

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **8 May 2023** these minutes were **confirmed as presented**.

Name:	Te Puke Primary School
Date:	Tuesday, 21 March 2023
Time:	5:15 pm to 7:32 pm (NZDT)
Location:	Board Room, TPPS
Board Members:	Rona Wheeldon (Chair), Andrea Dance, Gosia Costar, John White, Krystal Cooper, Lorraine Doughty, Matthew Armstrong
Attendees:	Monique Verwey

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 6 Dec 2022, the minutes were confirmed as presented.

Board of Trustees 21 Feb 2023, the minutes were confirmed with the following changes:
Draft Budget was circulated to members present for consideration.

Moved:- Lorraine. Krystal

1.2 Correspondence

- Closure for Emergency

TPPS board of trustees closed the school due to an emergency warning on the 14th of February. School closed for one day due to a major weather incident.

As the school was closed because of an emergency, approval is given under Schedule 21, Section 4(a) of the Act to reduce the number of half days by 2 half days for 2023.

- Restraint manual, staff training as needed as part of the induction process at TPPS. **All teaching staff are authorised to apply restraint. Non-teaching staff need approval of the Board.** This discussion point will also be part of the IEP process in the future.

All incidents are always logged in Hero. New forms to now complete for MoE. More often than not SLT will attend to an incident.

The board give authorisation to non-teaching staff to apply restraint as necessary.

All teaching staff are authorised to apply restraint.

Moved:- Matt Armstrong. Seconded:- Gosia Costar

1.3 Interests Register

1.4 Whanaugatanga

- TPPS well advocated for at the Tangi.

- Boundaries of some of our tamariki are being stepped over creating stressed teachers. There are lots of daily behaviour needs from students with entrenched traumas. They are pushing our staff to their limits so we have had to be very proactive to support staff. Some have not been able to teach, requiring a break. MOE Support is sought for students but not an easy process.

Personnel is the most critical aspect of our Kura, we need to support the well-being of our kaiako.

- Ngahere Kura needs funding to be up and running, this program was proven to assist and aid our more challenging tamariki. We have the space; we just need the money to grow this area. Will explore funding avenues for this.

2. Major Decisions and Discussions

2.1 Property Update

- More quotes to come for turf under the canopy. A sample cover for the wooden poles has arrived tonight.

- The translucent sheeting on the canopy needs to be tinted as requested initially, clear installed at present. This is being replaced in the holidays. Flooring/turf is a priority number 1, sides number 2 and deck number 3.

- 40K fun runs have been pre-committed to drop-down sides.

- Canopy cost overrun breakdown. Aztec pulled out and we went with the Letts quote and prices went up. Brent Elton has advised of an **overspend of \$9179.03, BOT contribution.**

Moved:- John White. Seconded:- Lorraine Doughty. All in favour

- Pool:- Tony has shared photos of cracks and rust. We need someone to look at it during winter, at the end of the swimming season. Quotes needed.

2.2 Values/ Review Mission and Vision

Andrea and Krystal surveyed children about what they wanted their school to look like, and some very cool responses—suggestions for improvements.

Responses below from board members to the three questions.

1.

Healthy friendships, healthy resilience, healthy relationships, strong foundations in reading, writing and maths

Self-respect, Positive attitude, kids love learning at school, Where they want to be each day, expectations of success, sense of belonging, happy and confident, proud, happy and confident, participating and contributing. Self-managing, proud, and have expectations of achieving.

2. New learning programs, New Principal who cares, Outdoor settings, Take pride, Risk-takers, kaiako and teacher aides, strong relationships with whanau and communities.

Strong, effective leadership, Being visible as part of the community, connection with our cultural entities, and responsiveness to the needs of tamariki.

3. Pride, confidence, self-manager, Inspired to learn, confidence, problem solvers, risk takers, respect of their teachers, friendships, good communication skills, can set goals and work towards achieving them.

3. Board Annual Work Plan

3.1 2023 Review Schedule

No questions

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

- Quoted \$1137.00 to cover gate wording, another quote is coming
- Cohort entry to be added to school docs
- After school hours, "staff working alone" policy in school docs, staff have followed the process. With daylight saving ending, night time hours to be added.

5. Management Reports

5.1 Principal report

- School lunches

MOE has put The Daily on performance review. A meeting was recently held about on-going issues and action plan formed. The Daily need to fix issues, breaking a contract is big and they acknowledge our issues and the daily wastage. Our kids are very different from the other schools they provide for. What menu items are a no-go? In one day 97 lunches were left, it was a chicken pasta salad containing feta which the students didn't like, cold pasta. Pictures are being sent daily of waste.

MOE watching for improvement. We must do these steps first. Our Indian community is not being catered to for their vegetarian diet and the Sikh community will be working with them in the holidays and working with Chrissie from The Daily to try and go forward.

5.2 Finance Report

- Goggle meet with Campbell Waugh, Accountant:-
- Board has a copy of the comparatives, received today.
- Point 1 from email:- Comparatives are now provided, and looking really good. Income variation - MOE Other. An unknown quantity at any time.
- Point 2:- Covered
- Point 3:- How the budget fits with the annual plan. Staffing is the most significant cost, and curriculum and admin are smaller. Extra teaching and teacher aids can skew the figures. Is the bottom line affordable, and the school is in a safe financial position. A cash deficit of 30K for 2023, will need to use reserves.
- Staffing - relief teaching is now within budget. It was coded to Board funded Teachers in the past, which is incorrect. It is now corrected, which is causing the deficit going forward. The OPs grant always has relief teacher costs included.
- The audit of 2021 is unavailable and 2022 not yet ready, which makes it difficult.
- A massive surplus in income. Funding received ie computers, shows in surplus, and expenses goes into assets. Working capital 300K, close to the 2022 budget up slightly. Provision for maintenance. 185k uncommitted funds. Sound financial position for 2023, healthy buffer. 2022 capital works 60k unbudgeted projects.
- Point 4:- Cyclical maintenance , 115K total. 40k current. = 155k is an estimate at the end of the day. 2-year position 30k in budget disappeared? Complicated calculation. Property plan figures from one year not used, it just sits in the figures. Campbell to send calculations as it's confusing logistics to get head around. Goes to cashflow in the next year if unused. Campbell will explain better when he visits in May.
- Point 5:- Cannot run at a deficit forever, will run out of money. Must decide each year what the board are happy with. No concerns at present. Up to the BOT. Campbell would not put a budget forward that he wasn't comfortable with.
- Rona question - inflation adjustment? MOE OP Grant is not really inflation adjusted— we can apply for an adjustment for Heat Light Water but only every 3 years.
- Update on 2021 financials- still working on it

Angel coming back on board - Xmas in the Park Event

5.3 Health & Safety Review

- Pool discussed
- Cameras - getting office cameras up and running again a priority. Second quote needed for wider school coverage, not such a wish list as in the first quote.
- Mb3 - Monique to check with Jesse re activating office cameras
- Sick bay report, tabled

6. Other Business

6.1 General Business

Uniform changes

- Looking to change supplier for shorts only at this stage. Switch to Tsunami for shorts for now. All in favour

Lorraine, enrolment update re zoning

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____