



Minutes for Tahatai Coast School Board of Trustees Meeting

25th July 2023 – 5.30 pm

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

Apologies: Dan Elliott

Actions from 27th June 2023:

- Tim will review the current Board Code of Conduct - **Tim presented the current code and the Ministry code, he has prepared a new TCS code. A discussion was had around this, all are happy with this and the new code was signed.**

Minutes from 27th June 2023, Moved Donna, Seconded Cory

1. Finance (Donna)

Taken as read

- Query on the PE budget as this is over budget. An explanation was given on the reason for this. Cross country & matariki income was appx \$3,900 and is to go back into the PE budget
- Asset register looking great
- Teacher Aide salaries at 89%, an explanation was given as to why this is so high
- Hauora budget; **Action: Matt & Tracey will meet and check why this is so high**

2. Staff Survey (Matt)

Taken as read

An in depth discussion was had around the results of the survey.

Question 1: What do you believe is working well for our school?

Summary of answers:

- Happy and engaged students.

- Well-resourced school (inside and outside), well-presented, inviting, safe and inclusive.
- Lots of opportunities through events and initiatives, e.g. student leadership, sports, school events, electives, etc. Something for everyone.
- School culture is positive, vibrant, welcoming and responsive to students and the community.
- Senior Leadership is approachable and responsive.
- Strong connection with the school community. Working in Partnership. Good relationships and reputation.
- Experienced staff. Working collegially. Lots of expertise.
- Learning is targeting akonga needs and is seen as being inclusive.

All happy that question 1 had positive responses.

Question 2: What would you change to make our school a better place for staff?

Summary of answers:

- Class sizes - too big
- Structured Literacy - PD for next year, needs to be a focus moving forward
- Improved teaching consistencies throughout the school.
- Workload - Assessment, report writing. Taking too much time, not relevant.
- SLT presence around the school.
- Feeling valued, more staff voice.
- Learning Support staff in every class.
- Whānau Leaders - consistencies, support.
- Resourcing to continue
- Calendar - busy and impacting on well-being and teaching time.
- Communication - community being informed before staff.
- Better use of breakout spaces.
- CRT - the second day is management.
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There was a lengthy discussion about the responses from question 2 especially around CRT and Structured Literacy.

The school website needs updating, **Action: Matt will follow up on this and get it updated**

Question 3: What would you change to make our school a better place for students?

Summary of answers:

- Improved access to Learning Support programmes.
- More resourcing - outside for wet plays. For Technologies. In the SENCO area of the school.
- Behaviour management - are we looking into the whys? Are break times too long? Are we teaching school values?
- More TA's - every classroom.
- Smaller class sizes.
- Improved consistencies in teaching and expectations (across all staff).
- More toilets. Cleaner toilets.
- An increased presence of the Senior Management Team.
- More events.

Again there was another in depth discussion around some of the answers to this question.

Main points:

- Toilets were a big concern from this question; cleanliness and the number of toilets.
- Learning support programmes; this is something that we should be looking at and investing into.
- **Action: Matt to get basic figures on what levels of support we could supply around having more Teacher Aides in classrooms**
- Class placements - around parent input into this and the process around class placements
- School counsellor within the school would be ideal, funding and sustaining it would be hard

Question 4: What am I going to change/do to make a positive impact on the school?

Summary of answers:

- Be appreciative of being here and what we have.
- Bringing a positive attitude to work each day
- Working collaboratively with colleagues.
- Sharing expertise and being open to new learning. Being reflective in practice.
- I already give enough
- Ensuring positive working relationships with students, whānau and colleagues.
- Avoid negative talk. Support decision-making from leadership.
- Support school events. Contributing where I can.

Another in depth discussion around the answers to this question.

Negative mindset and talk was a big discussion point.

Overall it was agreed to look at doing the survey quarterly to help get a gauge of where staff are at and what they are thinking/feeling. Next survey to go out in October.

3. Connected Curriculum

Taken as read

Thanks to Hayley Hikario for submitting a great report about the TCS Connected Curriculum.

4. Policies

Taken as read

Generative AI: **All happy with the wording for this policy**

5. Principals Report (Matt)

Taken as read

Main points:

- Staffing updates; Rachael Zinyowera is working 4 days a week for term 3, due to 1 day a week medical leave.
- Matt proposed that he wanted to engage in getting legal advice from an employment lawyer about staff wanting to reduce their number of working days and applying for leave within term time. [Agreed this is a good idea](#)
- Advertisement for a New Entrant teacher has gone in the Gazette
- Matariki was a great success. Acknowledgements to Kelly McGreevy, Darren Scott, Greg Rieger, Joel Tyler (for the hangi)
- International: The Chinese group visit was very successful and went well
- **Matt will give an update about the faulty smoke detectors at the next meeting**

7.35pm went into committee

8.05pm out of committee

6. Wrap Up (Tim)

Concurrence for Matt - Tim explained to Cory and Claire what concurrence is and why Matt is proposing to receive concurrence for leading the International business and the growth in this area. Matt put forward his proposal for this and the reasons for it and what he will do to further grow the International business and help with leading the team and supporting Rowan and Angela.

Matt left the room so the Board could have a discussion about this. [All in agreement for Matt to receive concurrence for 2 years effective from 26th July 2023.](#)

Meeting closed: 8.16pm

Next Meeting: Tuesday 29th August 2023

Board Chair:



Date:

26/7/23

Actions before next meeting:

- Matt & Tracey will meet and check why this is so high
- Matt will follow up on getting the school website updated
- Matt to get basic figures on what levels of support we could supply around having more Teacher Aides in classrooms
- Matt will give an update about the faulty smoke detectors at the next meeting