

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 23 February 2015
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, Terry Crawford

1.2 APOLOGIES:

Nil

1.3 Declaration of interests

Nil

1.4 WELCOMES

Shelley welcomed [*name withheld*], Senior Advisor, MOE to the meeting.

Election of Chairperson 2015

Shelley handed the Chair to Lynn. Lynn called for nominations for Chairperson. Gaby nominated Shelley, seconded Scott. There being no other nominations Shelley accepted the position as Chairperson. Lynn handed the Chair over to Shelley

2. STRATEGIC DECISIONS:

2.1 Special needs cooking room

Carl and Scott to make contact with possible contractors and MOE to discuss the cooking room project. It was agreed that Home & School would do fixtures and fittings.

2.2 Pasifika/Maori Strategy Update

Maori strategy is being presented at whanau hui on 10 March and from there get some buy from whanau to present to next BOT meeting.

Pasifika – first draft at meeting next week. High level draft re what Pasifika vision is. This will be presented to BOT March/April depending on feedback from parents group.

2.3 Mutukaroa

Kerry advised that this will only be funded to the end of this term. The Board will be paying out of staffing for this. Our facilitator will work .3 and track 5 and 6 year olds. This has so much impact on achievement that we can't drop it.

2.3(b) ALIM

The facilitator and Kerry will attend training for ALIM in March and we are yet to be notified of funding for this.

2.4 Chrome Books

Kerry talked to. We have 126 Chrome books across Years 5 and 6. Kerry to talk to Norcom about networking each class.

Kerry thanked the Board for allowing the school to go ahead with the chrome books. The team will present sometime soon what they have noticed and the impact on student's engagement and learning.

Shelley moved that the Strategic Decisions be passed / seconded Sarah

3. STRATEGIC DISCUSSIONS:

3.1 2014/2015 folder – data and plan

Kerry talked through the 2015 plan which covers AOV, National Standards and Targets.

Kerry advised that the school has Risk Management Insurance. Shelley to find out what this actually covers.

2014-2015 Annual Plan to go on website tomorrow.

2015 Information Booklet will go on website tomorrow.

3.2 Property 5YA

The final sign off on the roof will be done as soon as possible. Current contractor will come to talk about our next 5YA project, the refurbishment of the south block.

3.3 Decile Rating

Discussions took place on decile rating. It was agreed that we put our energies into working with things that we have got and not appeal the rating process at this stage. BOT to share our reasons and the ability to re-visit in the next newsletter.

3.4 ERO confirmed

Kerry shared and talked to. The report should be on the ERO site this week. We can feel very proud of the work that we have done since our last ERO review.

4. MONITORING

4.1 Draft December Accounts

Gaby moved that the draft December 2014 accounts be passed in Principal's report– seconded Shelley. The Annual Accrual report for 2014 will be signed by Shelley Cheyne at end of month.

The end of year sue report will be signed off by Shelley Cheyne at end of month.

The end of year Leave Liability report will be signed off by Shelley Cheyne at end of month.

Approval was given for delegation of power to both the chairperson and the Principal, Kerry Delaney, to sign the statement of responsibility for the yearend financial statements.

Approval was given for the finance BOT member Gaby Wesley Smith to be the delegated authority to review a copy of reasonableness before submission to the MOE and auditor.

Confirmation of legislative compliance – Kerry moved '*To the best of my knowledge Titahi Bay School is still compliant*'

4.2 Banked Staffing

Shelley Cheyne will sign off the pp26 Banked staffing which should be around a 0 balance.

4.3 Auditor

Kerry advised that all documentation has now been sent to the Auditors.

Auditors are booked in to see us.

5. IDENTIFY/AGENDA ITEMS FOR NEXT MEETING

5.1 Teams Presenting

All teams are keen and ready to start their presentations to the Board.

5.2 BOT newsletters/Home/school/Whanau/Pasifika

Gaby to collate newsletter. It needs to advise community of the role the Board plays. Other Board members to email Gaby with snippets they want added.

6.1 Confirmation of last minutes

On the motion of Shelley , seconded Sarah, it was resolved that the minutes of the meeting held on Monday 10 December 2014 be taken as read and signed as a true and accurate record of that meeting.

6.2 Correspondence - Kerry talked to and tabled correspondence. Extra correspondence which has come in:

*Letter to school on 'What do you want for your Kid's education?' whanau workshop meeting – Barbara and Sarah to attend

*Wellbeing for children's success at Primary School

*Dual path dialler and new classroom block fire alarm monitoring

*NZ teacher's magazine

*Education Gazette

Gaby moved that the correspondence be accepted – seconded Sarah

Principal's Report

Gaby moved that the draft December accounts be passed – seconded Shelley

Kerry talked to the main points in her report.

The following documentation was passed and is to be sent to the MOE

*Kerry moved that the 2015 Charter be accepted – seconded Shelley

*Kerry moved that the 2015 Strategic Plan be accepted – seconded Sarah

*Kerry moved that the 2015 Annual Plan be accepted – seconded Scott

*Kerry moved that the National Standards documentation be accepted – seconded Shelley

*Kerry moved that the Analysis of variance be accepted – seconded Sarah

*Kerry moved that the 2014 Nag 2(A) be accepted – seconded Gaby

Shelley moved that the Administration be passed – seconded Sharon

Titahi Bay School's asset register maintenance is delegated to Education Services Ltd – a company specialising in education reporting. Education Services complies with all Financial Reporting Standards.

7. MEETING CLOSURE

7.1 Comments on meeting:

*Good kick off for the year – good to see everyone's smiling faces

*Thanks *[name withheld]* for joining us tonight. Thank you Kerry for having an awesome holiday and being energised for 2015 – another good year.

*Thank you for letting me join your meeting.

*Positive start to 2015 – lots for us to do

*Thanks KD – congratulations Shelley on your appointment as Chairperson. Thanks *[name withheld]*.

*Good fresh start. Nice to see everyone rejuvenated – another enormous year last year

*We need to slow down this year. Congratulations Shelley.

*Awesome meeting – thank you *[name withheld]*. Lovely to be back. Kerry keep doing what you do.

*Thank you *[name withheld]* for coming to our meeting. I am loving the staff for this year. Welcome back everyone, it's great to be back. Thank you Kerry.

*I need to look after my staff. We will hit speed bumps but 2015 here we come. – Camp, school show – it will be busy.

7.2 Preparation for next meeting

BOT newsletter

Team presentation timetable for the year

MEETING CLOSED AT 8.50pm

MINUTES READ AND CONFIRMED

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

Note – this note does not form any part of the minutes:

- Name is withheld under section 9(2)(a) of the Official Information Act 1982 to protect the privacy of natural persons.