

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees Meeting held on**  
**Monday 4 April 2016**  
**at 7.00p.m.**  
**at Titahi Bay School**

**1. ADMINISTRATION**

**1.1 PRESENT:**

Shelley Cheyne (Chairperson), Kerry Delaney (Principal), Sharon Thompson (Staff Rep) Sarah Campbell, Lynn Lang (Secretary), Carl Jones, Scott Hemsley, Gaby Wesley-Smith, Barbara Edmonds

**1.2 APOLOGIES:**

Nil

**1.3 Declaration of interests**

Nil

**1.4 WELCOMES**

Shelley welcomed everyone to the meeting

**2. STRATEGIC DECISIONS:**

**2.1 Special needs cooking room**

Tenders have come back a lot higher than expected. Lee Ashby (Project Manager) will talk to contractors and will get back to us so we can make a decision.

**2.2 5YA South Block**

South Block upgrade initial meeting with Project Manager and Architect. There will be a couple of plans submitted to BOT with recommendation that it is to be done in stages. We will use the remainder of our 5YA for first step and then the second stage will be the new 5YA.

**2.3 Returning Officer**

Shelley moved that Lynn be the Returning Officer for the 2016 BOT elections – seconded Sarah.

Shelley moved that the Strategic Decisions be passed / seconded Terry

**3. STRATEGIC DISCUSSIONS:**

**3.1 COL Update**

Community of Learning. NZSTA/MOE and BOT's to meet on 5 May at Mahinawa at 7pm. Kerry, Terry and Sarah to attend.

**3.2 ENROLMENT SCHEME**

Our yearly MOE enrolment review notice was received. Board discussed options (status quo, increase or decrease) and impacts, including projected figures given by MOE.

Shelley moved that there be no changes to the current enrolment scheme and for the Board to revisit the enrolment scheme (outside of the annual MOE requirement) as necessary/seconded Gaby.

Shelley signed the MOE notice with the outcome of the Board decision (i.e. no change).

**3.3 Health & Safety At Work**

Board discussed the impacts of the new Health and Safety Act. Board agreed that there was some ambiguity as to what our obligations were as a whole Board and as individual Board members. Therefore to help clarify this:

1.Kerry to telephone NZSTA for BOT/Staff training as soon as possible

- 2.As individuals we all look at the MOE Health and Safety new booklet – Lynn will provide access through Google doc.
- 3.Scott to be Health & Safety person on Board. Barbara to support.
- 4.Sarah to talk to the Kindergarten Association Board re the working wise website and how they are working through the changes.
- 5.Ensure that when new Board is appointed that they are informed of the obligations (once clarified).
- 6.Work through all the procedures together and update as per our obligations.

### **3.4 Water and Milk in Schools**

New policy by MOE around fizz in schools. Our school only have milk and water at school and we are ensuring that what we provide for food at school is connected to our Healthy Food teaching. Shelley moved that the Strategic Discussions be passed / seconded Gaby

## **4. MONITORING**

4.1 Draft January/February Accounts. Gaby talked to. Things are looking good. \$30,000 surplus from last year. There will be no spending because of high tenders for cooking room.

### **4.2 Banked Staffing**

Surplus for bank staffing of \$22,000 for 2015 which will be transferred to 2016 staffing.

### **4.3 Draft 2015 Accounts**

All the documentation has been sent to the Auditor.

### **4.4 Auditor**

Auditor will be in school last week of term.

## **5.1**

### **New BOT induction –**

We have a folder of BOT Governance, Policy, Procedures. We will add Maori/PI strategy, KURA information and key acronyms used.

## **5.2**

### **Policy/Procedures review.**

All Board members will need to individually review the Health and Safety policies. Lynn to email out access to these records.

### **5.3 NZSTA Health Safety Training –**

Kerry to contact NZSTA for training PD.

## **6.ADMINISTRATION:**

### **6.1Confirmation of last minutes**

On the motion of Shelley , seconded Scott, it was resolved that the minutes of the meeting held on Monday 22 February 2016 be taken as read and signed as a true and accurate record of that meeting.

### **6.2 CORRESPONDENCE – Principal's report**

Kerry talked to her Principal report.

\*The study centre has now started and children and parents are liking it. Teachers will monitor the effectiveness of the centre.

\*MOE allocated extra funding for 15 weeks of Accelerated Literacy learning. Rebekah Hill and Sharon Hartley will cover these positions.

\*We had 95% turn out for parent interviews.

\*School Triathlon was a brilliant success.

## **7.Meeting Closure**

### **Comments on meeting:**

\*Be safe out there. Really good meeting. Nice to have robust discussion.

\*Principal Report was awesome. Core business is all the way through it. Very refreshing. Good

meeting.

\*Fun

\*Good robust discussion means we have paid attention

\*Good what everyone said. Thanks Scott and Barbara for taking on Health & Safety.

\*Another really good meeting and all core business is so evident in reports. A really good term.

\*Passion from children.

\*Good discussion and love the core business that we have and we just have to keep calm and carry on.

\*Thanks to all staff and helpers of the school triathlon

MEETING CLOSED AT 9.15pm

MINUTES READ AND CONFIRMED

Chairperson..... Date.....