

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees meeting held on
Monday 13 August 2018 at 5.45pm
At Titahi Bay School

ADMINISTRATION

1.1 Present

Sarah Campbell (Chairperson), Jodene Gooch (Minute Secretary), Scott Hemsley, ,Ria Tomoana, Gaby Wesley Smith , Kerry Delaney, Lynette Singh

1.2 Apologies

Sharon Thompson

1.3 Declaration of interests

None

1.4 Welcome

Sarah welcomed Leanne Parsons and Anna McGavin to the meeting.

2 STRATEGIC DISCUSSION

2.1 BoT co-opt visitors

Sarah Campbell passed a motion that Leanne be co-opted on to the BoT to help with work around the Triathlon and upgrade of bike track and Anna be co-opted on to represent the BoT on the Home and School committee. These are fixed term until the date of the next BoT election in May 2019 **seconded by Gaby Wesley Smith.**

Some discussion was had around both of these areas and how the BoT operate. Sarah Campbell and Kerry Delaney will meet with Leanne and Anna in September for an induction process.

Leanne shared that some schools with bike tracks also have balance bikes that the kindergartens then come down and use.

Gaby, Sarah and Leanne are going to discuss organising a meeting regarding next years' Triathlon and who will be doing what.

2.2 Camp 2019

The BoT is contributing \$10k towards the 2019 camp.The fee for kids will be \$60 per child. The first meeting with parents has gone ahead and Jamie will come in term 4 to share with the BoT the final details.

Some ex Kura kids from Mana College will be visiting on the first night to talk about leadership.

2.3 Ballot 2019

The ballot for 2019 out of zone applications ends Friday 17 August at 3pm. We currently have 8 applications.

2.4 Report and Seesaw review

The feedback from parents showed that the areas they liked in our reports are the 'key competencies' and also the 'general comments'. Our parents also like getting the updates on SEESAW especially when it is just about their child.

2.5 Principal Appraisal

Sarah moved a motion that Kerry's appraisal be accepted and she thanked Kerry for the work she has done for the school, **seconded by Scott Hemsley**. Sarah shared that the external appraiser said this Appraisal was exemplary.

3 STRATEGIC DECISIONS

3.1 Property

Kerry is waiting on a structural engineer before work can commence on the remaining deck outside Rooms 7-11.

Kerry is hoping to meet with the MoE in week 6/7 to discuss further when the asbestos will be removed and how the school will accommodate the classrooms affected. We need a plan going forward and the MOE and our project Manager have been a little slow in this area.

3.2 Staffing

Sarah moved that the BoT endorse the Staffing committee decision to employ Emma Collins as a Scale A permanent teacher **seconded by Gaby Wesley Smith**.

Kerry will be appointing another NE fixed term teacher for term 4 and also advertising for a permanent scale A teacher for 2019.

3.3 Lynn - retirement dinner

The BoT will take Lynn out to dinner to recognise all of her work over the years. They also acknowledge that some of this work has been through difficult times and situations and would like her to know that it has been appreciated. Shelly Cheyne and Terry Crawford will also be invited. Kerry suggested the gift from the BoT would be petrol vouchers. The date for this dinner is September 17

4. MONITORING

4.1 Accounts

Gaby Wesley Smith moved that the Board pass the **June/July accounts**, **seconded Sarah Campbell**.

4.2 Audit Report

Sarah moved that the **Audit Report** and **annual accounts for 2017** be passed, **seconded by Gaby Wesley-Smith** .

4.3 Education Services meeting

Gaby shared after meeting with Education services that they are very happy with how the finances/budgets are being managed.

Kerry shared that after discussion at the meeting that the budget for this year was reset mid year so that funds could be spent appropriately. **Gaby Wesley-Smith** moved that the budget for 2018 be amended due to the 80K increase in operations money and the budget areas of 3470 increased by 40K, 3385 increased by 20K and C500 increased by 20K, **seconded by Sarah Campbell**.

5. Events coming up

5.1 Noho Term 3 for Year 3 and Years 5 / 6

The Year 3 Noho will go ahead this week and school will cover the cost of this.

The Year 5 / 6 Noho will be over a period of 2 nights off site later in term 3 and again the costs are covered by school.

5.2 End of Year Social event

A discussion was had around the end of year event for whanau and it will most likely be similar to KURA on the green. Kerry will check the calendar and a date will be confirmed by the next meeting.

6. ADMINISTRATION

6.1 Confirmation of last minutes

On the motion of Sarah Campbell and seconded by Kerry Delaney , it was resolved that the minutes of the meeting held on Monday 25th June 2018 be taken as read and signed as a true and accurate record of that meeting.

6.2 PRINCIPAL'S REPORT

Kerry shared and discussed her report and also asked if BoT members can attend the 20 year plan at Mana College on 21 August at 6pm in the school hall.

Kerry shared the new designs that are to go up above the entrance doors to the hall and what they mean.

The bike container was discussed and Sarah and Rachel are working on quotes for this.

BoT Formal Notification- (BoT newsletter sent to Parents)

This is formal notification that Titahi Bay School will be closed this Wednesday, 15 August, as a result of the planned strike action by NZEI members. Due to the high proportion of teachers who are union members and the lack of available relief staff, the Board have made the decision to close the school to ensure the safety of students.

Kind Regards

Sarah Campbell(Chair) on behalf of Titahi Bay School Board of Trustees

7. Meeting closed at 7.45pm

MINUTES READ AND CONFIRMED

CHAIRPERSON.....*Sarah Campbell*.....

DATE*12/11/18*.....