



# Minutes for Tahatai Coast School Board of Trustees Meeting

29th August 2023 – 5.00 pm

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

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

## **Actions from 25th July 2023:**

- Matt & Tracey will meet and check why the Hauora code is so high - **Matt's Principals wellbeing fund expenses are coming out of this code**
- Matt will follow up on getting the school website updated - **Darren gave an explanation as to where we are at, hoping to go live by the end of 2023. Content is the biggest body of work to complete, it is very time consuming. The existing website is current and updated and still being used**
- Matt to get basic figures on what levels of support we could supply around having more Teacher Aides in classrooms - **This is covered in the Principals report**
- Matt will give an update about the faulty smoke detectors at the next meeting - **This is covered in the Principals report**

**Minutes from 25th July 2023, Moved Gemma, Seconded Claire**

## **1. SENCO & WST Learning Support Reports (Charlotte)**

Taken as read

Main points:

- Charlotte presented this report. We have a large cohort of verified students at TCS, 16 currently. Another year 4 student is currently going through the verification process. Five of the students are second language speaking students.
- A very unique bunch of students, with differing backgrounds and challenges.
- Charlotte explained how the ORS students funding is generated and how this is utilised.
- IEP's were explained and how these work.

- 17-19 support staff employed to work across the school with these students. They are a magnificent group of people who do a great job with the children.
- The activities that the children take part in were explained and talked about.
- In Class Support funding was explained as was RTLB funding and Speech Language Therapy.
- ESOL was talked about, Maria Brennan is doing a great job and has great connections with the children
- A new Kahui Ako Clinician has just started working within the COL

A brief discussion was had around a full time SENCO role.

### **WST - Learning Support Report**

Taken as read.

- Our goal was to raise the RTLB profile within the school.
- Yvette is doing a great job within her role as RTLB WST.
- Survey results from teachers with how the RTLB support the school were shared

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

Taken as read

Kirsten briefly went through the report and how the Horoipia programme is working.

- Visiting the children at the Preschools before they start school is making a huge difference getting to know the children before they start school.
- Kirsten would like to present more around the Ready 4 Learning programme at another Board meeting.
- The Piwakawaka and Tui Whanau reports were briefly explained.

### **3. School Target Mid-Year Update & Heart of the School Report (Darren)**

Taken as read

Darren went through this report and explained how the data is used and the importance of the target students and focus groups. He included the whānau target mid-year reviews in the report.

- We have begun a review of our literacy practices at TCS especially the way structured literacy is taught across the year groups.
- At the end of the year Darren will present another report and will include the PAT/STAR data compared to the 2022 end of year report.

### **Heart of the School Report**

Taken as read

The purpose of the report is to give an overall summary of the "Heart of Tahatai"

- Student leadership has 142 students involved and they are the most enthusiastic group of leaders we have had

- Matariki was a great success
- Looking forward to the whole school production
- Increase in reported behaviour in 2023, mainly across 2 classrooms
- Attendance - trying to keep monitoring every fortnight - is time consuming
- Currently 12 children have a high absenteeism rate
- A lot of children taking holidays during term time
- TCS attendance is in the top 3 across the Mount Kura
- There have been some great learning initiatives/opportunities
- Various sporting events across the school

#### **4. PE/Sport (thanks to Justine & Hayden)**

Taken as read

Teachers keen for more development opportunities in delivering/teaching their PE programmes.

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

Taken as read

- Staff changes, resignations etc for 2024 coming through already
- Learning support hours in each class was explained and talked through
- International: acknowledgement to Rowan with her continuous work in this area, especially short term students
- Faulty Smoke detectors currently with the fire engineer and awaiting on their report

#### **Policies:**

An updated/revised enrolment policy was discussed with all Board members agreeing to now include the Annulment of Enrolment to be included in the enrolment policy.

**Staff Discretionary Leave Policy:** The current staff leave policy was talked about. Matt presented a new draft Staff Discretionary Leave Policy. Matt has had advice from an employment lawyer around the wording for this. This was talked through and what changes/additions could be needed.

**Action: Matt will get the new policy finalised**

#### **6. Finance (Matt)**

Taken as read

Main points:

- Learning Resources income is up, Teacher Aide salaries are at budget
- Learning Resources salaries code to be looked at with a view to transferring some of the budget to the Teacher Aide salaries budget
- A couple of payment queries were discussed

**Action: Matt to produce a more in depth property discussion on priorities**

## 7. Wrap Up (Tim)

- Matt's concurrence application has been accepted and actioned.
- A discussion around a staff member's leave application was had with a vote taken on whether to approve or decline the application.

Meeting closed: 7.16 pm

Next Meeting: Tuesday <sup>31st October</sup>~~19th September~~ 2023

Board Chair:



Date: 5/9/23

### Actions before next meeting:

- Matt will get the new policy finalised
- Matt to produce a more in depth property discussion on priorities