

# CONFIRMED MINUTES

## BOT MEETING



Learning Together  
Akona Piri Tahī

At the **BOT Meeting** on **22 Aug 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 27 June 2022
<b>Time:</b>	5:15 pm to 8:04 pm
<b>Location:</b>	Te Puke Primary Staffroom, 43 Cameron Rd
<b>Board Members:</b>	Rebecca Keating (Chair), Mrs Rona Wheeldon, Cath Luker, Andrea Dance, Gosia Costar, John White, Monique Verwey, Tania McCluskey
<b>Apologies:</b>	Lorraine Doughty
<b>Guests/Notes:</b>	Roni Sayer, Sarah Power, Krystal Cooper

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Kaiako Presentations

- M4L (Manaakitanga For Life) presentation by Roni Sayer, Team Leader Senior Syndicate - PB4L Te Puke Primary style. We are a tier-one school. Roni took the Board through what M4L looks like for TPPS with a slideshow. Incident data small or big recorded in Hero helps with data collection and analysis.

- Literacy presentation by Roni Sayer & Sarah Power, Team Leader Curious Kiwis - Targeted student's data presented and discussed. Implementation strategies (BSLA program) discussed. The Code - Phonological awareness used school-wide to meet needs, staff being trained in use.

Board may need to assist with literacy resourcing next year, both hard resources and people. How can the Board support it? Use our specialist kaiako throughout the school. Bring in skilled people to help, PLD.

- Krystal Cooper DP presented the latest whole school Mid-Year Data 2022. Datasheets were shared with the BOT. Reading "percentage of progress" is down overall amongst all cohorts. Writing and maths are seeing increases. Student and staff illness has had a big impact. 58.8% student attendance Term One, 79.9% Term Two. Discussed what has been put in place and where to next.
- The slide show will be shared with all board

### 1.3 Whānaungatanga -

#### 1.4 Confirm Minutes

**Board Meeting 23 May 2022**, the minutes were confirmed as presented.

Matters arising - Extra meeting may be needed to discuss school docs policies due for review in Term two. Was left as "date to be decided", needs to be soon as the next set of policies is due out Term three.

Majority of board had read policies for Term 2.

Minutes of the meeting held 23rd of May 2022 agreed as a true and accurate record.

**Moved:- John White. Seconded:- Gosia Costar. All in favour.**

#### 1.5 Action Points arising from previous meeting.

#### 1.6 Correspondence

Rebecca Keating got an email regarding the Carbon Neutral Program.

#### 1.7 Finance Report

Batches for approval:-

30.05.22. \$ 1128.14

03.06.22. \$37986.13

20.06.22. \$ 18474.21

09.06.22. \$15436.45

**Moved:- John White Seconded:- Gosia Costar All in favour.**

Monique will email Financial Report to BOT when it arrives, to be passed at next meeting.

## 2. Major Decisions and Discussions

### 2.1 Property - UPDATE

## 3. Board Annual Work Plan

### 3.1 Implementation Audit and Reports

## 4. Compliance Reporting

### 4.1 Current Numbers

Impacts on student totals:- very high transient numbers.

Daily absences very high with both students and staff due to covid/gastro/flu.

## 4.2 2022 Board work plan/ School Docs Review/ Board elections and RO

- Cath Luker emailed Rebecca about her absence from the board meeting and confirmed she has shown staff how to review school docs policies.
- Monique Verwey, ensure the work plan is in each board pack
- Kayleen to download election flyers, advertise in the school newsletter, Hero, Facebook etc. Start advertising with our school community ASAP.
- Cath raised a point about having ethnic representation and shoulder taping. Iwi representation can be tricky, TPPS has multiple iwi connections and must tread carefully and respectfully.
- Board to prepare a small blurb about themselves and being on the BOT, and get it to Rebecca. Tania suggested a parent/student afternoon, sausage sizzle. Represent at Learning Conferences afternoon/evening. Discussed creating a video, board members blurb.
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- Kayleen - download the brochure about what being on what a board is about.
- Coffee with a board member? Before 9 am and 3 pm. Dates? First-week term 3?

## 5. Management Reports

### 5.1 Principals Report

#### Principals Report tabled as read.

- Most of our school could be at level 3. Te Reo Maori becoming embedded in classroom culture.
- Local history curriculum review going well.
- John enquired about how the staff are coping with stress. Andrea is having an empathetic approach. Lots of connection and talk. Well-being is a focus. Board is appreciative of a job well done with all the challenges presented.
- **ACTION** for Rebecca to send out Cath Luker's email re NZEI principals wellbeing zoom.
- Discussed recent stand-downs - discussed the possibility of the board being needed for a suspension meeting.
  - What does "good" data look like? Graphs are good. What was presented was too broad for some board members. May need to drill down further? follow a group?. Happy that actions to correct low percentages haven't been reactive but proactive. There are plans in place. Rebecca to get back to BOT on thoughts. What about well below and exceeding students? This is going backwards to National Standards. Andrea not keen to go there.
  - Board PD session with SLT to help understand data statistics? Educators live and breathe these daily and Board members are the ones who need PD to understand it.



#### NZEI email

Forward Cath Lukers email out to the Board re: NZEI Principals zoom

**Due Date:** 1 Jul 2022

**Owner:** Rebecca Keating

**5.2 Health and Safety Report**

6. Other Business

**6.1 General Business and Items for Next Meeting**

**6.2 Closing Karakia**

7. Close Meeting

**7.1 Close the meeting**

**Next meeting:** BOT Meeting - 22 Aug 2022, 5:15 pm  
22 Aug

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_