

# CONFIRMED MINUTES

## BOT MEETING



At the **Board meeting** on **1 Apr 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Tuesday, 25 February 2025
<b>Time:</b>	5:15 pm to 7:15 pm (NZDT)
<b>Location:</b>	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
<b>Board Members:</b>	Rona Wheeldon (Chair), Andrea Dance, Jo-Ann McLaughlin, Krystal Cooper, Matthew Armstrong, Nicole Brewer, Angie Wihapi
<b>Attendees:</b>	Monique Verwey

### 1. Opening Meeting/ Karakia

#### 1.1 Confirm Minutes

**BOT Meeting 3 Dec 2024**, the minutes were confirmed as presented.

Comments from last minutes:-

- NZ Uniform Shop - they have been very slow responding to our queries, we have sent samples of our existing uniform to get a match up with what they have to offer
- Final Budget to be approved in this meeting. Budget presented at the last meeting on 3rd December 2024 was a draft presented for approval. An incorrect draft was emailed out as a reminder prior to this meeting and corrected the same day.

#### 1.2 SOLAR panels in the school

Joe Anderson presented to the BOT his project to get TPPS funding for the installation of solar panels:-

- Joe used to teach at Te Puke High School, was part of the Enviro Club and was instrumental in obtaining through funding, solar panels for the school
- Joe approached TPPS last year to investigate the feasibility of installing panels at our kura
- Power Co had contacted him offering 5 year old second hand panels for free, which Joe has collected using our school van and trailer
- The funders require an Engineers Report to ensure the suitability of the canopy roof for installation. There are 40 panels in total generating a possible 10kw. Over low usage times on weekends and school holidays an excess is expected and would be sold back to the grid @ 12c per kilowatt.
- Joes estimates we will generate 16,000 kilowatt hours per year equating to \$3000/4000 savings per year in power bills

- An engineering report will cost approximately \$2000 + GST to check the canopy meets strength requirements
- The installation cost by a professional has been quoted at \$11,000 + GST, which includes a \$1500.00 inverter. Meridian will also need to install meters costing approximately \$200/\$300 dollars.
- There are 4 funders possible, BOPRC School Sustainability and Resilience Fund being the most likely, at a maximum 10K, closing date the middle of March
- The life time of the panels is 20 years +, 5 years old at present. Regular maintenance ie cleaning them will extend their lifespan
- The school will check with the company who built the canopy what its specifications are

The Board of Trustees agree to pay the 2K + GST for the engineers report, if required.

The BOT is to be emailed when details are confirmed.

This agreement is subject to builders/engineers being satisfied.

Nicole will enquire with Gerbin re possible extra costs, scaffolding?, and any other costs he can foresee. Part of the Boards due diligence.

**All in favour**

### **1.3 Correspondence**

- Rona attended an Iwi Hui in January regarding Waitaha iwi representation in Kura's, to gain a boards understanding and wishes of what Iwi would like to promote around education.
- A proposal was discussed but TPPS haven't received a proposal at this time from Iwi
- Discussed the next hui. A proposal around town school boards coming together to do PLD around this. Angie discussed what she knows so far re Iwi representation and what has been happening. Waitaha Iwi know that Angie is sitting on the TPPS board as an as Iwi representative, up until a time that they might delegate another candidate. The decision however will sit with the school. TPPS board can co-opt people they want in positions that better help inform the board.
- Question for Iwi Hui: What does Waitaha want at schools, what are they trying to achieve.

Angie introduced herself to all board members. She sees being on the TPPS board as a great opportunity for PLD for herself outside of her own school commitments and is looking forward to the journey.

### **1.4 Whanaungatanga**

- Discussed ethnicity percentages at TPPS and how the climate is changing and the perspective for us
- The ESOL percentage is very high, a third of the school student population. ESOL is a funded program that schools run and receive MoE funding for. We wish more funding was available for all our children
- We pride ourself on what we currently have in our school. As educators we know that smaller class sizes for kaiako give all children much better learning opportunities
- We maintained very tough out of zone policies last year which has allowed us to really look at where we can take any out of zone children. If we aren't mindful of this classes sizes could explode.

## **1.5 Conflicts of Interest Register/ Whakapapa Register**

## **1.6 CODE OF CONDUCT**

Signed code of conduct

## **2. Major Decisions and Discussions**

### **2.1 Property Update**

Andrea commented the classes are looking and smelling really good! The last block to be upgraded in the school, great position to be in.

## **3. Board Annual Work Plan**

### **3.1 2024 Review Schedule and Board work plan**

Andrea acknowledged there is a lot to read in the policy reviews this term but these need to be completed sooner rather than later.

Reviews will be covered off at our next meeting.

Any questions about policies please send to Andrea.

## **4. Actions from Previous Meetings**

### **4.1 Actions points from previous meetings**

## **5. Management Reports**

### **5.1 Principal report**

- Kelly's daughter is still on her health journey as they try to navigate things. Kelly has taken the rest of this term as extended sick leave to care for her. Kelly is using the school counselling service EAP which is available for all staff.
- 2 male teacher aides have been employed to replace the three teacher aides who resigned over the holiday period.
- Proposed Vanuatu EOTC - The last earthquake has caused significant damage to centre of town so recovery is slow. Andrea has decided that Vanuatu wasn't viable anymore but still wanted to offer an overseas cultural experience to our community hence the change to Rarotonga. A letter for an expression of interest has been sent to all senior students Y5/6 and 8 that have registered an interest so far. Why October? We are utilising flights and accommodation from Taumata School that had been booked and they are unable to go, so we put it to our community to test the appetite. EOTC details are covered by Adventure Tours who will come and talk to parents if we go ahead. With taking 15 children we want 1:3 ratio in water even though requirements are 1:4. Edgewater is the resort accommodation.
- Boys class - feedback very positive, have had a great start to the year. Expectations are clearly set and boys have been rising to them.

- Whanau class - on the meet the teacher afternoon only 5 parents turned up out of 18 children.
- The mural on the shipping containers is a great concept and it's wonderful to have an ex student want to do this for us.
- New bikes - so very lucky to have these fundraised for our Kura and our children are loving them.
- Pool cover replacement - There could be a possibility of funding a new cover through sustainability grants. We could look at applying for one of the ones Joe had mentioned in his report.
- Maori data - we understand the reasoning behind not singling out and in some respects showcasing this data as a stand alone. Our Māori data will be shared with the board as legislation requires.

**The Board moves that the Principals Reports be moved and accepted:-**

Passed:- Jo-Anne McLoughlin. Seconded:- Rona Wheeldon

## **5.2 2024 Data and Goals for 2025**

Krystal presented data to the board as at the end of 2024.

- ESOL students are taught off the ELLP document now so that will change how the data looks going forward.
- Trends - there was good progress in 2023, a slight dip in 2024.
- External research and our own findings do show that the 6 week break over summer can see children regress. Also those who take extended breaks overseas, 11 children of children were away for months recently, and are included in data.
- ELLP (English Language Learning Pathway) - a new program for funded ESOL students. In class, ESOL children are taught whole class and also pulled down as an ESOL group. Evidence tells us that it takes 5 years of ESOL programs to get to the NZ Curriculum stage. Survival packs have been made for each environment to help kaiako and students for those children who have no english at all. This contains basic words and picture queues to assist them with their transition to the NZ education system. These students have extreme needs. We have rave reviews about our ESOL teaching when we had our audit of the program.
- There is increased progress in maths and writing, māori progress is tracking well as a cohort. Great improvements from Mid Year to EOY data percentage of students who made progress. Black and white data and progress data. Krystal reminded the board of the milestones within levels.
- Krystal will email the data to the board.
- Generally great progress in our board tracking groups
- Date makes it obvious that our current Year 5 & 6 students missed out on foundational learning in years 1 & 2 due to the heavy focus play based learning.
- This years PLD - Focus on writing across the school.
- We believe in aspirational teaching for all students. Rather than relying on ability grouping that can limit potential, our approach ensures that every child is exposed to rich, challenging learning experiences. Through high expectations, scaffolded support, and structured literacy and numeracy programs, we are empowering our tamariki to engage with deep learning, develop confidence, and achieve success
- We are in a strong position to drive what we need with Waitaha as far as working together to guide them rather than the other way around. Rather than educational pathways at this

stage, the focus could be on student engagement and attendance. An Education Plan has not happened yet.

- Teachers are very happy and coping well. We are mindful of them and extra overload.

### 5.3 Finance Report

**The Board moves that the batches as stated in these Minutes have been approved as true and correct.**

Passed:- Nicole Brewer Seconded:- Matt Armstrong

**The Board moves that the Cash Budget, Statement of Financial Position, Operating Budget and Cashflow for 2025 are approved.**

- Version adopted in latest email on Monday 24th February 2025.

Passed:- Nicole Brewer Seconded:- Andrea Dance

### 5.4 Health & Safety Review

## 6. Other Business

### 6.1 General Business

ERO Visit - Andrea and Krystal have had initial discussions with their ERO partner. The review timeline and how it looks has changed, it is now a 3 year on-going process.

BOT ERO Involvement - There is compliance to do around good governance including self audit and board assurance. A separate meeting is needed for the performance review of trustees. There is a deadline for this to be completed, being the 11th of April 2025. An additional meeting has been set for Tuesday the 25th of March starting at 5.30pm, including dinner. Andrea will send out the links to the documents. ERO to meet with the BOT, as both parents of TPPS students and board members.

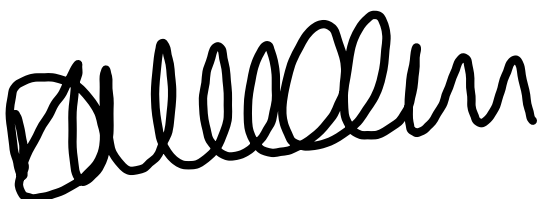
ERO are in school on the first day back in Term 2. On Tuesday the 29th of April ERO wish to meet with the BOT, Andrea to confirm the start time to be 8:45am.

### 6.2 Closing Karakia

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Board meeting - 1 Apr 2025, 5:15 pm



Rona Wheeldon  
1 Apr 2025