



Minutes for Tahatai Coast School Board of Trustees Meeting

25th February 2025 – 5.30 pm

In Attendance: Tim Acker, Donna Te Wheoro, Dee Piermarini, Claire Wills, Matt Skilton, Dan Elliott, Ngākohu Papuni (by zoom)

Apologies: Gemma Tebble, Cory Sweeney

Welcome to: Kirsten Bell

Election for Presiding Member: Tim was nominated and was unanimously elected to be Presiding Member

Actions from 29th October 2024:

- No actions

Amendments to previous minutes:

- Add moved and approved to October minutes
- November minutes: Van hiring; insurance and administrative burden to the school to be added. Also add links from the reports presented by staff (curriculum leads etc) to the minutes

Minutes from 26th November 2024, Moved & Approved Claire, Seconded Dee

1. Board Code of Conduct (Tim)

Taken as read

Tim went through this report with the roles and responsibilities around the code.

Dee shared what she had found on the NZ School Boards Association website around the wording to make it clearer and easier to understand some of the terms in the code.

Action: Tim & Dee will go over the current code and make it more clearer and easier to read with guidance and wording from the NZ School Boards Association website.

2. Statement of Variance Report (Matt & Kirsten)

Taken as read

Matt went through this report then Kirsten explained our Strategic Aims and how they align with our strategic plan. She explained our targets and how we addressed our areas of concern with our

actions, outcomes and reasons for the variance. A lot of targets weren't met so Kirsten went through what we will be doing so going forward targets will be met especially around the structured literacy approach so everyone has the same focus. In term 2 we will start on the numeracy goals and targets once the structured numeracy guidelines and tools from the Ministry have been released. In term 3 the structured numeracy Ministry funded professional development will start for staff.

Our current year 3 and year 5 students are our main targets along with our overall māori achievement levels. The Whakamana Māori programme will start from term 2.

The aims for this year were talked through, with closer tracking to identify targets being a big focus.

Our reports will be redesigned to realign with the new structured literacy and numeracy programmes.

3. Principals Report (Matt)

Taken as read

Main points

- 2 TOD's held at the end of January, year 0-3 at school with speech language & Kahui Ako clinicians while the year 4-6 attended structured literacy PD offsite
- Alison & Pauline have graduated as Learning Matters Intervention Teachers
- 3 curriculum leads attending a writing workshop in Auckland
- Aleise White from Cognition is employed to facilitate pedagogical coaching PLD for the SLT and the literacy and numeracy curriculum leads
- Hare is our new Kapa Haka teacher replacing Teowai who is studying full time this year. He has made a huge impact already with our Kapa Haka group
- XOTF was a huge success at the end of 2024
- A Pōwhiri at the start of term was held to welcome new students and families to TCS
- MOE received 2 parent complaints about school being closed on 7/2. Matt explained why and that the day will be made up at the end of Term 4, this had been pre-approved by the Board at the end of 2024. The Ministry was happy with this.
- PTA: there will be a membership drive as there aren't many PTA members at the moment. Matt will work with them to ensure an improved understanding of roles and responsibilities within their group
- Problems with youths being on the roofs and on an e scooter doing burnouts on the astroturf causing damage
- Rachel Zinyowera has resigned effective 31st March 2025. Brooke Aldridge has been appointed and is doing a great job, she is a BT
- We currently have 23 international students signed up for the year. We have received our first enrolment from a new agent, SIS in Seoul, Korea.
- Rowan's international itinerary was presented for her travel in April that was approved by the Board in 2024
- SNUP Upgrade: acknowledgment to Shona for all her work put into this, it will happen during the school holidays so no disruption to the everyday running of the school

4. Finance (Donna)

Taken as read

Query on Other Admin code and why it's at 27% already - This is due to the cost of applying for the tech grants through Grants for Good.

5. Policies (thanks to Shona)

Taken as read

Concerns & Complaints policy. **Action: This policy to be reviewed by the board**

Minimising Physical Restraint - **all agreed to approve this**

6. Staff Leave Request - LWOP (Matt)

We have had an increase in teaching staff requesting leave without pay. Our Discretionary Leave Policy needs work around it and updating to make this policy more transparent and equitable for everyone.

Matt shared the costs that the school absorbs when staff are on LWOP. He shared figures from our online leave request form that we have been using since August 2023. This showed how many staff had applied for LWOP and the number of days taken with what the cost to the school is. He went through some of the options available to the school from class splitting to rejecting the leave request.

A lengthy discussion was had around this with the cost of the leave, making it fair for everyone, the effect on the students with having relievers in the class needing to be taken into consideration.

There needs to be give and take from both sides ie. the Board and the teacher applying for the leave.

Action: Set up a working group within the board to help get the new policy written.

Matt will speak to the 3 staff members that have applied for leave and fill out the Leave Request Form - Board Approval with them and will let the board know the outcome.

7. Board Elections (Tim)

The triennial board elections are in September this year. An election date needs to be set by the board, recommended election date is Wednesday 10 September, **all agreed with this date**. Previously we have had Carly Akroyd as the Returning Officer. **All happy for Tim to ask Carly if she would like to be the Returning Officer this year**. Online voting can be done this year. **All agreed to go with online voting option**

8. Wrap Up

- A parent is requesting a waiting list for out of zone enrolments - **Moved by Tim to not have a waiting list, all in agreement with this.**
- When the board decides to close the school ie 7/2/25, we need to minute separately so there is open and transparent communication to the community
- A letter from Darren was presented seeking board approval to use the University of Waikato points the school has for his study towards his Masters degree. A discussion was had around this, Matt is waiting to hear back from the University contact about the expiring of the points and how many we accumulate. **Tim wil let Darren know there is work in the background happening around this and he will get back to him.**

Meeting closed: 7.17pm

Next Meeting: Tuesday 25th March 2025

Board Chair:



Date:

7/3/25

Actions before next meeting:

- Tim & Dee will go over the current code and make it more clearer and easier to read with guidance and wording from the NZ School Boards Association website
- Concerns & Complaints policy - This policy to be reviewed by the board
- Set up a working group within the board to help get the new Staff Leave Without Pay policy written