



Minutes for Tahatai Coast School Board of Trustees Meeting

28th February 2023 – 5.30pm

In Attendance: Matt Skilton, Tim Acker, Gemma Tebble, Claire Wills, Dan Elliott, Donna Te Wheoro, Cory Sweeney (by zoom)

Actions from 6th December 2022:

- No Actions

Presiding Member election: Tim was the only nomination. Nominated by Donna, seconded by Claire, so was declared Presiding Member.

Minutes from 6th December 2022, Moved Gemma, Seconded Donna

1. Strategic Plan (Matt)

Taken as read

Matt went through the Strategic Plan with what our vision is: Excite - Explore - Empower. There are three strategic goals that are following on from 2023. He briefly went over each strategic goal and how Our Initiatives, Our Actions and Our Success Criteria will help us achieve these strategic goals. He gave a brief overview on each statement under the plan and how we will manage these.

Cory had a query around well being and whether there is room to add this into the plan. All agreed this would be good so Matt will look at working this into the plan, and will send through an edited version to Board members.

2. Review Schedule (Matt)

Taken as read

Matt went through the Tahatai Board Triennial Self Review Programme/Work Plan. He explained how we will work through this review. There are Strategic reviews, Regular reviews and Emergent reviews that the Board will cover at each meeting. The schedule is in place to make sure we as a Board are covering all bases and reporting what needs to be reported and the timeframe for reporting.

3. Principals Report (Matt)

Taken as read

Main points:

- Year has started well, roll at 755
- TOD's at the beginning of the year went well
- Meet the teacher was a success and well received by parents
- Work happening around targets, to be presented at the next meeting
- Student leadership positions are being highly contested with a large number submitting applications
- Working with Shona around the enrichment programme
- Sarah Cooper's art classes for teacher class release time are a huge success
- Significant increase in staff requests for leave during school term
- Letter of resignation tabled from Bex McKenzie, year 3 teacher
- Professional learning opportunities for staff was discussed
- Matt tabled the need to buy more year 4 furniture appx. \$6,000, [all approved this purchase](#)
- Waiting for approval from MOE for an amendment to our 5YA
- A lot of flooding under the stage, coming from the concrete stairs, mould damage. MOE will come and look at this with them being the building owners
- After school pick up traffic management still a major issue
- Big focus on property this year

Tim had a query with Bex McKenzie leaving and her leading numeracy what plans were in place to ensure the smooth transition of the numeracy lead and how this would work. Matt explained that if the new teacher replacing Bex didn't want to lead numeracy then he would advertise the numeracy position internally.

Adam McLean due to family circumstances, is now employed as a 0.8 teacher not full time with 0.2 for music as was originally planned at the beginning of the year.

Cory queried what the enrichment programme is. Matt explained what this will entail as an opportunity for children "at another level" and how we will try and make this work.

International:

- 26 students this term, 16 were new students
- Currently working with three local agents
- Lots of pastoral care from Rowan
- Homestays are in the process of being planned
- Marketing this year, only Rowan will go to South Korea

Finance: (taken as read)

Donna briefly went through the January management accounts. A discussion was had around banking staffing.

Policies: (taken as read)

4. Sponsorship Update (Claire)

We have two new silver sponsors:

- Share Investments and Mortgages
- Yellowfox Interior Designers.

Meeting closed: 6.25pm

Next Meeting: Tuesday 28th March 2023

Board Chair: 

Date: 7/3/23

Actions before next meeting: No actions