



Minutes for Tahatai Coast School Board of Trustees Meeting

29th March 2022 – 5.30pm

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

Apologies: Dan Elliott

Welcome to: Kelly McGreevy

Actions from 1st March 2022:

- Gemma to pass onto the staff what a great job they are doing re the Omicron outbreak - **Emailed to staff since no Monday morning meetings happening**
- To look at Trading Expense Uniform & Stationery cost, why so big compared to budget? - **Explanation is in the February financials**
- Matt to look at AOG pricing on the Toyota Van - **Confirmed and around \$10,000 cheaper**

Minutes from 1st March 2022, Moved Tony , Seconded Ali

1. Maori Achievement Plan (Kelly)

Kelly gave an update on ways Te Reo is present and working at TCS. Kelly wears 2 hats; Kahui Ako hat and Te Reo curriculum leader. With the Strength Based Learning/Individual Plan, teachers already have their individual plans from last year. They are adding new details relevant to this year and setting up new goals. These goals will be shared at the parent teacher conferences at the end of term 1. This year will be the third year Nathan & Stu will be coming in, they will be doing smaller groups this year aimed at junior/middle/senior levels.

She explained the weekly slide show that she does each week that is shared with the classes for each Monday morning or when it suits the classroom teacher. It shows what each classroom has been doing around the Te Reo curriculum.

With Kapa Haka we are very lucky to have Whaea Louise as good kapa haka teachers are hard to find.

Mount COL's main goals are sharing what is happening in each individual school and sharing resources for all to access. Making sure they are all doing the same with lots of ideas being shared.

Papamoa COL are having regular meetings and setting up and appointing leaders and direction. Ngākohu explained in more depth and detail what is happening and how it will work to help support Tahatai.

Matariki is planned and going ahead on 22nd June 2022. Hoping to put our own hangi down this year.

Marae visits will hopefully go ahead in term 2.

Main challenges this year have been the covid restrictions, especially around whānau not being able to come into the school.

2. Strategic & Annual Plan (Matt)

(Taken as read with Matt explaining some keys points as it is a big document)

Strategic plan will stay the same.

Matt went through the annual plan. He explained what our goals and priorities are, the resources we will be using and what our expected outcomes will be. This will be the same across literacy and numeracy. We will look more at a strengths based approach. Helping children with a certain passion/skills in certain areas to build on their skills and strengths whether it be art, music etc.

He explained the hauora that will go into this, around Pause, Breathe, Smile, Puhi & Toa. EAP services for staff.

3. Principal's Report (Matt)

Taken as read

Main points:

- A staff member has applied for leave without pay to travel to the UK in the term 2 holidays. This was originally planned for in 2020 and was approved by the Board then but didn't go ahead due to Covid. Dates for the leave are Monday 25th July to Friday 5th August 2022 . [All agreed to approve this leave](#)
- Roll is down on this time last year, maybe a result of Covid
- Staffing has been affected by covid and isolating requirements/positive cases in staff. MOE will support after the first 4 days of absence, but the school has to cover the cost of the first 4 days of reliever costs
- Good to have some relaxing of the covid rules
- TOD on the 14th April will be PLD around Structured Literacy
- Jen Pachoud will start in Term 2 with the new New Entrant class
- Parent teacher conferences will go ahead at the end of this term; 12-13 April
- ERO school improvement framework was explained

Finance Report - (taken as read)

Printing & stationery costs were high due to home learning packs being sent home. Caretaking & cleaning is also high due to covid.

Van update - AOG Toyota pricing we will go ahead with this. **Action: Matt to work with Tim & Donna to sort the process to order the van**

Property - (taken as read)

- Irrigation is still a problem, but we finally have a price to get the irrigation sorted so we can have water to the orchard and to the caretakers shed for the PiPs garden club. Also for a sprinkler for the sandpit to stop it getting so dusty. Also for the gardens at the front of the school. \$19,150 has been quoted to do this. **All agreed to go ahead with this**
- Air conditioning/ 5YA - Oxygen Air have been asked to provide a quote for the units in the long block (rooms 13-30). Matt will email out to the board when the quote is in.
- Ventilation: Ministry have given us 5 air purifier units for those rooms with poor ventilation
- Digital sign has been delayed due to Covid
- Hall stage will be sanded and polyurethaned
- Rubber matting around the rocket. This price has increased since they originally quoted us. Play Matter (Play Bases) is the better option with interlocking tiles which can be replaced and maintained more easily, \$18,259 has been quoted. **All agreed Play Bases is the best option and go ahead with this**

Two incidents of strangers approaching children on their way home from school after road patrol, Matt updated the Board on this and the communication that was sent home to parents about this and the support/guidance we have received from the Police.

The school website is currently in the process of getting updated/overhauled.

School values certificates have been redesigned to align more with the Tahatai Explorers logos, these are currently being printed.

Playtime has hired the hall for TOD and the school holidays for a trial.

4. Policies (Matt)

Taken as read

First aid refresher course due for office staff and teachers.

5. Sponsorship (Ali)

Check in with our current sponsors on whether they still want to sponsor the school with the Whare shirts. Then we need to decide what we will charge them for advertising for the rest of 2022. Ali will email the sponsors to check with them.

Meeting closed: 7.17pm

Next Meeting: Tuesday 31st May 2022 at 5.30pm

Board Chair: 
TIM ACKER

Date: 5/4/22

Actions before next meeting:

- Matt to work with Tim & Donna to sort the process to order the van