



# Minutes for Tahatai Coast School Board of Trustees Meeting

28th October 2025 – 5.30 pm

**In Attendance:** Tim Acker, Dee Piermarini, Matt Skilton, Hayden McCormack, Benji Crossley, Calvin Twigg, Anthony Goddard

Introductions were made with the board members introducing themselves.

Election for a Presiding Member: Dee nominated Tim - all in favour, so Tim was elected to be Presiding Member.

Sub Committees: Finance, Sponsorship, Property. These will be discussed and set during the meeting.

## **Actions from 26th August 2025:**

- A committee to be created to work on redesigning the carpark/room 3 gate area - **Will be covered in the Principals report during the meeting**

**Minutes from 26th August 2025: Moved Benji, Seconded Calvin and all agreed to approve**

## **1. Board Code of Conduct (Dee)**

Dee went through the Board Code of Conduct for the board members to sign. She explained and highlighted key parts around procedures and how the board operates. Procedures around how decision making was also explained.

This was passed around and signed by all board members.

## **2. Principals Report (Matt)**

Taken as read

Matt went through how his Principals Report is laid out and presented.

Main points:

- Literacy and Arts Curriculum reports - taken as read. Matt explained these reports are usually presented by the curriculum leaders who have written the reports. There was a question around the sound system in the hall, this cost will be included in the 2026 budget.
- New curriculum release dates have been shared by the Ministry
- Communication around the new reports to help parents understand the wording of the reports
- SMART tool will be used from 2026 for assessments

- Strike action not ideal but we managed to keep the school open for limited students whose families needed help to care for the children
- Miriam Collins has resigned from her permanent position and will be a CRT fixed term release teacher in 2026
- A new year 4 teacher has been employed - Matty Cole. He has been relieving in the school and has done a great job
- Nicole Thomson Baker has been appointed to the numeracy specialist teacher role
- Completed 1:1 with all teaching and learning support staff
- Darren Scott returns from study leave on the 10th November

#### Finance:

Taken as read

Matt explained the various bank accounts we hold and what they are used for.

Monthly reports were talked through with a couple of coding queries answered.

#### International:

Matt explained how our International business works, the agents we deal with and where our international students come from. Matt attended the Marketing fair in Korea in September. Rowan Barton, our International Manager does a great job and has a good relationship with our Agents.

#### Property:

- Watershed have been appointed to do our 10YPP
- One Fine Day Landscaping are designing plans for the area by room 3 and the hall carpark, to help make these spaces more usable. Matt explained what the plan is for each area.
- New replacement turf has been finished and is operational and looking great.
- Fire system upgrade is nearing completion
- The boundary fence along the field has been approved for replacement, fully funded by the Ministry
- Polycarbonate panels on the tower archway have been repaired after a child fell through while climbing on the roof after hours
- The Ministry has given all schools a Property Maintenance top up grant. We have \$29,095 (plus GST) to spend, so are recommending to use this on the field drainage by room 35 as this is a problem area with flooding after heavy rain. Matt will email out costings to the board for approval.

As part of Matt's PPCB union he has hauora money to spend. He would like to use this on a trip to Brisbane for PLD. He will email details out to the board for approval.

### **3. Committees (Tim)**

Finance: Calvin with work with Matt and Tracey

Sponsorship: Benji, (Tim will work alongside him in the transition process)

Property: Anthony and Tim will work with Matt

### **4. 2026 Planning Overview (Matt)**

Matt shared the planning overview for the 2026 staffing. He explained how this works and aligns with the banking staffing. He showed the comparison between 2025 and 2026 and the differences due to roll numbers. He went through the CRT and PUH release time and how this works along with BT release time, unit allocation was also explained. He also explained how we are funded from the

Ministry for staffing. He went through the class numbers in each year level, and the teaching staff in each year level and what rooms they will be in. He went through the specialist teachers, this worked so well this year we will be carrying this on in 2026. The CRT and PUH release teachers were also explained and the teachers they provide release for.

- Reasons for our roll decrease were discussed, and how much of an effect it could have on us long term.
- Will go to a 2 person model for unit holders to lead the curriculum teams eg. literacy, maths, P.E etc.
- Professional development overview for 2026 was explained with identified priorities. The PLD plan was also explained.

## 5. Policies (thanks to Shona)

Taken as read

Went into committee at 7.05pm, out of committee at 7.10pm

## 6. Wrap Up (Tim)

- XOTF is run by the PTA. The board runs a bacon butty stall at the XOTF, just a heads up for this on the 25th November. All happy for organisation on this to be emailed out to board members.
- The last board meeting for the year will be 2nd December. The draft budget will be presented, an attendance stats update and a curriculum assessment data update will be presented.

Meeting closed: 7.14pm

Next Meeting: Tuesday 2nd December 2025

Board Chair:



Date:

30/10/25

### Actions before next meeting:

- No actions