



Minutes for Tahatai Coast School Board of Trustees Meeting

27th May 2025 – 5.30 pm

In Attendance: Tim Acker, Dee Piermarini, Claire Wills, Matt Skilton, Dan Elliott, Gemma Tebble, Cory Sweeney, Donna Te Wheoro

Apologies: Ngākohu Papuni

Welcome to: Kirsten Bell, Nicky Scott, Alison Robilliard, Pauline Uden, Alayne Sharp & Jaimee Donaldson

Actions from 25th March 2025:

- Concerns & Complaints policy - This policy to be reviewed by the board (carried over from March's meeting) - **This will be added to the school website with a link under the policies tab**
- With Cory, Donna & Ngākohu not attending the March meeting, finalise the Board Code of Conduct - **Dee went through the changes and all are happy with the final document, this was signed at the meeting**
- Matt will assess the boundary fence to gauge the worst areas. He will get more quotes to compare the costs - **The neighbours broken fence is being repaired during the term 2 holidays. To replace the whole boundary fence will be appx \$30,000. Matt will start the process for this to be a part of our next 5YA funding.**

Minutes from 25th March 2025: Moved Donna, Seconded Gemma and all agreed to approve

1. Year 3 & 4 Whānau Reports (Alayne & Jaimee)

Taken as read

Alayne is the Kea whānau team leader in year 3 with five classrooms within the team. She shared the teaching that has been happening so far this year with iDeal and the new structured literacy programme. They have 5 ORS funded students within the whānau and have great support from the teacher aides allocated to these children. With maths they are continuing with Pr1me and how this will flow into the new structured numeracy curriculum. She shared the various trips they have experienced so far this year and the trips they have planned.

There was a brief discussion around the iDeal structured literacy programme and how this is going, pros and cons discussed, but all positive so far with the programme.

Jaimee is the Pukeko whānau team leader in year 4 with six classrooms within the team. Brooke is new to TCS this year as a BT and is doing great with support from Jaimee who is her mentor teacher. Jaimee explained the routine across the team with what is learnt during each block during the day.

They had a great turnout for Parent/Teacher conferences during term 1. Increased CRT time for teachers is going great. The CRT release time with the science component is excellent, parent feedback has been glowing with students engaged in hands-on science learning. Jaimee also explained the various trips they have experienced so far this year and what they have planned. The structured literacy programme is going well across the whānau, with target students being monitored closely.

There was a discussion about University students while they are studying towards their degree and not learning about the structured literacy and numeracy programmes. How will this affect schools going forward once the students have graduated and are in the classroom's teaching?

2. Literacy Report (Alison, Pauline & Nicky)

Taken as read

Alison, Pauline & Nicky are the co Literacy leads. Pauline year 5 & 6, Alison year 3 & 4 and Nicky year 1 & 2. They explained how they work as a team leading the literacy programme within the school. They are a strong team and work well together, working on each other's strengths. They are finding the staff are engaged and open to learning the new structured literacy curriculum. They are finding the staff feel at ease approaching either one of them with any questions or concerns they may have. They are feeling more connected with the SLT team. The spelling programme is working well within the school with staff understanding why this is being delivered and the flow on effect it has within the literacy programme. The parent evening was a great success and well received by the parent community. Writing is going to be the big "where to next" focus.

There was a brief question and answer session, with all agreeing the Literacy team is doing a great job.

Alison & Pauline then shared a presentation they have done to thank the Board for supporting them in the LMIT (Learning Matters Intervention Teacher Training & Certification) course they have both completed. It showed the course criteria with the split between online and in person learning. They are both now equipped to be Specialist Intervention Teachers.

3. Reporting to Parents (Kirsten)

Kirsten went through the changes to the Reporting to Parents report that is being sent out at the end of term 2 as the mid year report. She explained the guidelines and what and why we have put into the report and how this aligns with the new literacy and numeracy curriculums. On the back of the report there will be a link to the Parent Portal which is a MOE guideline for parents, there will also be a QR code link to book for the term 3 Parent/Teacher conferences where the teachers will talk more about the report. A discussion was had around the mid year report being an interim report until MOE provides an updated assessment tool that identifies where students are at against the new curriculum expectations.

Kirsten also briefly went through the slide show that was shared at the recent Parent information evening that was held to explain and go through the new curriculum.

4. Principals Report (Matt)

Taken as read

Main points:

- The Attendance at School graphic was shared, Matt sought Board approval for him to share it with the parent community. **All were happy for this to be shared.**
- Carlene Mackenzie has been employed as a learning support intervention teacher working with target students and delivering the ESOL programme
- Katrina Cole, teacher aide has resigned effective 6th June. Tim has offered an exit interview for her, she will get back to him about this
- Justine Robins has resigned due to family/personal reasons effective end of term 2
- Banking staffing is looking good at the moment
- **International reports taken as read.** There will be an increase in the tuition fee structure, this will happen across all schools who have international students not just TCS
- Insurance claim for damaged astroturf has been finalised and paid out
- Kahui Ako will be disestablished effective 28th January 2026
- Fire sprinkler system - the design has been submitted to TCC
- Mobile Dental Unit - looking at moving the unit to the car park alongside the hall. The services bollard will need to be moved. Is everyone happy for this to be done? **All in favour for this to happen**
- Wooden bollards outside the front office are being removed due to health and safety concerns

5. Finance (Donna)

Taken as read

- 2024 Audit has been finalised, thanks to Tracey for the work done to get these completed before the end of May due date
- Banking staffing 2024, the final balance ended up at zero
- A couple of queries around ledger codes. These were answered and board satisfied with the reasons/information provided

6. Wrap Up (Tim)

- Out of zone application for enrolment - the background around this was explained and discussed. **Action: Tim will contact the applicant declining their application.**
- University Credits - There have been three letters from staff expressing an interest in using the current credits that are due to expire. There was an in depth discussion around this **Action: Matt will contact the University to enquire about the expiry around the points and if the expiry can be extended.**

Meeting closed: 7.38pm

Next Meeting: Tuesday 24th June 2025

Board Chair:



Date:

29/5/25

Actions before next meeting:

- Out of Zone application - Tim will contact the applicant declining their application.
- Matt will contact Waikato University to enquire about the expiry around the points and if the expiry can be extended.