



## Tereora Parent Teacher Association Committee Meeting

### ACTION ITEMS

From minutes of meeting held on 15 February 2024 @ 5pm, Tereora College

Summary of key priority areas:

1. School IT issues
2. Academic excellence
3. NCEA preparedness
4. Teacher support
5. Parent engagement
6. School pride
7. Optimal finances

#	PRIORITY AREA	ACTION ITEM	RESPONSIBLE PERSON	TARGET DATE	STATUS
1	NCEA preparedness	The school will host 3 NCEA parent information evenings, one evening per Level. Please invite the Secretary and MOE as they need to be aware of the changes, challenges and concerns.	Principal	Week commencing 26 February 2024 Notice to go out week commencing 19 February 2024 with at least 1 reminder. Please use all platforms – newsletter, notice, FB page, text blast	
2	NCEA preparedness	Make available NCEA course outline to parents	Principal	Make available before NCEA information evenings	
3	Parent engagement	AGM	Principal, Chair, Treasurer	Tuesday 19 March 2024.	

				<p>Notices to go out to parents starting week commencing 19 February 2024. Please use all available platforms.</p> <p>Reminder to be mentioned in NCEA information evenings and parent evening</p> <p>All AGM reports to be ready by <b>11 March 2024</b></p>	
4	Parent engagement	Make School Calendar outline available online via parent portal of Tereora website, noting the calendar is subject to change	Principal	Before AGM	
5	School IT issues Academic excellence NCEA preparedness Teacher support	Committee engagement with Secretary. TH to secure a meeting for the Committee with Secretary Lewis prior to AGM to elevate pending issues from 2023 and current priorities as discussed by the PTA including the IT issues.	Chair, Principal	Send letter before NCEA information evening week commencing 26 February 2024	
6	School IT issues	Address issue in a project format. Scope and develop proposal to overcome IT issues. The services of IT specialists such as Rob Matheson to be secured and the proposal to be developed in close collaboration with Tereora IT lead Mr Teulilo and MOE IT lead Berry.	?	Before AGM	

7	Teacher support	Identify strategies to address early and supported assimilation of new teachers into Tereora teaching environment and where funding support is required, to make a proposal to the Committee	Principal	Before AGM	
8	Teacher support	Come up with options for teacher incentives	Principal, Treasurer	Before AGM	
9	Academic excellence NCEA preparedness	Further analyze data (pass rates and endorsements) by subject and classification (university entrance or not) and advise the Committee of any areas that require further support. The Chair to elevate Committee concerns with Education Secretary Lewis and secure commitment for additional support to Tereora school leadership with the tracking of NCEA results and ensuring Tereora teaching workforce was supported, particularly where NCEA teaching competencies were required.	Principal, Chair	By the AGM (Please include principal's report)	
10	Academic excellence NCEA preparedness	Raise with MOE earlier recruitment for 2025 advertisements and a review by MOE of teaching and administration	Principal, Chair		
11	Academic excellence	Circulate to Committee members the Education Review Report for the year end December 2023. The last report considered by the Committee was for year end 2021	Principal	Before AGM	
12	School pride	Reach out to Ministry of Culture regarding concession on fee to hire auditorium/sponsorship	Chair	By the AGM. (please include in principal's report)	

13	Optimal finances	Secure from MOE confirmation of OPEX increment additional \$50k from July 2024	Chair	As early as possible	
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