

## **Minutes of Tai Tapu School Board of Trustees**

**Date: Monday 9 August 2021 at 6.30pm**

**Place: Pikorua, Tai Tapu School**

### **Meeting Administration:**

**1.1. Present** – Damian Lynch (Presiding Member), Daryl Aitken, Iain Haycock, Phillip O’Callaghan, Andrew Bull, Bernadette May (Principal), Lisa Seeley (Staff Representative), Amy Cradock (Secretary), Deb Whelan and Helen Schulte (items 1, 2, 5.1a)

**Apologies** – none

**1.2. Declaration of interests** – none

### **2.1 Tier 2 Students Report**

Deb Whelan provided a handout on Year 1-4 Tier reporting.

Deb outlined the data on the number of students at each tier in years 1-4 and the targeted initiatives used to support student progress such as providing teacher aides, tier 3 intervention programmes and enrichment in Porowhita.

Helen Schulte provided a handout on Year 5-8 Tier reporting.

Helen outlined the data on the number of students at each tier in years 5-8 and the targeted initiatives used to support student progress. Helen also highlighted some future initiatives she would like to introduce such as setting up a buddy programme and linking with Lincoln High School for Cantamaths.

### **3.1. Minutes of the previous meeting – 21 June 2021**

**Move:** That the minutes of the previous meeting be approved

**Moved:** Iain Haycock **Second:** Andrew Bull **Carried**

### **3.2. Matters Arising from last minutes**

- **Board Committees** - in response to the advice from NZSTA, the Board agreed to put in place a formal

delegation to Daryl Aitken by amending the delegation of authority to recognise the work Daryl Aitken undertakes in relation to the financial work for the school.

**ACTION:** Daryl Aitken to provide bullet points on the nature of his role to Damian Lynch and Damian to amend the delegation schedule accordingly.

- **Enrolment Scheme** - three families have expressed interest in enrolments for Term 4. The Principal recommended the Board open three slots; two for new entrants and one for year 3.

**Move:** That three enrolment slots are opened; two for new entrants and one for year 3

**Moved:** Bernadette May **Second:** Phil O'Callaghan **Carried**

### 3.3. Correspondence

- The correspondence from ERO was noted.

### 5.1. Principal's Report

The report was taken as read.

The Board noted that it is unable to provide any paid discretionary leave where staff are unable to work due to being in managed isolation.

The Principal noted that staff receive information from NZEI on the new sick leave provisions.

The Board discussed the maintenance budget. 84% of the budget for the year has already been used. Funding for maintenance of the Oak trees comes from a separate fund as the trees are classified as heritage. Funding from the Selwyn District Council for the trees can also be applied for.

The Principal provided a handout with the mid-year student progress report results.

The school target is to have at least 80% of all students achieving at or above expected curriculum level Mathematics by the end of 2021. Currently 79% of students are achieving at or above the level (80.5% boys and 76.5% girls).

Years 7 and 8 are well below the target with 46% of students in year 7 and 57% of students in year 8 are at or above the level. This could be due to those students receiving fewer years of focused learning as opposed to the younger students.

The school target is to have at least 85% of all students achieving at or above expected curriculum level in Reading by the end of 2021. Currently 87% of students are achieving at or above the level (86% boys and 87% girls).

Years 2, 3 and 8 are below the target with 74% of students in year 2, 76% of students in year 3 and 78.5% of students in year 8 are at or above the level.

The school target is to have at least 80% of all students achieving at or above expected curriculum level in Writing by the end of 2021. Currently 77% of students are achieving at or above the level (61% boys and 83% girls).

46% of students in year 7 and 57% of students in year 8 are at or above the level.

The Board was delighted with the students progress and commended the Principal and the teachers for their work.

## **5.2. Finance**

The Finance report was noted.

Daryl and Bernadette met with the accountant to do a six-month review of the financial position of the school and to look at the remainder of the year. The school is in a good position at the six-month mark.

### **5.2.e. Auditor Appointment**

Bernadette will follow up on the progress of the auditor appointment. The Board is happy for Deloitte to perform the audit.

## **5.3 Kahui Ako Meeting Report**

The report was noted.

## **6. New/emergent review**

### **6.1 2021 Workplan**

The Risk Register will be considered at the September meeting. The Board Secretary will circulate a template register prior to the next meeting.

### **7.1 Standing Items**

**Health and Safety** - The Board discussed how Health and Safety was considered at the school. The Principal identified that it would be good to provide staff training on identifying hazards and undertaking risks assessments.

**ACTION** - Bernadette to explore health and safety training options for staff.

The Board discussed the recent events in the media regarding Board responsibilities in relation to health and safety. The WorkSafe guidance was discussed as was the application of the Health and Safety at Work Act to the school. The Principal is responsible for operational health and safety.

## **8. General Business**

Bernadette advised that her beginning principal programme will end at the end of Term 2. She is considering what professional development to undertake after this and is interested in working with the Springboard Trust. Andrew declared that he is a volunteer for the Springboard Trust.

The Board is supportive of Bernadette submitting an expression of interest to the Springboard Trust.

### **Meeting closure**

Meeting closed; 9.09pm

Next meeting – 13 September 2021, Pikorua – Tai Tapu School

**Signature:** \_\_\_\_\_

**Chairperson – Tai Tapu School Board**

**Date:** \_\_\_\_\_