



Tereora Parent Teacher Association Committee Meeting

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

Mandate	<p>The Committee represents the PTA. Under section 40(3) of the <i>Education Act 2012</i>, the role of the PTA is to:</p> <ul style="list-style-type: none"> (a) Promote the interests of the school; (b) Facilitate the further development of the school; (c) Foster community interest in education matters; (d) Increase cooperation between parents of students attending the school, other members of the community, staff at the school, and the students of the school; (e) Participate in the governance of the school; (f) Participate in the appraisal of the principal as required by the Secretary; (g) Give, or assist in giving, financial or other resources and services for the benefit of the school; (h) Help to maintain the school grounds, buildings and equipment; and (i) Perform other tasks, consistent with the Act, as the Minister decides.
Attendees	<p>Tepaeru Herrmann, Chair Teremoana Ngaau, Principal Roana Mataitini, Treasurer Sabine Vogel, Committee Member Rebecca Puni, Assistant Secretary</p> <p>Renall Vogel also attended as a parent of students at the school.</p> <p><i>Attendees are referred to in the minutes by their initials</i></p>
Apologies	<p>Tashi Tutai Curly Taripo Marina Short Trina Pureau Nadine Newnham Sala Simpson Gina Bamber</p>

Quorum	Yes. 4/7
Agenda	<ol style="list-style-type: none"> 1. Welcome by Chair 2. Opening prayer 3. Principal's report 4. Financial report 5. 2024 strategy discussion 6. 2024 AGM 7. Closing prayer
Documentation tabled for consideration of Committee	<ul style="list-style-type: none"> - 2024 school calendar year - Principal's update T1 W4 - Principal's annual report to the Secretary of Education for year ended 15 December 2023 - Tereora College Statement of Financial Performance year ended 31 December 2023
Welcome remarks	TH welcomed attendees and sought their agreement to a revised agenda (per above) to make the best use of time.
Opening prayer	RM said the opening prayer
Minutes from 13 September 2023 meeting	Members unanimously agreed to dispense with this agenda item given the length of time since the meeting was held and to prioritise discussions for 2024.
Principal's report	<p>TN presented her report together with the calendar for the year.</p> <p>Key highlights were:</p> <ol style="list-style-type: none"> 1. The college is fully staffed. However, English teacher Monica Tafale finishes up on 23 Feb 24. Recruitment for this position is underway. Guidance counselor Mark Henderson has moved to full time which will provide students and teachers with more counselling support. TN noted it will take some time for the new teachers to transition/settle in. Only 1 of them has NCEA experience. The new recruits come from NZ, PNG, Fiji. <p>Discussion: The Committee discussed the need to help new teachers settle in and upskill in NCEA as quickly as possible. This is key priority area for the first term. SV and TH also raised the need to upskill and reinvigorate existing staff as well.</p> <p>Action item: TN to 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.</p>

Action item: TN to make the School Calendar year outline available online via the parent portal of Tereora website, noting the calendar is subject to change.

Discussion: The Committee discussed the teacher recruitment process by MOE. TN noted advertisements go out in August. SV recommended advertising earlier in the year to try and get the best teachers. TH said MOE needs to involve the school more in recruitment and performance evaluation.

Action item: TN and TH to raise with MOE earlier recruitment for 2025 advertisements and a review by MoE of teaching and administration workforce resources for Tereora College.

2. 2023 NCEA pass rates
3. 2024 roll numbers
4. NCEA Endorsement recognitions

Discussion: RM noted the low number of endorsements in 2023 and asked how will this data be presented at the AGM. These are:

- 14/132 Level 1 students with Merit, or 10.5%
- 2/132 Level 1 students with Excellence, or 1.5%
- 13/134 Level 2 students with Merit, or 9.7%
- 1/134 Level 2 students with Excellence, or >1%
- 12/125 Level 3 students with Merit, or 9.6%
- 6/125 Level 3 students with Excellence, or 4.8%
(Note to TN, please include this data in your AGM report).

The Committee noted their concern with the results and discussed the possible contributing factors, including that the school didn't have enough teachers last year. RP noted it will be very important to settle in and upskill new teachers as soon as possible especially around NCEA if we want to see better results this year. TH requested if the Ministry of Education could assist the Principal with the provision further analysis of the NCEA data by subject and classification (university entrance or not). This would assist the Committee to identify any challenge areas in particular that the school should focus on. TN raised the challenges with new changes to NCEA with the reduction in the number of standards/assessments and for Level 1

going digital this year. The Committee agreed it is a priority to increase parents' understanding of NCEA in 2024 and get them on board to support their children. TN noted that parents will be provided with course outlines with key dates for their children. TH asked that the outlines be provided as soon as possible to parents. RM raised concern with the scheduling of assignments and the availability of opportunities for resubmission for NCEA students. TN said NCEA is designed to be flexible. The Committee agreed that this flexibility should be used to the benefit of the students. For example, making opportunities available for resubmission if students want to aim for a higher grade and not clustering assignment due dates.

Overall, Committee members expressed their concern with literacy and numeracy rates as well as the low percentage of NCEA students attaining credit and excellence endorsements. Committee members felt there was a real need for the teaching workforce to focus on back to basics and for the Ministry to provide necessary support to Tereora workforce, particularly as NCEA changes take effect.

Action item: TN to 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

Action item: The school will host 3 NCEA parent information evenings in the week commencing 26 February 2024, one evening per Level. The Principal and Chair to invite Secretary of Education to present at the NCEA evenings as the Ministry support was critical to plugging some of the gaps in NCEA awareness and the challenges as Tereora adjusts to the NCEA changes.

Action item: TN and teachers make NCEA course outline available to parents beginning the week of 19 February 2024. The course outline would be made available to parents prior to the NCEA information evenings to be held week 26 February 2024.

Action item: TN circulate to Committee members the Education Review Report Tereora College for year end December 2023. The last report considered by the Committee was for year end 2021.

5. \$2,000 donation from Airport Authority for the school's participation in the 50th celebration. The Committee noted the donation with thanks.
6. Anau culture competition scheduled for 4 April @ National auditorium. This will also double as a school fundraiser (door sales). A notice will go out to parents informing them of the competition and the plan to prepare students. Practices will be during school hours on Thursdays.

Action item: TH to reach out to Ministry of Culture regarding concession on fee to hire the auditorium. TN to include in update for parents information on the Anau Culture competition – rationale for and engagement and support sought of parents.

7. Update on IT issue. TN provided the Committee with MOE(Berry)'s proposal (short and long term) to improve the school's network to meet the following requirements:
 - 1000 devices in use (approx. 230 in use today)
 - 3Mbps per user

The short term fix in the technology block involves higher spec laptops that are hard-wired (i.e. connected to the internet with cable not wifi). Berry will also place an order for Starlink for the tech block. The long term plan has 4 phases and will require procurement of network hardware (cost not yet known).

Discussion: The Committee reinforced the IT issues are critical and need to be resolved as soon as possible, especially with NCEA Level 1 going digital this year. TH emphasized that this must be treated as a formal project with clear identification of who is responsible for doing what, including who is covering the costs. A project format will also make it attractive for donors. TN updated that the new Secretary is aware of the issue, as is the Minister and MOE is engaging with Vodafone as a key stakeholder. She also said that Kaleb Teulilo will move to part time teaching

	<p>so that he can offer more IT support. This job shift was welcomed by the Committee.</p> <p>Action item: RP to lead Committee effort to scope and develop proposal to overcome Tereora IT Challenges. The services of IT specialists such as Robert Matheson to be secured and the proposal be developed in close collaboration with Tereora IT lead Mr Teulilo and MoE IT lead Berry.</p> <p>8. Other matters. The Committee discussed early and strategic engagement with the new Secretary as essential to highlight the priorities for the school and achieve action.</p> <p>Action item: Committee engagement with Secretary Lewis. TH to secure a meeting for the Committee with Secretary Lewis prior to the AGM to elevate pending issues from 2023 and current priorities as discussed by the PTA including the IT issues.</p>
Finance Report	<p>RM tabled the finance report for year end 31 December 2023. Total income in 2023 was \$262,772, total expenses were \$159,564 with a net surplus of \$103,208.</p> <p>The audit report for 2023 is not ready yet. The aim is to have it ready for the AGM.</p> <ol style="list-style-type: none">1. TH asked TN if MOE has provided an update regarding the upwards banding adjustment for teacher salaries and the upwards adjustment for Tereora OPEX? TN said there hadn't been confirmation from MoE on the upwards banding adjustment for teacher salaries. TN confirmed the extra \$50k OPEX from government in 2023 – took effect from July 2023. TH said the school should expect another \$50k increment from July 2024.2. The Committee noted the strong response from parents and caregivers which saw an increase in resource contributions from \$18,879 in 2022 to \$88,687 in 2023. This equates to about 66% of students paid. RP thanked the principal, TH and past Committee for pushing on with the fees increase which has directly contributed to supporting meet the OPEX of Tereora. TH recommended a fees reminder go out to parents as soon as possible as soon as possible and the Committee work closely with the

	<p>school leadership to lift resource contributions uptake beyond 66% achieved for 2023 in 2024.</p> <p>3. RM recommended consideration for incentivizing teaching excellence. The Committee agreed this would be a valuable and strategic use of resources for the benefit of the students.</p> <p>Action item: RM and TN to ensure audit report is ready for AGM.</p> <p>Action item: TH secure from MoE confirmation of OPEX increment additional \$50,000 from July 2024</p> <p>Action item: TN to discuss with RM options for teacher incentives to be returned to Committee for final consideration at their next meeting</p>
AGM	<p>The Committee agreed for the AGM to be held on Tuesday 19 March 2024.</p> <p>Action item: To host AGM on Tuesday 19 March 2024 – 5pm. As required under the Education Act, notice must go out at least 7 days prior to the meeting.</p> <p>Action item: The Committee to issue a newsletter to all parents by 22 February advising the NCEA information evenings; dates for the AGM; and priority matters from the perspective of the Committee for parents early engagement in 2024.</p>
Other matters	<p>TH recommended in 2024 to continue with the use of sub-committees to provide strategic support for the school. The Committee agreed. The four Sub Committees from 2023 were governance and external relationships; student empowerment; finances; and parent engagement.</p>
Closing remarks and prayer	<p>TH thanked the principal for her hard work and staying late for the meeting despite her long day. TH thanked attendees. RM said the closing prayer.</p>
End time	6.20pm

DRAFT