



# Minutes for Tahatai Coast School Board of Trustees Meeting

28th March 2023 – 5.30pm

**In Attendance:** Matt Skilton, Tim Acker, Gemma Tebble, Claire Wills, Dan Elliott, Donna Te Wheoro

**Apologies:** Cory Sweeney

**Welcome to:** Darren Scott, Kirsten Bell, Miriam Collins, Mikayla Carroll, Trudi Farrelly, Kelly McGreevy

## **Actions from 28th February 2023:**

- No Actions

**Minutes from 28th February 2023, Moved Gemma, Seconded Dan**

## **1. Te Reo Report (Kelly)**

Taken as read

Kelly briefly went through the report, main points:

- She explained the weekly slideshows and what this covers
- PLD with Nathan and Stu was outlined and what the staff are learning from them
- Kapa Haka is growing and developing this year
- Pōwhiris are continuing each term
- Marae visits will happen every two years
- Wero has changed this year from being individualised to whānau groups
- Matariki in term 2, planning will begin soon
- Te Reo club being well utilised in classrooms
- Lunchtime elective is happening, teaching weaving. Pauline Martin will begin weaving with the students from term 2, timetabled for each class to participate.

Donna queried whether any BoT help/support was needed for Tamariki day or Matariki, all happy to help/support if needed.

## **2. Year 0-2 Report (Kirsten)**

Taken as read

Kirsten talked about the team as a group she then handed over to Miriam who leads the Korora team. Miriam explained how Korora works and the new entrant experience. She has found farewelling the students when they move on into their class harder than she expected. She went through the classroom programme and how ready for learning works. Big challenge is how low children are academically when they start school.

Mikayla, who leads the Piwakawaka (year 1) team then explained how her team works, there are five classrooms in this area. She explained how the ready for learning skills continue and helps the children integrate into the classroom learning programme.

Trudi, who leads the Tui (year 2) team then explained the make up of tui whanau, there are 142 students spread over six classes. They are teaching structured literacy for the first time to year 2 students this year. PRIME maths is new for them this year which they are easing into to begin with, building up next term. They had a very successful Beach Ed day.

Kirsten explained how writing targets have been a real challenge for the junior team and a lot of work has gone into this this term by all of the junior teachers.

ECE's will be invited to see how the ready for learning space works so they have a better understanding of our ready for learning programme.

Tim asked if there was anything the BoT could do to further help them. Kirsten acknowledged the support they have already received from them with how the space has been set up with investment from the BoT.

## **3. Statement of Variance/Whānau Targets (Darren)**

Taken as read

This report used to be called the Analysis of Variance. Darren explained how the report is written, the hows and whys. A lot of data is from the end of year achievement report that was presented at the end of 2022. He presented some suggestions and went through each of these on how we can achieve the data that we have set for ourselves.

Whakamana Māori programme proposal was talked about around the financial support needed. It would be for a targeted group of Māori students.

Attendance has a big impact on targets and achievement data.

Darren will set the whole school targets. There was a discussion around whether the aspirational targets can be achieved. Homework and help from whānau at home was also discussed. This can also help parents get a gauge on what level and where their children are at learning wise.

**Action: Matt to discuss homework further with whānau leaders**

#### 4. Updated Annual Plan (Matt)

Taken as read

Matt went through the updated annual plan and the changes/amendments that have been made.

We will be strengthening our relationship with Ngāi Te Rangi and reaching out to reconnect with Ngā Pōtiki. He went through the annual goals and the actions needed to achieve them.

Staff are feeling overwhelmed by the workload of Structured Literacy. BoT queried whether a survey to teaching staff on their thoughts and how they are feeling with Structured Literacy. Wording of questions would be key and the timing of the survey. There is a lot going on curriculum wise at the moment, NZ Histories Curriculum, Structured Literacy etc.

**Action: Tim will start working on the staff questionnaire, the questions & timing of sending out the questionnaire.**

#### 5. Principals Report (Matt)

Taken as read

Main points:

- Really busy end of term
- Swimming sports went well, Justine Robins led this
- Maria Brennan will lead the whole school production
- Natasha Ballantyne will take over as Numeracy lead from Term 2
- Parent Teacher conferences 29th & 30th March
- TOD last day of term, 6th April
- Belinda Cunliffe was awarded the year 3 position in room 12
- Charlotte away on sick leave until Term 2
- CRT whanau days have started this week, going well
- Paritaha from Ngāi Te Rangi was explained

Property:

- 5YA amendment has come through
- Tower refurbishment will start at the beginning of the holidays and will go into term 2, working towards a completion date of the 11th May

Policies: taken as read

#### 6. Finance (Donna)

GST returns - the BoT are happy for Tracey to now process and file the GST returns.

Maths budget is at 88% of budget, BoT will support if this budget needs to go over

International bank accounts - Tracey will look at whether two bank accounts are needed, and look into investing some of the cleared international funds.

## 7. Wrap Up

- Photos were shared of the CRT Art that has been done with Sarah Cooper
- Discussion was had around police vetting and how this is done and how often for staff, contractors and parent volunteers
- Board to organise a board walk through for term 2, date to be set, **Tim will organise this.**

Went into committee at 7.15pm

Meeting closed: 7.25 pm

Next Meeting: Tuesday 30th May 2023

Board Chair:



Date:

3/4/23

### **Actions before next meeting:**

- **Matt to discuss homework further with whānau leaders**
- **Tim will start working on the staff questionnaire**
- **Tim to organise a time for a board walk through in Term 2**