

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 19 August 2013
at 7p.m. at Titahi Bay School

PRESENT:

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

APOLOGIES/WELCOMES

Judy Johnston

WELCOMES

Shelley welcomed Deborah to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Sarah, it was resolved that the minutes of the meeting held on Thursday 20 June 2013 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

Due to (*name withheld*) not being able to make it to the meeting because of illness The Dyslexic Programme feedback was postponed.

JAMIE/TANYA FEEDBACK ON TEAMS:

Feedback from Ngahere and Rakau teams was done as a video presentation.

Jamie talked to the Rakau team events during terms 1 and 2 and the programmes that are in place. He focussed the work on Writing motivation and Reading strategies that the team have worked hard on.

Tanya talked to the Ngahere team events advising that there is a huge focus on camp. \$9,500 has been raised so far which means that school will pay \$100 per child toward camp leaving \$80 per child to pay. (*numbers withheld*) will be paid for by the Home & School.

Whiteria came to school and did an activity day of team building, trust, co-operation, etc. with the children.

They will be back next term.

A Puberty Unit is being done so that children understand changes to their bodies, hygiene, peer pressure, etc. before going to camp. There was a parent meeting organised and no parents turned up which really reflected the work the team had put into the paper work sent home.

Swimming – each child will have 8 swimming sessions at the pool across both teams.

Tanya talked to Term 1 & 2 data -

Reading – 27 children in Ngahere below or well below National standard. Tanya took the Board through steps being taken to help these children.

Writing – 34 children below or well below National standard – steps taken to help these children.

Maths – 25 children below or well below National standard – steps taken to help these children.

National Young Leaders Day – there were a few children who went to this. Speakers came into our school to speak to children and to motivate them to succeed.

CORRESPONDENCE:

Correspondence was sent out with BOT package.

Extra correspondence received -

*Letter from Hekia Parata re Dominion Post article.

*School now connected to Ultra Broadband

Shelley moved that the correspondence be accepted – seconded Gaby

FINANCES:

Kerry talked to the June/July accounts. Percentages in each area are very healthy. Gaby and Kerry both spoke about the tagged resources sitting in our account.

Shelley moved that the June/July accounts be accepted – seconded Terry.

PROPERTY:

New Classroom:

Kerry advised that the new classroom is looking really nice and on target to open in week 5. MOE given \$10,000 to resource the room. The builders team has been brilliant to work with.

Playground:

Carl advised that work should start on the first week of October and should take 2 weeks – Carl will share the costing with Gaby and Kerry before this starts.

Bike track:

Sarah advised that a quote has been received from Downers for \$35,000 which includes things like wooden edging, etc. Hopefully work should start in September.

Kerry advised that soccer goal posts have been purchased and will be in place by the end of term.

Sharon moved that the Property Report be passed – seconded Sarah

PRINCIPAL'S REPORT

Kerry talked to.

Kerry has set term dates for 2014..

Term 1

3 February – 17 April – 104, ½ days – 11 weeks
(Waitangi Day Thursday 6 February)
(Teacher Only Day Monday after the Triathlon)
Easter is in the school holidays.

Term 2

5 May – 4 July 88, ½ days – 9 weeks
(Queen's Birthday Monday 2 June)

Term 3

21 July – 26 September – 100, ½ days - 10 weeks

Term 4

13 October – 18 December - 94, ½ days – 10 weeks
(TOD day Friday of Labour weekend 24 October)
Labour Day Monday 27 October

Kerry moved that the 2014 dates be approved – seconded Shelley

Kerry moved that the Principal's report be accepted – seconded Terry.

PB4L:

Sharon talked to.

A KURA song has been written for the school. Sharon shared it with the BOT. Everybody agreed that the song was great and very meaningful.

Sharon, Tanya, Jodene and Chelsea will be attending a PB4L conference in Rotorua.

A positive reward system is now in place for every class and special KURA certificates have been produced and plans are in place for their use. Sharon wished to acknowledge Miranda for doing the artwork for the certificates.

THIRD PARTY OCCUPANCY:

The board resolved to seek third party occupancy approval for all groups currently making casual use of the school property, namely Kelly Sports, Supakids, Titahi Bay Village Planning Group, Karen Bradnam Dance.

Action: Initiate communication with all parties by Monday 26 August, 2013 **(GWS)**

The board resolved that it should move to submit third party occupancy application to ministry for approval, in relationship to BKC as soon as possible and will request final comments from BKC to be received no later than Monday 09 September, 2013.

Action: A letter to this effect to be sent to BKC by Monday 26 August, 2013 and a further letter sent to the working group thanking them for their work to date and inviting them to contribute to establishing the school's selection criteria for after-school care from 2014 onwards **(SC)**

OFFICIAL INFORMATION ACT REQUESTS:

Sarah updated the Board on the meeting held on 13th August 2013 by the Working Group, consisting of Sarah, Scott and Terry, to discuss (*name withheld*) numerous requests for information under the Official Information Act. The working group worked through each request and identified the information available for each request. The Working Group agreed it would be appropriate to seek further guidance from the New Zealand School Trustees Association, the Ministry of Education and the Office of the Ombudsman before providing the final response to (*name withheld*). Scott and Sarah met with Kerry to identify sources of information relating to the charter on 16th August. Sarah also spoke to (*name withheld*), at the Ministry of Education, seeking further guidance on the Board's response. (*name withheld*) emailed Sarah some links and information around the Board's obligations under the Act.

The Board discussed the need to ensure it complies with its obligations under the Act. The Board agreed that Shelley, as chair, would follow up Sarah's conversation with (*name withheld*), reiterating the need for further support and guidance on this matter. The issue of charging for future requests was discussed. (*name withheld*) advised the Board, that if this option was taken, clear records of Lynn's time in compiling information would need to be kept. No final decision was made to charge or not, this will depend on the volume of future requests, if any.

REVIEW OF MEETING:

- Thanks to (*name withheld*). Thanks for all the good work everyone is doing..
- Can't believe the amount of time, resources and energy is going into (*name withheld*). I fully acknowledge everyone for all their hard work.
- Good seeing colleagues on screen.
- Good meeting – love the song – I loved listening to the reports and how they talked about those children struggling and not percentages and what is in place to help them achieve.
- It saddens me to think of all the time and energy spent on unnecessary things rather than putting that energy into good things.
- Love the feedback from Tanya and Jamie. Loved how they didn't use percentages but actual numbers of children. I liked the Principal's report format. The structure is good, thank you for making an effort to do that.
- Thanks for the property stuff and playground stuff
- The reason we are all here is to celebrate our children.
- So much positive stuff tonight. Great feedback from Jamie and Tanya. Great to see the different range of different children that teachers have to deal with on a daily basis.
- Good discussion. Thank you. Great what we are doing with our children.

MEETING CLOSED AT 9.25pm

MINUTES READ AND CONFIRMED

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

Note to minutes

*Information withheld under section 7(2)(a) of the Local Government Official Information and Meetings Act 1987, to protect the privacy of natural persons.