

MINUTES (in Review)

BOT MEETING



Learning Together
Akona Piri Tahī

Name:	Te Puke Primary School
Date:	Tuesday, 8 November 2022
Time:	5:15 pm to 7:08 pm (NZDT)
Location:	Board Room, TPPS
Board Members:	Andrea Dance, Lorraine Doughty, Matthew Armstrong, Rona Wheeldon (Chair), Krystal Cooper
Attendees:	Monique Verwey
Apologies:	Gosia Costar, John White
Guests/Notes:	Rebecca Keating

1. Opening Meeting

1.1 Karakia

1.2 Whānaungatanga -

Rona Wheeldon, Presiding Member, moves that the Board give Rebecca speaking rights for tonight's meeting. All in favour, motion carried.

Rona Wheeldon gave an NZSTA conference report. The conference provided numerous learning opportunities at multiple sessions. Rona gained insight into governance vs management and found it good to be amongst other like-minded people. She also gained an appreciation of the amount of work Andrea and the staff have implemented at TPPS and feel we as a school are ahead of the game. Rona found the conference to be busy and full on but a great source of training & team building. As many board members should attend as possible going forward. Q. Have our Values changed? Andrea spoke about her impressions of the conference.

Andrea Dance's Principals Report. It has been a very busy term so far. Great interviews were held with prospective staff for 2023, and we have employed some good depth of experience and knowledge. Looking at a roll growth application, MOE figures are low. 3 teams will change buildings next year for better classroom fit. PUM half day from 12.30 pm coming up on the 15th November. Very important that teachers vote.

1.3 Kaiako Presentations

Aneta Smith presented her Learning Support report.

Tier 1. Data, values, relationships, opportunities for enrichment.

Tier 2. Interventions, agencies, strategies

Tier 3. Outside interventions, 56 students currently on list

Going forward what can the board do to help. Personnel are the key to the process.

Te Puke Kahui Ako are acknowledged nationwide as being successful in the Te Puke District. We have lots of local assistance from the community, we are very fortunate with the support we get from various organisations. It's all about looking after the staff as well, which is well taken care of at TPPS.

1.4 Confirm Minutes

Board Meeting 27 Sep 2022, the minutes were confirmed as presented.

27th September 2022 Minutes queried by Lorraine Doughty re carpet cleaner and follow-up email. The purchase was approved in principle which is not the correct wording.

The agreement for the purchase of the carpet cleaner from Proquip NZ Ltd for \$10248.21 has been moved by the TPPS Board of Trustees, as per previous information provided.

Moved:- Andrea Dance. Seconded:- Rona Wheeldon. All in favour

We confirm that the Minutes from the BOT Meeting dated 27th September 2022 are accepted as true and correct.

Moved:- Lorraine Doughty. Seconded:- Matt Armstrong

1.5 Action Points arising from previous meeting.

Tour of school date:- Wednesday 30th November at 7.30am for a staff breakfast provided by the BOT and followed by a walk through the school by members available.

Board of Trustees PD:- Data PD at the 6th December meeting.

1.6 Correspondence

Alterations to the BOT Code of Conduct:-

#2 Altered reflect Te Tiriti o Waitangi

#9 Be responsive, react quickly to panui. There should be no need for chasing members for a response.

- Discussed school map indicating block identifiers and works currently happening/planned.
- Email a copy of map to Rebecca

Delegations of authorities:-

Property - Rona Wheeldon, Andrea second person Krystal Cooper

Finance - Rona Wheeldon, Andrea, second person Matt Armstrong (Monique to set up as a signatory)

Discipline - 3 people usually on this committee but we will make it the whole board to ensure availability. ie. Rona Wheeldon, Andrea Dance, Lorraine Doughty, John White, Matt Armstrong, Gosia Costar, Krystal Cooper

Personnel - Principal, Presiding member, NZEI, NZSTA

We move that the above delegations of authority be accepted.

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

- Conflicts of Interest - cover at the next meeting

- Kayla Webby - Kayla is requesting a leave of absence for the 2023 school year to take up a position at an International school in Suva, Fiji. Andrea Dance and Krystal Cooper support this request as a great learning opportunity for her career.

The board accept Kayla Webby's request for a year's leave without pay to return in 2024.

Moved by Rona Wheeldon, all in favour.

- Andrea spoke to the We care Community Trust ICT funding approval. Plus the additional funding application is encouraged to be applied for in 2023.

- Andrea's appraisal:- 'Dream review' was the comment from Rona Wheeldon. Great staff comments and positive feedback. Rebecca Keating suggested we will need a new appraiser and external is better she can put feelers out for possible names in consultation with Andrea and the board if required. A new Performance Agreement would need to be set to start in February if this option is to be utilised. Andrea has done this with Graeme for the past two years.
- Monique is to email Rebecca Keating for a board questionnaire that she has used in the past to possibly assist with goal setting from aboard perspective. This is just an option if the board would like to use this. Andrea will have goals she will no doubt like to work on.
- Rona Wheeldon to seek to understand and look at what the appraisal options are to the board before moving forward. PLG groups are the requirement going forward. This was a workshop at the conference in Christchurch.
- Andrea is in a PLG group with three other Principals across Tauranga which has an Independent advisor from Core Education Briar Stewart.
- Andrea has set goals going forward as a chance to revisit TPPS mission, vision and learner profile, are they still relevant and how do we see our children leaving TPPS? Maybe need to shape it all. Rebranding of TPPS? Community/Iwi consultation is needed.



Monique to set Matt up on school accounts as a signatory

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Due Date: 2 Dec 2022

Owner: Monique Verwey



School Map/Questionnaire

Share school map with Rebecca, ask her for the Review questionnaire

Due Date: 18 Nov 2022

Owner: Monique Verwey

1.7 Finance Report

2. Major Decisions and Discussions

2.1 Property - UPDATE

3. Board Annual Work Plan

3.1 Implementation Audit and Reports

Carry over this item till the next meeting - feedback was made online by several people but none came through to Andrea.

4. Compliance Reporting

4.1 Current Numbers

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

5. Management Reports

5.1 Principals Report

Principals Report tabled as read.

Interviews that Andrea took part in came about from our association with KidsCan and their initial reaching out for an interview. Radio NZ, BOP Times etc got involved. KidsCan very appreciative.

MacMad. Make A Change Make A Difference. Papamoa couple who wish to give some of their money to worthwhile initiatives. An application has been made to them for \$22K towards our resilience program. We move that Board approve of this application.

Moved:- Andrea Dance. Seconded:- Rona Wheeldon

5.2 Health and Safety Report

Health & Safety reporting changes for the Board.

Teachers need to be included in reporting.

Need another staff member on the H & S committee, Andrea Dance put her hand up. We need a more structured approach to H & S going forward.

6. Other Business

6.1 Closing Karakia

7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 6 Dec 2022, 5:15 pm

Approved decisions made between meetings



ICT Funding

Afternoon

Fantastic news, we have had our application to We Care Community Trust Limited for 115 new Chromebooks and 120 new iPads approved. Total exclusive of GST, \$90130.44. The GST portion is to be met by the school. We resolve that the BOT pay the \$13519.57 GST portion from reserves until our next GST claim to enable us to go forward with the purchase of the equipment.

We resolve that the above is a true and correct copy of the resolution of the Te Puke Primary School Board of Trustees dated 28 October 2022.

7 Supported: Gosia Costar , John White , Krystal Cooper , Lorraine Doughty , Matthew Armstrong , Andrea Dance - Such a fantastic opportunity for our school and tamariki. One to one devices. , Rona Wheeldon - Well done Andrea! thank you for taking the time to complete this application - this will be hugely beneficial to all our learners. This has my support.

0 Opposed:

0 Abstained:

Decision Date: 1 Nov 2022

Outcome: Approved

Signature: _____

Date: _____