



Minutes for Tahatai Coast School Board of Trustees Meeting

31st October 2023 – 5.30 pm

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

Apologies: Dan Elliott

Welcome to: Darren Scott, Pauline Uden, Kirsten Bell

Actions from 29th August 2023:

- Matt will get the new Staff Discretionary Leave policy finalised - **Finalised and is up and running**
- Matt to produce a more in depth property discussion on priorities - **Will talk through in the Principals report**

Minutes from 29th August 2023, Moved Claire, Seconded Gemma

1. Literacy Report (Darren & Pauline)

Taken as read

This report has also been presented to the MLT meeting on Monday 30th October.

There is a new literacy team made up of Nicky Scott, Alison Robilliard and Pauline Uden, they have been working together for about 3 weeks. Will be changing the literacy programme to iDeal Structured Literacy, this will replace the Structured Literacy programme that we are currently running. The iDeal programme is more web based and will ensure more consistency across the school, it will be a school wide programme. There is NZ based evidence that it works well. The team visited 2 local schools to see how the programme is working in these schools, this helped to determine that it works well.

Darren explained the points from the visits to the schools and how they are running the programme and getting the best out of it. They have some good ideas that can be used to help implement the programme. Informing the school community about the programme and how it works will be important. Costings were talked about and what the ongoing costs will be.

Pauline explained what the Writer's Toolbox is, this is an online writing tool that enhances writing skills. She went through how this has been used in the year 6 area of the school during term 3 as a trial and next year it will be used throughout all of year 6. Year 5 teachers will have access as a resource for teaching sentence/paragraph skills and knowledge. Nicky Scott & Alison Robilliard will

have access as a trial for the junior/middle school. She explained why we have decided to use the toolbox, the main reason is we noticed a gap in our writers between generating ideas and the knowledge and skills needed to write cohesive texts.

2. Arts & Curriculum (thanks Rowan)

Taken as read

Great report and loved the honesty of the report. There was a brief discussion about the Production and how this will operate/be managed in future years.

3. Ready 4 Learning (Kirsten)

Kirsten went through the Ready 4 Learning programme and how it works. The programme is a bridge between the Early Childhood Curriculum which is Te Whariki and the NZ Primary Curriculum. The assessments that are done and how often were explained and the need for them.

Hearing, Seeing, Speaking, Moving, Print are the assessments that are done.

Transition toward formal learning (moving on from the Te Ahirom) was explained and how the continuation of Ready 4 Learning continues in the classroom.

Reporting progress was explained through and how often the parent meetings are held.

All agreed it was a great insight into how the Ready 4 Learning programme works.

4. International Report (thanks Rowan)

Taken as read

Rowan did a great job at the Korean Fair and with the report.

5. 2024 Planning Overview (Matt)

Matt talked through the planning overview for 2024. The breakdown of the staffing entitlement was explained. The year level make up and who is leading each team and the teachers within each team was talked through.

The Professional Development plan for 2024 was shared and talked through and what the Identified Priorities are for 2024. **Action: revisit the 2024 PLD for more discussion.**

6. Principals Report (Matt)

Taken as read

- Matt talked through the strat goals for 2024-2026, the full report will be presented at the next meeting
- **Wheelie bin and evacuation bags - priority for next meeting**
- XOTF - Board food stall all keen? Yes, will do Bacon & Egg stall same as 2022

7. Finance Report (Donna)

Taken as read

- Some codes are nearing or over budget
- Well done to Tracey on keeping the accounting/audit budget so low
- 2024 Uniform order has been done

8. Policies

Taken as read

9. Wrap Up

- A staff member has asked for a reduced time of LWOP that was originally declined from 4 weeks down to 2 weeks. [All agreed for LWOP of 2 weeks](#)
- Ngā Pōtiki representative on the TCS school Board. This was discussed as Tim has been approached by a Ngā Pōtiki member who would like to be on our school board. Tim is waiting to hear back from Ngā Pōtiki about their thoughts on this. There was a brief discussion around this.
- End of Year catch up, Monday 13 November, Tim will organise this.

Meeting closed: 8.07pm

Next Meeting: Tuesday 28th November 2023

Board Chair:


TIM ACKER

Date:

7/11/23

Actions before next meeting:

- Revisit the 2024 PLD for more discussion
- Wheelie bin and evacuation bags - priority for next meeting
- XOTF - Matt to email organisation for the BoT stall