



TARGET ROAD SCHOOL
Minutes of School Board Meeting
Held in TRS Staff Room
Wednesday, 6 November 2024 at 6pm



OPENED

6.00PM

1.0 Administration Matters

1.1 Karakia	Led by Fina
1.2 Present	Fina, Kristie, Shane, Kevan, Katie, Geoff, Phillipa, Anthony
1.3 Apologies	Olga – Ministry of Education
1.4 Invitees	nil
1.5 Declarations of Interest	nil

2.0 Property MOE

2.1 Property MOE	Apologies from Olga, who hopes to attend the next meeting.
-------------------------	--

3.0 Principals Report

3.1 Principals Report	Principal's Report ○ Health and Safety: The playground has seen an increase in injuries as students create their own challenges, like skipping bars. Teachers are actively reinforcing proper playground use, encouraging students to use a one-way system, and closely monitoring during break times. Additionally, other safety measures included reviewing the condition of equipment and placing signage where needed. ○ Camp: No injuries were reported from the recent school camp. ○ Lockdown: A lockdown practice is scheduled to take place later this term to reinforce emergency procedures. ○ School Roll & Funding: The school roll has grown with three new enrolments this week. Despite the increase, delays in Ministry processing have impacted funding adjustments, as funding is projected based on a roll of 449, but current staffing allocations still reflect a lower roll. Due to a slight underutilization in staffing allocation, the school redirected these funds to provide teachers with an additional half-day for report writing and wellness, acknowledging the busy end-of-year period.
------------------------------	---

- **Attendance:**
School attendance is showing a positive trend, with a reduction in the number of students missing more than 20% of school days.
 - **Principal's Professional Development:**
Motion put forward to the board that funds from the Principal's Professional Coaching and Wellbeing Fund have been allocated to her PLG to enhance professional growth.

Moved: Katie

Seconded: Anthony

Carried: All
 - **New Staff Updates:**
Malcolm has been welcomed as the new-entrant teacher, Harrison has taken on a full-time release role, and Kara has been appointed as intervention coordinator. Restructuring has also allowed for internal role changes to address emerging needs, and final appointments for some positions are expected by the end of the week.
- ERO Review Update**
- The scheduled ERO review was unexpectedly postponed, as the reviewer was reassigned. Though disappointing, the delay is taken as a positive sign that the school does not require urgent intervention, suggesting good standing in operational quality.

4.0 Inclusion and Wellbeing

4.1 Student Wellbeing Survey

Student Wellbeing Survey

- The wellbeing survey for years 4–6 gathered feedback on students' feelings toward the school.
- **Survey Findings:**
 - Around 90% of students reported feeling positively connected to the school. This high engagement is attributed to strong relationship-building practices through school events, student conferences, and inclusive cultural celebrations.
 - Year-over-year data comparisons (2023 to 2024) indicated minor shifts, with some areas seeing improvement and others remaining stable. Notably, “aggressive student culture” emerged as an area needing closer examination.
- **Concerns & Observations:**
 - Survey results on perceived aggression may reflect isolated incidents involving specific students, which can influence overall data trends. Board members noted that perceptions of aggression might be amplified by individual events rather than systemic issues.

	▪ Reports of bullying have decreased, indicating progress following anti-bullying initiatives like Pink Shirt Day, where bystander education and positive behaviours were emphasized. ○ Survey Structure and Reliability: ▪ Concerns were raised about the survey's length—about 40 questions—which may be too lengthy for younger students, particularly those in year 4. A suggestion was made to consider reducing the number of questions or conducting the survey in stages to maintain student engagement and accuracy. ▪ Additionally, the anonymous nature of the survey, while protecting student privacy, limits the ability to offer targeted support to students who report high-frequency negative experiences.
--	--

5.0 Student Progress and Achievement

5.1 Student Achievement Data Presented

Overall positive trends in student achievement, especially in reading and writing, meeting the year's target at about 72%.

There's an ongoing focus to maintain and improve these levels amid upcoming curriculum changes.

Emphasis on investing in teaching resources, such as specialist teachers and PD for staff, has contributed to the school's progress.

Younger students, particularly Year 1 and Year 2, face challenges attributed to COVID disruptions, lack of ECE, and busy home environments. Due to this, this cohort may need additional support as they progress through school, given their unique needs.

Support for ESOL Students

ESOL students, particularly older entrants, face significant challenges in areas like writing. Programs and RTLB (Resource Teachers of Learning and Behaviour) support have been effective but lack government funding.

Further exploration of data and comparison to other schools in the Kahui Ako network for Māori and Pasifika students' achievement was suggested.

6.0 Attendance

6.1 Attendance Data

Regular attendance is at 64%, this is an upward trend. The children that the team have been working with are also showing more improvement. It is improving term on term, as well as year on year.

7.0 FOTS

7.1 Review of Minutes Minutes

The board is reviewing fundraising proposals for the upcoming year and requested top three ideas for the next meeting. The principal emphasized wanting to possibly get funding for OLE Retreat, especially for those learners that need neurodivergent support.

8.0 Committee Reports

8.1 Finance – 2025 Draft Budgets

The projected budget showed a manageable deficit compared to prior years, with increased allocation for learning support and planned investment in classroom furniture upgrades.

More budget is proposed for new furniture as the current furniture was already second hand and needs replacing. This is proposed to be on a rotating budget to replace furniture

each year.

A suggestion was made to look at the need for possibly having more funds available for ESOL teachers, which would be reviewed mid-year next year.

A motion was put forward and the board have voted to increase ESOL by one extra day for 2025.

Moved: Anthony

Seconded: Phillipa

Carried: All

The board agreed on the proposed budget for 2025 and this will be finalised at the next Finance Committee meeting.

The school auditors are changing and their fees are increasing. The MOE will be helping to cover some of the new costs to auditors. A key change is that if a school is going to be doing big capital works then the auditors will need to include extra hours for that particular year.

The presiding member has been actioned to check with the auditors if they need more hours or if the hours we have been given are sufficient.

A motion put forward and the board agrees that if there is no increase in hours with the auditors that the presiding member can counter-sign the agreement on behalf of the board.

Moved: Jeff

Seconded: Phillipa

Carried: All

The finance committee has gone through the financial policies and have suggested the following changes be made:

Managing Income and expenditure.

- Under subheading audit change first sentence so it reads
“ *The school appointed auditor meets or corresponds each year with the finance officer, the principal and **the presiding member...***”
- Under sub heading Banking/Cash handling **remove**
“ Only staff with approved delegation from the board may handle cash.”

Bank cards

- Under subheading using a card 5th bullet point, change first sentence so it reads
“*The statement must be certified by the cardholder and signed off by **the finance committee.***”

Financial Committee

- Opening paragraph last sentence change to “*It will include the principal and **presiding member...***”

Prevention of bribery, corruption, fraud and theft

- Under school and community responsibility **remove 2nd bullet point** “*performing due diligence on suppliers...etc*”

Expenditure

- First bullet point **add** “*Any expenditure over \$500 (excl GST) needs to be approved by the finance sub-committee*”

	• Last bullet point change to “<i>Requests for staff reimbursement of school related expenditure must be authorised by the principal. If the reimbursement is to the principal, the presiding member authorises the reimbursement.</i>” • Under payroll 2nd bulletpoint remove opening sentence “<i>Leave and banked staffing reports are checked by the principal fortnightly</i>” • Last bullet point change to “At least twice a year...” The full board agreed that all the changes made to the financial policies were satisfactory. Moved: Katie Seconded: Anthony Carried: All It is proposed that the quote from Furnware be put into the mid-year budget for 2025 and be reviewed at that time. The full board approves, up to \$1000, the purchase of a new dishwasher for the staff room. Moved: Geoff Seconded: Shane Carried: All The full board approves, if it is fit for purpose, the purchase of a battery-operated blower. Moved: Kevin Seconded: Geoff Carried: All
8.2 Property - Updates	A meeting has not been held yet; a date will be set for the next property meeting.
8.3 Planning and Review	The next meeting will be held on 15 November 2025 at 9:15am
8.4 Health, Safety & Wellbeing	The petition for traffic safety is going to be launched next week, with the help of student leaders. They will be collecting signatures at the school gates. Camp review: o The camp went off well. The students were respectful and listened well. Teachers and camp instructors were on top of everything. The caterers were good as well. Overall people only had positive things to say.
8.5 Personnel	Will be discussed at the in-committee meeting
9.0 Administration	
9.1 Confirmation of minutes	<i>THAT the minutes of the Board meeting held 18 September 2024 be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website.”</i> Moved: Fina Seconded: Kristie Carried: All

9.2 Training	N/a
9.3 Correspondence	A detailed excerpt was discussed regarding board responsibilities in the curriculum. The school is well ahead in implementing changes and has received funding for maths resources. The principal confirmed that the staff is giving effect to these statements. Union Representation and Paid Union Meetings ○ There is no need for a union representative for the board; however, a volunteer attended the last union meeting and reported back.
9.4 Board Meeting Schedule	The board meetings for 2025 will remain in weeks 4 and 9 of each term. Dates will be published on the school website. Succession planning for the board meeting will be scheduled between weeks 4 and 9 in Term 1.
10.0 In-Committee	
10.1 In-Committee	To be documented separately. Meeting started at: 8:01pm Meeting concluded at: 8:09pm
11.0 Next Meeting	
10.1 Confirmation of previous minutes	Next meeting on 4 th December at 6pm
12.0 Meeting Close	
Meeting concluded at 8:01pm	