



Minutes for Tahatai Coast School Board of Trustees Meeting

26th August 2025 – 5.30 pm

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

Apologies:

Actions from 29th July 2025:

- Tracey to email the Board regarding some code queries (Matt to discuss these queries with her) - **Queries were answered by email after the July meeting**
- A committee to be created to work on redesigning the carpark/room 3 gate area - **On hold until the new board meets**

Minutes from 29th July 2025: Moved Claire, Seconded Donna and all agreed to approve

1. SENCO (Charlotte)

Taken as read.

- In-depth report.
- Large workload in this area. There is a requirement for more staffing, but it ultimately comes down to funding.
- Lisa has stepped up with Charlotte, as Darren is away on study leave; the workload of training new TAs is quite large.
- Excellent response to Auro, the live reporting tool that Charlotte has started. Easy to use and creates informative reports for teachers/parents.

2. Year 0-2 Whānau update (Clare, Trudi, Jemima)

Taken as read.

- Great to see teachers returning each year - eg Clare Pearson, Nicky Klinkert

3. Health & PE (Becs, Sally, Holly & Seamus)

Taken as read.

- Great report, well written.

- Supportive team, where each member has their role within the PE team.

4. Staffing update 2026

Postponed until the new Board is established.

5. Principal's Report (Matt)

Taken as read.

Main points:

- Positive feedback from the 1:1 meetings the staff have had with Matt.
- Amazing feedback regarding the production from the community. The way Gobsmacked ensured so many kids could be on stage and be seen was awesome. The performances from the students were of a high level.
- Huge acknowledgement to Rowan Barton and Sarah Cooper for the extra workload alongside Patrice.
- Very impressed with the way the whole staff stepped up for production week - taking on extra duties, behaviour management backstage, etc.
- Next whānau hui - 3rd September. Discussions will include a bilingual unit.
- PUM Thursday - school will remain open for those students who require supervision until 2.30 pm.
- Dianne Pellow and Matt Skilton were both awarded a sabbatical for Term 3, 2026.
- Greg Semmens will be retiring at the end of 2025.
- Successful visit from the latest Chinese group, thanks to Rowan for taking this on while the production was in full swing. Thanks to teachers who had these students in their class and to Carlene and Angela.
- Social media communications will be updated to one Facebook and one Instagram account to help with consistency and messaging. A parent will be part of this.
- Overwhelming response from staff to keep up with Seesaw. Discussions will take place about how we ensure parents buy in without overwhelming them.

6. International Marketing Report (Rowan, Matt)

- The requirement is to be more deliberate and aggressive with our approach in 2026.
- The recommendation is to build brand presence in markets other than Korea (Japan, Thailand, Vietnam, Philippines), while still highly supporting our Korean agents.
- Relationship building is a large part of getting international students to choose our school (word of mouth also).
- The Board is supportive of this new approach, and Matt will work on a detailed plan to present.

7. Finance Report (Donna)

Taken as read.

- Queries around a couple of codes were answered.

8. Policy Report

- No report this month.

Meeting closed: 6:33 pm

Next Meeting: Tuesday 28th October 2025

Board Chair:

Date: 26th August 2025

Actions before next meeting:

- A committee to be created to work on redesigning the carpark/room 3 gate area