



# Minutes for Tahatai Coast School Board of Trustees Meeting

24th February 2026 – 5.30pm

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

**Apologies:** Anthony Goddard

**Welcome to:** Darren Scott, Kirsten Bell

Presiding Member election: Benji nominated Tim, seconded Calvin, and all agreed for Tim to be renominated as Presiding Member.

## **Actions from 2nd December 2025:**

- **Communication with whānau to be sent out in the next newsletter and with reports around the updated curriculum and assessments** - Went out in an email and with the 2025 end of year reports
- **Matt to email out to the community the board response to Te Tiriti o Waitangi** - Email was sent, two responses that were negative
- **Hayden will feed back to the teachers to remind students to apply sunblock** - Mentioned last year and followed up with an email today

**Minutes from 2nd December 2025: Moved Calvin, Seconded Dee and all agreed to approve**

## **1. Assessment & Curriculum Update (Darren & Kirsten)**

Darren went through where we are up to with assessment with the new tools available to us around the new curriculum. The SMART tool is still not ready to use for 2026, the tool that was due to come out in term 2 won't adapt to the children like the current PAT and STAR testing does. By term 1 2027 there will be an adaptive tool available and ready to use. We will continue to use the PAT and STAR assessments. We will continue to monitor the updates and be responsive to change. We won't be using e-asTTle for writing as that is being phased out by the end of the year.

Kirsten explained the PLD that has happened already around the delivery of the new curriculum. The use of the assessment tools and how they are being used to teach literacy and numeracy. She explained the systems that are in place around the monitoring of student progress and achievement.

Literacy was our ministry PLD that was delivered during the January TOD with further days planned throughout the year. There are PLD staff meetings around numeracy that are also planned throughout the year.

We should be moving onto using the new report formats and changes towards the end of the year, this will include the attendance data, and will also show progress over time on a graph for parents to see. We are still covering what is required by the Ministry mandates with our current reports.

A brief question and answer session was had.

## 2. Attendance Data (Darren)

Taken as read

Darren briefly went over what he has done around setting up the Attendance Data that is now a Ministry requirement. He explained how the letters will be sent out to parents and the wording that is in them was based around ministry guidelines. The Attendance Management Plan is up on the website and has been since the beginning of 2026, a letter has been sent to all families explaining how the attendance plan will work. He will report to the board at the beginning of each term with updated data on attendance. He explained the setup on eTap (our student management system) and how teachers will use this to email the letters out to families with worrying attendance, (80-90% attendance).

There was a brief discussion around this and its effect on student achievement.

## 3. Board Code of Conduct (Tim)

Tim went through this just as a refresh for everyone of the code of conduct. He outlined the Board and Principal relationship and how this works. Also the Presiding Member and Principal relationship.

## 4. Principals Report (Matt)

Taken as read

Matt briefly went over the Strategic Plan and what will be covered during 2026. **Action: At the next board meeting have a discussion around a community survey going out to families.**

Main points:

- Curriculum lead role teachers are showing some exceptional knowledge and understanding of the new numeracy & literacy curriculums. Hayden explained to the board how the new tier system works.
- Tahatai Explorer expectations explained and how this is working throughout the school to help improve behaviour
- Sweta Sharma resigned from her teacher aide position
- Staff feedback from the January TOD was shared
- The drop in student roll numbers was discussed, no major concern around this at the moment

International: - Acknowledgement to Rowan for the great job done around the International Group visits. Approval for costs to cover for the Schools Focus Workshop Asia (as approved by the BoT in late 2025), airfares approximate cost will be \$3,404. **All approved this.** Accommodation yet to be priced.

The board is happy with an outside English language tutor coming in to teach English after school to our international parents.

## 5. Policies (thanks to Shona)

Taken as read

## 6. Finance

Taken as read

Action: Matt & Tracey will look pricing for new contracts for rubbish etc

## 7. Board Self Review Schedule (Tim)

Tim went through this to explain what will be covered during each board meeting

Meeting closed: 6.45pm

Next Meeting: Tuesday 24th March 2026

Board Chair:



Date:

26/2/26

### Actions before next meeting:

- At the next board meeting have a discussion around a community survey going out to families.
- Matt & Tracey will look pricing for new contracts for rubbish etc