



Minutes for Tahatai Coast School Board of Trustees Meeting

27th February 2024 – 5.30 pm

In Attendance: Matt Skilton, Tim Acker, Gemma Tebble, Claire Wills, Dan Elliott, Donna Te Wheoro, Cory Sweeney (by Zoom)

Election for Presiding Member: Tim was nominated and was unanimously elected to be Presiding Member

Actions from 28th November 2023:

- Wheelie bin and evacuation bags - **This has been completed, thanks to Carly & Rachael**

Minutes from 28th November 2023, Moved Donna, Seconded Dan

1. Board Code of Conduct (Tim)

Taken as read

There are no changes to the previous Code of Conduct. Tim briefly went through this and it was passed around for Board members to sign.

2. Strategic Plan (Matt)

Matt went through this and what we intended to do by designing a one page A3 size outlining our Strategic Plan. When finished these will be displayed around the school in A2 size. Hoping to have it finished by next week.

All agreed it was looking good.

3. Review Schedule (Matt)

Taken as read

No change here from 2023, this shows what will be reported on and covered at each Board meeting.

4. Principals Report (Matt)

Taken as read

Main points:

- TCS Cultural Celebration will be held at school on Wednesday 27th March, this is to celebrate the cultural diversity at TCS
- Two staff are trialling real-time reporting throughout this year
- School roll at 774 (well up on this time in 2023)
- Anna Price has resigned to travel overseas on her OE. An advert has been placed in the Education Gazette to replace her
- Literacy leaders have been working hard. They have submitted a proposal with a request for an extra investment of \$10,000 for Decodable Texts. They showed a breakdown of where this will be spent in each year group. [A discussion was held and all were in agreement to approve up to \\$10,000 extra investment.](#)
- Matt briefly explained his new PLG group
- We have started the year with 24 International students, and we hosted 16 Chinese students for 10 days. Matt went through a new marketing opportunity with agents other than TKP. We have decided not to go ahead with the plan at this stage
- ERO have emailed a new Board Assurance Statement update
- Poor behaviour in toilets, working on behaviour management in this area
- Parent information evening around Cyber Safety, Board agreed to confirm the date to book Rob Cope, this will be Board funded
- TOD set for 31st May - this is a Kahui Ako day
- One neighbour is not happy with new sound system pole that has been put up on the back field

5. Policies (Matt)

Taken as read

EOTC, Learning Support and International update

The Schedule of Delegations paper was talked through and how this will work. [Board is happy to approve a \\$5,000 limit for Matt to approve any extra expenditure that is needed over the budget allocation. Any transfers to on call accounts need Board approval.](#)

6. Property Update (Matt)

Taken as read

Matt went through the Property Update paper for 2024-2025, this will be ongoing and used as a live document and put into the Board papers every month. He explained what property work has already been completed and what is due to be done and what we would like done. He explained where the funding will come from, eg. MOE, Board funded etc, he also presented a site map showing where each project is situated within the school grounds. All happy to keep this live and as a work in progress, Fire system and Kai growers garden are priorities.

7. Finance

Taken as read

- 2022 Audited accounts - look good and acknowledgement to Tracey and the finance team

- Tim queried the Cyclical Maintenance code being over budget already. This was because of extra painting work that was completed in January in the long block classrooms that wasn't budgeted for
- 2022 Audited accounts will need to be put onto the new school website.

8. Wrap Up (Tim)

- LMiT Training - Two staff have started this training and are grateful for the support received from the Board.
- Principal's Appraisal - taken as read and is a great report
- Ngā Potiki representation - Tim talked through this again about Ngākohu joining the Board as a Ngā Potiki representative. Board members were absent from the last Board meeting when this was originally discussed. Matt explained the benefit about having Ngākohu on the Board. A discussion was had around this, all are happy to have a Ngā Potiki representative on the Board. **Action: Tim will invite Ngākohu to meet with Board members to explain why he wants to join the TCS Board as a Ngā Potiki representative.**
- Succession Planning - 2025 are the next Board elections. Need to start thinking about whether current Board members will be seeking re election.

Meeting closed: 6.33 pm

Next Meeting: 26 March 2024

Board Chair:



Date:

7/3/24

Actions before next meeting:

- Tim will invite Ngākohu to meet with Board members to explain why he wants to join the TCS Board as a Ngā Potiki representative
- Matt to continue updating the property report he has created to present at the March meeting