



Minutes for Tahatai Coast School Board of Trustees Meeting

1st March 2022 – 5.30pm

In Attendance: Matt Skilton, Donna Te Wheoro, Tim Acker, Ali Teo, Dan Elliott, Tony Burnette, Gemma Tebble

Apologies: Ngākohu Pāpuni

Welcome to: Darren Scott

Start of Year Business:

Welcome to Gemma and her first official meeting as staff rep

Donna nominated Tim as Presiding Member, all in agreement so Tim elected as Presiding Member

TCS BoT Code of Conduct taken as read

Finance Committee: Donna & Matt

Property Committee: Tim & Matt

Sponsorship Committee: Dan, Ali & Tony (happy to support)

Meeting schedules: Last Tuesday of the month

PTA - Board Member to attend PTA meetings: Gemma

The BoT elections will be held in September this year due to Covid. Tim asked whether this will affect those members whose children no longer attend TCS this year. Both Donna & Ali are happy to stay until the elections. The election process will start in June/July.

Actions from 30th November 2021: Before the first meeting of 2022 to get pricing for a van. Tim & Donna will start the ball rolling and keep the board updated with emails. - see below for a van update

Minutes from 30th November 2021, Moved Donna, Seconded Dan

1. Analysis of Variance (Darren)

Taken as read

Darren presented this report, and briefly explained this and the differences from this year compared to last year on what we are wanting to achieve. We started in 2021 with the writing moderation which we want to continue with in 2022. IEP's for Maori students will also continue this year. Targets this year are based on the data from 2021 and talking with Whanau leaders and teams taking more ownership of the targets. The feedback from students from last year, we will make sure we take into account and act on that. How are we catering for the more "at" students to get them achieving "above". We are aware there is a lot going on this year with the structured literacy programme. Numicon will be pushed out to 2023 with PLD.

He presented a more in depth approach towards the targets and focus areas we have. We will make the targets manageable and attainable within the specific ethnic groups.

All agreed it's great the whanau leaders have more of an input this year with the targets.

Covid may have some effect on the roll out of the structured literacy programme.

Thanks to Darren for the work put into the report.

2. Principals Report (Matt)

Taken as read

Key points:

- Roll is a little lower than last year, this is not a bad thing
- 19% absence with Covid on Monday 28/2
- A Staff member has requested leave to travel to the UK for a family bereavement. Dates are 28/3 until the 14/4/22. [BoT in agreement to support the leave as leave without pay](#)

Covid Update

- Planning had already started before the latest Omicron outbreak so we were up to date with isolation requirements.
- PLD was put on hold, no cross grouping, no indoor singing, staff meetings are limited with lessening the times. Itinerant lessons were put on hold.
- Mask wearing is working well. Teachers are great with managing mask wearing while teaching.
- Booster mandates, we are monitoring this with staff.
- As of today 21 confirmed cases in students. We will see a reduction in students and staff in the coming weeks. Planning has happened with scenarios if key staff are isolating or sick. Isolating rules keep changing & updating but we are staying on top of it.
- Cleaning is being done in classrooms regularly.
- Trying to access RAT tests from the MOE. Tony can source RAT's at \$8.00 test. [BoT agreed to purchase 150.](#)
- In the next couple of weeks we are expecting to be at our peak with student absence and possibly staff. Contingencies are in place. Matt went over how the leave is paid if a staff member is isolating or sick.

- Tim, as a parent, wanted to acknowledge the information that the school has been sending out to families and how good it has been. **Action: Tim asked Gemma to pass onto the staff what a great job they are doing.**
- Kahu Ako, more intense than what Matt thought but will be good in the long run.
- Creative in Schools, a brief outline on what this is was explained and how much funding we received. It is for the year 4-6 students. The piece of art was shared that the children are currently in the process of designing for a school mural, 4 panels will be joined together to put up at the end of the hall 5.8 x 1.7m
- We have had a lot of fire service callouts in the tower block, we have changed call points and the switchboard to try and fix this

Policies (taken as read)

Property (taken as read)

- Hall - a few little things left to be done
- Irrigation, we are still working on this, a plan is hoping to be received sometime this week
- Frequency price proposal for the 5YA work, air conditioning units for the top of the long block and the windows for the top of the tower block. **BoT are happy to accept the Frequency proposal.**
- New TV's up and running in classrooms
- Digital sign finally in the country and will be installed in the next couple of months

3. Finance (Matt & Donna)

Taken as read

Good to see that Uniform is not operating at a loss since increasing the cost of the uniform at the beginning of the year.

To look at Trading Expense Uniform & Stationery cost, why so big compared to budget?

4. Matt's 2021 Principals Appraisal (Tim)

Taken as read

Dr Wendy Moore did Matt's appraisal in 2021, the report was very positive. Wendy has regular meetings with Matt and also met with some staff members. His goals were met, and he continues to keep setting new goals. Overall a great report and Matt is doing a great job leading the school.

Wendy will be doing Matt's appraisal in 2022.

5. Van Update (Tim)

Tim tabled some quotes he has received for a school van. Vans are in short supply at the moment, 2nd hand vans are very expensive. A tow bar will be needed.

Tim recommends Toyota for a brand new van which should be here in May. \$58,000 (incl. GST). Will try and negotiate with them to put a tow bar on it. **Matt to look at AOG pricing on this**

Tim will contact LDV to get a price from them. He will email Board members with his findings.

6. Bilingual Education (Matt)

Matt is keen to look at some planning around this for 2023, he thinks there is a need for this at TCS. Schools around us run bilingual classes, so that is an area where we are falling behind. He thinks there is potential to look at it. Is it worth putting a survey out to the community to gauge their interest in it. A discussion was had around this, all Board members were in agreement that this would be good to look into. Ali was keen to help Matt look into this.

7. Wrap Up (Tim)

Playtime is interested in hiring the hall for a school holiday programme. The Board is interested in this happening. Donna & Dan will help to look at this around a contract, pricing etc.

A modelling school is also interested in renting the school hall 2 nights a week. We will need more information on what this is and whether she charges a fee to clients. Matt will contact them to gain more information.

Meeting closed: 7.11pm

Next Meeting: Tuesday 29th March 2022 at 5.30pm

Board Chair:



Date:

10/3/22

Actions before next meeting:

- Gemma to pass onto the staff what a great job they are doing re the Omicron outbreak
- To look at Trading Expense Uniform & Stationery cost, why so big compared to budget?
- Matt to look at AOG pricing on the Toyota Van