



## Tai Tapu School Board - August 2023

Meeting date: Tuesday 15th August 2023

Present: Damian Lynch, Bernadette May, Phil O'Callaghan, Martin Bloy, Rachael Kwok, Helen Schulte Phil Griffiths

### 1. Minutes

- Minutes from June 2023 meeting
  - The minutes from the June 2023 were approved
  - Moved Phil O'Callaghan
  - Seconded Phil Griffiths

### 2. Matters arising

- Good Employer Statement for Auditor (Bernadette made changes)

### 3. Curriculum & Student Learning Updated

- Deb Whelan delivered an update on Students Literacy & Numeracy
- Maths
  - Tier students (Y1-4), 12 students
  - Professional Development
  - Inquiry based learning (Y2)
  - Exposure to Number Knowledge (Y3-4 5.5 hours per week)
  - ALim Programme
  - Accelerated Learning Programme
  - Mid Year - 2 students (IEP) learning behaviour, going for diagnostic assessment
  - Y3 16 accelerated in maths, massive jump from middle of last year
  - Celebrate and talk about this all the time and celebration in assemblies as well
  - Y4 1 looking like full diagnostic assessment
- Reading
  - Structured literacy, spelling
  - Data Looks Good
  - Mid year 9/22 monitoring, now only 2 (same ones as maths)
  - Rest of students significant move in reading
  - Children are very connected
  - Y4 1 student full diagnostic assessment (same one as maths)
- Writing
  - Any children failing will get picked up by SENCO co-ordinator
  - Y2 only 1
  - Y3 same children as reading/maths
  - Y4 on track or at/above level
  - 20 fully exceeding at Y4, working at Y5-6

- Give them rich project based learning (breath/width not height)
- Teachers get great induction from Deb, good processes
- Damien and Board really appreciate the effort and work

#### 4. Board Strategic Matters

- ERO - Shane (relationship officer) working with Bernadette & team
- No surprises or curve balls
- Compliance document signed off (checked on 25th)
- ERO to check on 25th
  - School Docs policy & BOT documents (agreed upon) work together
  - Attendance
  - Discipline
  - Practises (restorative, bullying, standowns, guidelines, enrol documents)
  - Fair justice process
  - Concerns & complaints (All complaints to Principal first, only goes to Board if about the Principal)
  - Emergencies/Accidents (policies & procedures in place)
  - Fire, Earthquake, Chemical Spills, Death
  - Bullying , policies in place
  - Child Protection Policy - Bernadette & Helen trained
  - Inclusion of Students with Special Needs
  - Child Restraint - All staff trained, policies in place
  - Workforce Safety Checks/Appointments, policies in place
  - Teacher Registration, all up to date
- Bernadette asked the Board to be familiar with School Docs Policies
- Bernadette & Helen have done H&S training. Do daily checks & fix concerns immediately. Once a month does a more thorough check with Kathryn.
- Hazards are recorded and reported.
- Next Board Meeting dedicate time to talk through Hazards and H&S
- Continual Development - Also support for Bernadette
- Board comfortable we are adequately prepared.
- Went through ERO Checklist, Board acknowledges all policy and procedures

#### 6. Principals report

- The Principal's Report was taken as read.
- Behaviour Management
  - Student with Disciplinary action
  - Working very closely with family & professionals
  - Family going through grief process as well
  - Bernadette applied for additional funding - has been given extra staffing
  - Stand downs only done for significant behaviour
  - Aim to support child, but not to other childrens detriment
- Kahui Ako (around cultural responsiveness) - Bernadette & Damien to attend
  - Email Kathy reminder September 20th
- Bank Staffing
  - Money for ALL/ALim there to be used if necessary
  - Cat & Rach leave applied & approved
  - Bernadette has Helen on Release due to her injury
  - Bernadette believes she can have bank staffing at zero

- Photocopy Contract
  - Bernadette recommendation - KMBE
  - Board supports Bernadette's recommendation to go with KMBE

## **7. Financials**

- The Board noted the financial reports
- Board moved that \$75k will be placed in term deposit by way of 3x \$25k instalments (3 month term deposits) as per recommendation of Solutions & Services.
- Bank Staffing
  - Money for ALL/ALim there to be used if necessary
  - Cat & Rach leave applied & approved
  - Bernadette has Helen on Release due to her injury
  - Bernadette believes she can have bank staffing at zero

## **8. Pool Update**

- Molie will finish the Contract off (Steps, Seals, Concrete)
- Builder to water proof hole
- Landscaping \$1700 from small group of parents
- Family donating lumber/boxing
- Rich Fowler to do boxing/shingling
- Company come in with soil
- Rich can get someone to do plants & a parent has volunteered to help with plants
- External seating and shade sail to come later
- Phil Griffiths to take charge with landscaping
- Bernadette requested a different approach to obtain more funding (ie Businesses)
- ACTION: Pool Keys, Security
  - Bernadette to bring recommendation to next meeting re pool keys, lifeguard, pool hours.
  - Safety Issues - Bernadette to get advice

## **9. School work plan**

- The Board reviewed the School work plan, as per Bernadettes Report
- Concerns and complaints sit with the Principal to deal with on a daily basis. Then they will escalate to the Board which the Board will deal with in a timely manner.
- Policies sit with School Docs.

## **10. AOB**

- Phil O'Callaghan will stay on Board until a replacement is found.
  - Board can co-opt another member
  - Board can run another election
  - Put feelers out and go from there. Access interest (circulate email)

Meeting Closed: 9.10pm