



# Minutes for Tahatai Coast School Board of Trustees Meeting

31st May 2022 – 5.30pm

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

**Apologies:** Ngākohu Pāpuni

**Welcome to:** Darren Scott

## **Actions from 29th March 2022:**

- Matt to work with Tim & Donna to sort the process to order the van - **Van has been ordered with delivery due in December 2022**

**Minutes from 29th March 2022, Moved Donna, Seconded Tony**

## **1. Student Achievement Report (Darren)**

Darren explained this report in more detail. His report is on the year 3-6 student PAT assessments, these are taken in terms 1 and 4, this is a good way to track progress during the year. A scale score is the best way to measure the progress the children have made. He explained the box plot graph that was presented. The results are used for reporting to the Parents during the Parent/Student conferences.

**PAT Maths:** All students were assessed and were compared to 2020 results. All students were above the national median which is a great result. Maori students progress over time; all have exceeded the expected scale score. Darren explained the results across male/female comparison through the various year groups.

**Reading Comprehension:** Again all slightly above or at the national median, which is another good result compared to 2020. He went through the data graphs explaining the results across male/female and maori students. Maori males in year 4 have made excellent progress.

STAR reading has seen a year on year progress across all year 3 to 6 year levels.

Areas of focus are the year 6 females in maths, reading comprehension year 5 to 6 transition, reading comprehension in male maori year 4.

A discussion was had around the results and how they have reflected the targeted groups that we have been working with to achieve these results. Curriculum teaching and learning developments are being reviewed as part of a school inquiry. Feeling that the Tahatai Coast School curriculum is delivering improved consistencies. With high levels of staff retention we have been able to build and grow staff capability and knowledge of our learners.

## **2. Literacy Curriculum Report (Gemma)**

Gemma went through this report and explained what the role of the literacy team is. She explained the Foci Questions on what they want to work on and how they will achieve this.

The spending of the literacy budget was explained and what we have purchased and what it is for.

She explained how each year level group is learning.

Year 0 is Reading for Learning.

Year 1 and 2 Structured Literacy, they have hit the ground running and are loving it. Nicky Scott and Gemma have been participating in the Better Start Literacy Approach course through the University of Canterbury, this has come with some great resources.

Year 3 & 4 Structured Literacy is working well here also. They have undertaken to use the spelling testing which is a resource within "The Code" resource. This will provide a good gauge to see where the students are at to work out the next steps from there.

Year 5 & 6 Structured Literacy is focussing on assessment, they were also introduced to "The Code" resource to support the teaching of structured literacy. They are also using StepsWeb also, this has a strong emphasis on phonological awareness and phonic knowledge.

A brief discussion was had around this and the great teaching and learning that is happening across all year groups.

## **3. Finance Report (Donna)**

Taken as read

Great that the accounts were at the Accountants on time, the Auditor has been in and was happy. Acknowledgement to Tracey for the work she has put in to get the accounts in on time.

Donna went through a couple of codes that are at or close to budget, she explained the reason for this.

The staff jackets were well received by the staff, big thanks to the Board for these.

## **4. Policies (Matt)**

Taken as read

Ending Employment policy is a new policy, this was briefly explained.

Health and Safety - A new system will be set up with a Hazard Register with Tracey leading this and then liaising with Greg to get the hazards fixed. Darren & Shona are the Health and Safety Officers.

A Community Health survey needs to be done this year.

## **5. Principals Report (Matt)**

Taken as read

Main points:

- Great that covid isn't having too much of an effect this term
- Roll is slightly down compared to last year, even though our new entrant numbers are up, 97 new entrant enrolments up to the start of Term 3.
- Jen Pachoud has started in room 13 and Laura Sedgwick due to start on Tuesday 7th June in room 5.
- SLT hosting a new initiative through Matt's PLG group, this was briefly explained
- Submission has been put in to the Ministry for Te Wharepūni ā Pāpamōā
- Holly is running the Seasons for Growth programme which is going well
- Signed up with Ricoh with a new photocopier contract, saving around \$6,800 per year
- International Business is gearing up for the marketing in September, Matt & Rowan will attend this in Korea
- Digital Sign installed and looking great
- Parent parking at after school pick ups is still a problem especially on wet days
- Whānau hui was very successful with a great turn out, they are wanting another one
- PTA are looking at rebranding and have a co led model
- Term 1 was tough with Covid and being an 11 week term
- Cross country happening on Wednesday 1st June, first event for a long time with families being able to be onsite
- Discussion around the Values certificates and how they are given out to children, ensure that the same children are not continually receiving them, they are for all children. Gemma will share this with staff

## **6. Sponsorship (Ali)**

Great having Whare shirt sponsors, but there is an issue when the sponsor no longer wants to renew their sponsorship and having to re-issue new whare shirts, this is a large amount of money to get new shirts printed. The old shirts can no longer be in circulation. A discussion was had around what will happen going forward with the sponsorship.

Do we have competitors as sponsors or one per industry? - all agreed one per industry

Acknowledgement to Ali with the work she is putting into this.

Action: Tim & Matt to look at school docs for a Sponsorship Policy

## 7. Board Elections (Tim)

These will be held in September, a discussion was had on which current board members will be standing again at these elections. A returning officer needs to be appointed, [all in agreement that we will run an online election](#) and Tim will approach a returning officer to ask if they would be willing to take this on.

Meeting closed: 7.05pm

Next Meeting: Tuesday 28th June 2022 at 5.30pm

Board Chair:

  
TIM ACKERS

Date:

12/6/22

### Actions before next meeting:

- Tim & Matt to look at school docs for a Sponsorship Policy