

CONFIRMED MINUTES

BOT MEETING



Learning Together
Akona Piri Tahī

At the **BOT Meeting** on **21 Mar 2023** these minutes were **confirmed as presented**.

Name:	Te Puke Primary School
Date:	Tuesday, 6 December 2022
Time:	5:15 pm to 6:43 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

1.1 Karakia

1.2 Whānaungatanga -

1.3 Data presentation/ EOTC

- Good to see what has been happening with sports this year; looking forward to what 2023 brings.

- Is Supreme Sports limited to only 10? It may increase during the year. Numbers can depend on van availability to attend events, special needs students and other class activities utilise a second van.

- End-of-year data presentation by Krystal. Improvements from mid-year to end of the year in reading, writing and maths. Still some concerning areas.

Maori, Pasifika and Asians have had a great increase in reading. Writing and maths need more of a push in 2023. Year 1 reading percentage made significant gains.

- Professional Development on Hero for the board next year, will be able to check data etc

- Andrea & Krystal will help identify focus groups and come back with recommendations at the next meeting.

1.4 Confirm Minutes

BOT Meeting 8 Nov 2022, the minutes were confirmed as presented.

Minutes from the last Board of Trustees meeting on the 8th November 2022 are confirmed as being true and correct.

Moved:- Lorraine Doughty. Seconded:- Krystal Cooper. All in favour.

1.5 Action Points arising from previous meeting.

- Rona Wheeldon discussed PLG for Andrea. Professional Growth Cycle path needs confirming by February 2023

The principal Appraisal process, PGC, covers a lot of requirements timely to move to the Professional Cycle. The PGC model allows collaboration among other leaders, and much sharing takes place.

Four principals are currently in Andrea's group, and two more needed. \$3300.00 for each group member.

- One of Andrea's goals for 2023 is to revisit the school's charter, which will be one big goal as this is very involved.

- Deputy Principals to form a group also.

- Still needing Board blurbs from Krystal & John

- Amendment to School Docs Policy on Special Gifts:- Alter sensitive gift policy value set so the Presiding Member can purchase up to \$200.00. BOT Gift register to be set up.

Moved:- Andrea Dance Seconded:- Lorraine Doughty All in favour

- MACMAD - Meeting with Andrea and Monique to finalise how the funds would be handled. We are receiving \$22500.00 towards our Resilience Project for 2023.

As well as \$2500 towards our "Cinderella" fund (hardship). Monique to invoice MAC MAD in the new year, so funds are received for the 2023 financial year.

Part of the \$22500.00, \$5000.00, involves getting the library books into classes.



Blurb

Send a blurb to Andrea about yourself.

Due Date: 31 Jan 2023

Owner: John White

1.6 Correspondence

- There has been an anonymous donation from one of our families of one third of the cost of The Code Literacy program books, total cost \$10160.25 plus GST.

Andrea moves that the Board of Trustee Fund the remaining two thirds, an amount of \$ 6779.50 before GST.

Flying Minute to be deleted as the proposal has been moved in this meeting instead.

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

1.7 Finance Report

A school investment due to mature on the 1st December for 100K has been credited to the current account. The 2022 budget notes a deficit of 25K which we are tracking towards. Once all of the 2022 payments and wages are complete by 27th January we can look at reinvesting the surplus.

2. Major Decisions and Discussions

2.1 Property - UPDATE

3. Board Annual Work Plan

3.1 Implementation Audit and Reports

Digital technology (cellphone) and pool policies discussed. Student cell phones are handed into their teacher each day or the school office. The pool signage could be updated, no need for an after hours contact number as we do not hire out the pool. Andrea to look at policies.



Cellphone and Pool policies

Update after hours info for pool in policy - not needed.

Check cell phone policy wording is correct.

Due Date: 31 Jan 2023

Owner: Andrea Dance

4. Compliance Reporting

4.1 Current Numbers

31 new students due to start in 2023 so far.

4.2 2022 Board work plan/ School Docs Review

5. Management Reports

5.1 Any extra info Report

5.2 Health and Safety Report

- Andrea discussed the 2 recent incidents in school which would have been great to have had camera footage of. Timely to look at cameras in the school, we have had one quote and require more.

- Health & Safety need a separate meeting. A new team needs to be formed who will also engage with staff regarding possible H & S issues.

6. Other Business

6.1 Closing Karakia

7. Close Meeting

7.1 Close the meeting

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

Signature: _____

Date: _____