40 per head will go towards this.*

Meeting closed: 7.37 pm

Next Meeting: Tuesday 26th October 2021 at 5.30pm

Board Chair:



Date:

1/10/21

Actions before next meeting:

- Put on the school website that we can supply WINZ quotes for uniform

