



# Minutes for Tahatai Coast School Board of Trustees Meeting

25th October 2022 – 5.30pm

**In Attendance:** Matt Skilton, Tim Acker, Dan Elliott, Gemma Tebble, Claire Wills, Cory Sweeney

**Apologies:** Donna Te Wheoro, Ngākohu Pāpuni

**Welcome to:** Charlotte James, Darren Scott

Charlotte & Darren explained their roles and responsibilities within the school to the new Board members

Presiding Member Election: Tim was the only nomination. Nominated by Dan and seconded by Claire, so was declared Presiding Member.

## **Actions from 25th August 2022:**

- To price an opening window in the bathroom of the Koru room (NZ Windows) - **Put on hold, Matt will talk to Charlotte and will manage this internally, to be put in the 2023 budget**
- Communication to go out to the community around the Tsunami Evacuation routes - **TCC is currently re mapping the routes so this has been put on hold at the moment**
- Aim for the survey to go out by week 7, 5th September 2022 - **This has gone out and will be discussed at this meeting**

**Minutes from 25th August 2022, Moved Gemma , Seconded Dan**

## **1. Tahatai Coast School Board Code of Conduct (Tim)**

Taken as read

Tim briefly went through the code of conduct document for discussion and the board members then each signed this.

Tim explained the sub committees that are within the Board: Finance, Property and Sponsorship.

The committees were decided and will be: (Matt sits on all committees)

Finance: Donna

Property: Tim, Dan, Gemma

Sponsorship: Claire, Cory

The Board triennial self review programme/work plan was discussed and talked through and how this works.

## **2. Parent Community Survey (Tim & Matt)**

As a board we need to get community feedback. This is an important way to gauge if what we are doing is what the community wants. The results from this survey were very positive which is pleasing and shows we are on the right track, there were also a good number of people that completed the survey, 232 responses.

The results from each of the five questions were briefly discussed with a more in depth discussion around some of the answers that we felt needed to be looked into further. There was discussion around how we can address some of the comments/answers.

Bilingual education was an interesting result especially if we are looking at having a bilingual classroom in the near future.

How do we as a board want to share this information with the school community, as a summary to show the community what others are feeling and saying? It was decided to acknowledge each question then give a brief explanation of the answers. Tim will write this up to put in the newsletter with the results from the draw for completing the survey.

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

Taken as read

Main points:

- Tukutuku panels are looking great, Whaea Pauline has done a great job with her teaching and support with these and has gone above and beyond with this mahi
- Structured Literacy PLD is continuing with Ande
- Roll is 811, about the same as last year which is good keeping this consistency
- Alison Robilliard has resigned as a team leader. Jaimee Donaldson has been appointed as team leader to replace her.
- Sarah Nancolas & Amy Bidois have both resigned. Miriam Hadfield has resigned and is not returning from maternity leave. New appointments have been made today to replace these staff.

Policies (taken as read)

- Process for policy review was explained for new members.

Finance: (taken as read)

- International expenses budget is high due to the Korean trip that hadn't been budgeted for at the beginning of the year.

Property: 18 air conditioning units have been installed in the long block, solar panels have been approved by the MOE, PA system is in the process of getting sorted. The mural project on the bike container will be completed by the end of November.

- XOTF: Do the board want to do a food stall this year? [All agreed this would be a great idea](#)
- Kahui Ako - An update was given on the Strategic Plan review that Matt was recently involved in as his role as Co-Lead
- 2023 planning is underway with staffing and budget

#### 4. International Marketing (Matt)

Taken as read

Matt went through the report that Rowan has done around the marketing trip to Korea that Matt and Rowan attended in September. The itinerary was shared which showed the fairs that they attended. Photos were shared that showed some of the work they did, and conferences they attended, also some photos with ex-students that have attended TCS in previous years. The total costs of the trip were shared along with the new enrolments for 2023.

The board would like to acknowledge Rowan and the great job in Korea and with the report.

Meeting closed: 7.17pm

Next Meeting: 22 November 2022

Board Chair:



Date:

3/11/22

**Actions before next meeting: No actions**