



Minutes for Tahatai Coast School Board of Trustees Meeting

27th June 2023 – 5.30pm

In Attendance: Matt Skilton, Tim Acker, Gemma Tebble, Claire Wills, Donna Te Wheoro, Cory Sweeney

Apologies: Dan Elliott

Welcome to: Shona Poppe, Natasha Ballantyne, Hayden McCormack, Yvette Brown, Darren Scott

Actions from 30th May 2023:

- Matt will bring scenario of predicted numbers to support Rowan in class compositions for 2024- **Included in the Principals report**
- Tracey check with accountant if stationary packs are included as expense as seen on pie graph - **Yes the graph reflects the stationary packs sold along with all of the uniforms**
- Printing and stationary at 64% what is printing and what is stationary. Repairs and Maintenance already at 81% . Has grounds and maintenance been coded incorrectly. Matt to chase up with Tracey - **Email was sent out with an explanation**
- Tim to write a thank you note to the PTA for the quiz night - **Tim has written this**
- Fire extinguishers and medical kits need to be provided for the vans. - **Medical kits are in the vans, Fire extinguishers will be installed in the holidays**

Minutes from 30th May 2023, Moved Donna, Seconded Gemma

1. Ruru (Year 6) & Kereru (Year 5) Whanau Report (Hayden & Yvette)

Kereru whanau is led by Yvette with Louise, Greg & Martin

Ruru whanau is led by Hayden with Justine, Pauline, Adam & Shona on a Thursday, Hayley & Kate on a Thursday

Some of the Kereru students presented what they have been learning this year. The Noho marae trip was a highlight for them. Aotearoa history has been a great learning experience for them in term 1.

Learning about endangered animals has been their term 2 focus. Structured literacy has also been a big focus for them. Prime maths is held everyday, PE is also a daily part of their timetable.

It was a great presentation from the students with a brief question and answer session after their presentation.

Students from Ruru whanau shared their learning. They have had 2 art sessions with Sarah Cooper which they loved. Literacy has been focussing on biographies about their classmates. The Noho marae trip was also a major highlight for them. They have also been learning about the history of Aotearoa in term 1. Term 2's learning has been about the forest and native animals with a trip to McLaren Falls. Maths continues with prime maths which they are enjoying and is helping them to improve their maths. Big PE focus was on the school cross country. Team sports within the whanau are held every week. Tahatai's Got Talent was a huge success for them which they all loved, either by performing or watching their classmates or friends perform.

Again a great presentation from the students with a brief question and answer session after their presentation.

Hayden went through the Learning Goals and Needs within Ruru whanau. He explained the targets they have for reading, writing and maths. The mid year progress shows that all target students are on track to meeting the targets in reading and maths. Writing is quite a bit lower with only half of the students meeting the expected targets. He went through the actions they are working on to help achieve the targets .

Yvette went through the Learning Goals and Needs within Kereru whanau. She explained the areas they are targeting to achieve their targets, this was in reading, writing and maths and the gender ratio that are achieving at, below or above the levels expected. She also went through the actions they will use to achieve their targets.

There was a brief question and answer discussion about the targets and the actions to achieve the targets.

Hayden & Yvette went through the PLD they have received this year and how they are using this within their teaching. Structured Literacy has been a big focus this year for them. Within the Kahui Ako they visited Mt Primary to gain an understanding of how they are utilising structured literacy. Kahui Ako (Community of Learning) and how this is benefiting them was explained within the Culture and Identity and Transition/Curriculum.

They explained the difference between Ruru and Kereru, although they live and breathe the TCS Explorer Values there are different opportunities and responsibilities between the year 5 and 6 students, this was briefly explained.

2. Numeracy Report (Natasha)

Taken as read

Natasha went through the report. She has only been the numeracy lead since the beginning of term 2. She outlined how the teaching of numeracy is taught and what the school wide approach is. The school wide assessment was also explained. Natasha has met with a number of staff this term to help her gain a better understanding of how they are teaching numeracy across the school and in different year levels. She went through the refresh of the NZ Curriculum and its implications. Moving forward in Maths was explained and how continuing with Prime Maths would benefit Tahatai,

especially with the new curriculum being initiated. We will be continuing with version 1 of Prime. The teachers are doing a great job with the teaching of Maths across the whole school.

All agreed what a great job and leadership that Natasha has shown with taking on the leadership role of Numeracy. There was a discussion about the costs of version 2 compared to version 1. A spreadsheet will be shared with the costs going forward for 2024 and 2025.

3. ICT Report (Shona)

Taken as read

Shona went through the report with the costings and the investments the school has made towards the ICT equipment. She explained what the school owns and what we lease. Further resourcing was also explained. The age of our wireless network was talked about and that we are due for an update, we are waiting for N4L to contact us. She went through the digital learning that is happening, she is encouraging students to create their own work not just copy from the internet. She also went through the PD for staff and what they have had and what they would like to have going forward. She explained the learning that has been happening in the Enrichment Programme that she leads, this is with year 5 & 6 students.

There was a query around Seesaw and how it is being used and how regularly.

4. Principals Report (Matt)

Taken as read

Main points:

- Matt shared the possible class compositions for 2024, Straights vs Composites. He explained the pros and cons of both scenarios. There was a brief discussion about the numbers and scenarios. Board happy for Matt to make the decision and let Rowan know for her 2024 International placements.
- The 2024 proposed term calendar was shared and explained. Board opinion and thoughts were discussed.
- Currently have 68 staff overall, the split across the areas of the school was explained
- Banking staffing update was given, lots of sick leave last pay
- Matt briefly explained the topics covered at the Legalwise conference he attended in Wellington.
- He won't be attending the NZPF conference in Queenstown
- Kahui Ako - \$15,400 grant received to help with managing attendance
- Rowan has booked her flights to Korea
- Rooms 9-12 have settled into their refurbished classrooms
- Front of the Koru room will be fenced (currently garden area)
- Restraint training - potential of all staff being trained

Current Code of Conduct Review for the Board - **Action: Tim will review the current code to see if it aligns**

Finance Report - Taken as read

- Maths budget was talked about with it being over budget
- International Salaries to be looked at as nearing budget, The Finance team will meet to discuss this.

5. Policies

Taken as read

- The TCS PTA Group Contract needs to be ratified by the Board - [All happy to support and ratify this](#)

Meeting closed: 7.39pm

Next Meeting: Tuesday 25th July 2023

Board Chair:



Date:

25/7/23

Actions before next meeting:

- Tim will review the current Board Code of Conduct