

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 23 February 2012
at 7.00 pm at Titahi Bay School

PRESENT:

Louise Carter (Chairperson), Lynn Lang (Minute Secretary), Shelley Cheyne, Kerry Delaney (Principal), Terry Crawford, Michael Kelly, Sharon Thompson (Staff Rep) Gaby Wesley-Smith

APOLOGIES:

Nil

Louise handed over the Chair to Lynn.

Lynn called for nominations for Chairperson. There were two nominations – Louise and Shelley. A vote was called for and after counting the voting papers Lynn advised that Shelley had been voted in as Chairperson. Shelley accepted the position and Lynn handed over the Chair to Shelley.
Terry Crawford left the meeting at 7.10pm.

WELCOME:

Shelley welcomed Lucy Ross (Property Manager) and Ella Tavernor (Senior Adviser) from the Ministry to the meeting.

Kerry opened the meeting by talking about the roll growth in our school and the lack of space. The concern is the size of Rooms 4 and 5. The BOT discussed where our school is at.

Lucy and Ella talked of an enrolment policy and tabled notes on enrolment schemes and steps that need to be implemented. They also talked of extra classrooms for our school.

Lucy to get in contact with Lee Ashby to get an indication of how our school is placed to have extra classrooms go on site.

Lucy will get in touch with Shelley/Kerry when she has some answers for us.

Kerry thanked Lucy and Ella for attending the meeting.

Michael left the meeting at 8.20pm.

CONFIRMATION OF MINUTES:

On the motion of Louise, seconded Shelley, it was resolved that the minutes of the meeting held on Monday 12 December be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

FINANCES/PROPERTY:

Shelley moved that the draft December 2011/January 2012 accounts be passed. Seconded Louise. Nominations were called for Treasurer – Louise nominated Gaby. As there were no other nominations Gaby accepted the position as Treasurer.

Property:

Kerry advised that SNUP is just about ready to be signed off.

Staff Expenditure Report:

Shelley moved that the staff expenditure report for 2011 be accepted – seconded Louise

CORRESPONDENCE:

Kerry talked to and tabled the correspondence. Anyone wishing to read these can see Kerry. Kerry moved that the correspondence be accepted – seconded Shelley

TRIATHLON :

This will be held on Saturday 3 March 2012 – first event starting at 8.45am.

Tanya Balfour is working with Carryn Poki and team and everything seems to be going to plan.

Something will need to be in place in case it is raining on the day.
Every child that enters will get a T-shirt given to them.

PRINCIPAL'S REPORT:

Kerry talked to.

Extra spending:

Kerry moved that the extra spending as outlined in her report be approved – seconded Shelley.

Kerry to explore BOT elections every 18 months. Kerry to talk to Ella re STA.

Kerry moved a motion that 3 way interviews for 2012 be run over two school days – Monday 2 April from 3pm – 5.30pm and Tuesday 3 April from 8am – 5.30pm.

Kerry moved that the Principal's Report be accepted – seconded Sharon.

Review of meeting:

- Thank you Lou for stepping in as Chairperson – congratulations Shelley and Gaby on your new roles. Positive Behaviour for Learning will be amazing – very exciting.
- Loved the beginning of meeting with the Ministry. Welcome Shelley and thank you to Louise. Can't wait to sink my teeth into it.
- Thank you Louise – really good with the Ministry.
- Loved talking with Ministry and hope that things happen fast. Thank you Lou and welcome Shelley. School is rocking – warmed the cockles of my heart to see staff, children and parents enjoying themselves at Waikanae Pool with no behaviour problems. Captures what we believe here at school.
- Congratulations Shelley. Wonderful how open the discussion was with the Ministry. Good positive step forward.

Meeting closed at 9.00pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 22 March 2012
at 7.15 pm at Titahi Bay School

PRESENT:

Shelley Cheyne (Chairperson), Lynn Lang (Minute Secretary), Kerry Delaney (Principal), Terry Crawford, Sharon Thompson (Staff Rep) Gaby Wesley-Smith

APOLOGIES:

Michael Kelly, Louise Carter

WELCOME:

Shelley welcomed everyone to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 23 February be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

FINANCES/PROPERTY:

Kerry advised that the budget had been lost by Education Services but as soon as it arrives Kerry will contact Gaby.

SNUP:

Old wires have been taken out.

A couple of cables in walls need fixing

Rooms 1,2,3, - foreign voltage has been found. The bill will be sent to the contractor who did the work in this block. We need to check what we can and cannot see.

Administration area also needs to be tidied up. Paul McVicar to come in and do this.

Security System:

This was installed in 1991 and has been the same system ever since.

Kerry advised that no fire sensors work in South Block but these have now been looked at by our security system.

Quotes for work for upgrade to the security system are \$6,600 Expanders main panel \$14,000.

Shelley moved that more quotes be obtained – seconded Sharon. Kerry to talk to a few more schools about their systems.

CORRESPONDENCE:

Kerry talked and tabled to the correspondence. Anyone wishing to read these can see Kerry.

Kerry moved that the correspondence be accepted – seconded Terry.

TRIATHLON FEEDBACK:

Staff & Home & School sat down and talked over the running of the triathlon. One of the main things that came out of the discussion was that we need a safety plan.

One of the positive things was that over 300 children did the triathlon.

Shelley thanked all the staff and people that helped with the triathlon for all their hard work in making this a success.

PRINCIPAL'S REPORT:

Kerry talked to Strategic Goals

***Raised student achievement**

***Quality teaching in every classroom**

***Strengthened leadership & Management**

***Consistently positive and respectful behaviour schoolwide – Sharon talked to.**

***Future focussed learning accessible to all**

***Property**

*School safety management plan – Kerry still working on this

*After School Care - Lawyer Anna Gillon talked to Kerry about this advising that a contract does not have to be written. We need to find out from MOE about property regulations for using our hall and guidelines. All staff working with Eileen would need to be Police vetted.

Shelley to approach Eileen asking what her understanding of her business is in our school.

Parents are to be made aware that this is not run by the school.

Kerry moved that the Principal’s Report be accepted – seconded Sharon.

SHELLEY – CHAIRPERSON

Training programme. Kerry, Gaby and Shelley all enrolled or done a training programme. It was agreed that a training programme with Ella be done as an extra rather than give up a meeting.

Future BOT work: Sub-groups need to be set up.

*Policy Committee - Shelley, Louise, ask Sarah Campbell (parent) to come on BOT for a fixed term to help with this.

*IT person – Michael Kelly

*Survey Group – Terry, Shelley, Gaby. Terry to try and consult with Maori & PI community to see how they want to be consulted. Something to be put in newsletter about survey. Louise to collate it.

*Home & School Rep - Gaby will carry on for now.

Discussion around elections: It was agreed that BOT positions be as fixed terms.

General:

*Introduction pack for new BOT members.

*School T-shirts as school uniform

It was resolved that application be made to the New Zealand Community Trust for \$3,000 for athletic equipment and rugby posts.

Data Feedback to BOT: Kerry advised that the leader of each team owns their data and suggested that they be able to feedback what they are doing and why they are doing it to the Board. The first teams will feedback in Term 2 at the next BOT meeting on 17 May.

Review of meeting:

- Thank you for official chairperson role. Thank you to all the staff for the work they are doing.
- Good meeting. Lots covered
- Very positive meeting.
- Good meeting – highlight that gifted children are being attended to.
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Meeting closed at 9.00pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 17 May 2012
at 7.00pm at Titahi Bay School

PRESENT:

Shelley Cheyne (Chairperson), Kerry Delaney (Principal), Terry Crawford, Sharon Thompson (Staff Rep)
Gaby Wesley-Smith Mike Kelly

APOLOGIES:

Lynn Lang

WELCOME:

Shelley welcomed Sarah Campbell, Deborah Malcolm from Koru team and Tanya Balfour from Kakano team, to the meeting.

TEAM PRESENTATIONS:

The meeting started with the presentation of Term 1's data, reading, writing and the JAM assessment by Deborah and Tanya. They highlighted areas of need and the programmes that have been put in place to meet these needs. They celebrated with us the areas of strength and brought along examples of work that the children are doing and showed how these two teams merge in levels.

Deborah and Tanya talked to the extra programmes and extra support teachers they have currently working in these two teams and what their roles are.

The Board thanked them for their brilliant presentation.

Deborah and Tanya left the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 22 March be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

FINANCES:

Gaby moved to pass the February, March and April accounts – seconded Terry

Gaby moved to pass the 2011 accounts – seconded Shelley

Gaby spoke of meeting Adrian from Education Services and how that was a good meeting to support her timing as Treasurer. He was able to talk through procedures, systems, etc. with her. Shelley and Kerry also attended this meeting.

It has been gazetted in the Education Gazette that schools may change their Auditor for the 2012-14 year. We have decided we will be doing this. Kerry will bring to the next meeting three recommended auditors so a decision can be made as to which one we go with.

PROPERTY:

Kerry tabled the letter from Kim Shannon, General Manager of Schools Infrastructure Group. We will be having two re-locatable classes put on our site, ready to be used at the beginning of Term 3. We have been informed that we will get \$186,000 for a purpose built classroom. The special needs modification required for a new child starting school in Term 3 has been approved with a discussion still going on around the declining of the South Block decking.

Due to all the work going on around property concerns there is a need to have somebody on the Board with the skills and the ability to get to school in school hours and also project manage these 3 things. Shelley moved that we co-opt Carl Jones as our project Manager for all the property work for the set time of Term 2 2012 until Term 2 2013. - Seconded Terry.

The Board will release a newsletter next week informing our community of these brilliant changes. Also the changes on our BOT.

CORRESPONDENCE:

Kerry talked to and tabled the correspondence. .
Kerry moved that the correspondence be accepted – seconded Terry.

PRINCIPAL’S REPORT:

This was tabled. Kerry asked if there were any questions.
Angela Strand's programme and Positive Behaviour For Learning was discussed.
The refund of bank staffing was celebrated.
Kerry moved that the Principal’s Report be accepted – seconded Sharon.

STAFF REP:

Sharon Thompson shared feedback on the visit her and Tanya did to Englewood School in New Plymouth and the relationship that will be formed between our two schools. The opportunity to go to another school that has Positive Behaviour For Learning entrenched in everything they do.

Sharon tabled the Parent responses to the question “What do you believe to be the most important school rule in relation to behaviour?”

ENROLMENT SCHEME:

Shelley discussed our next steps and advised that there will be a meeting on 7 June at 39 Kapiti Crescent at 7.30pm to read their submissions and start the next process.

POLICIES:

Shelley moved that there be a group set up to work on the school’s policies. The group will consist of Shelley, Louise and Sarah Campbell in consultation with Kerry.

SCHOOL SURVEY: Louise will go back and have a look at the survey and look at adding the Health Consultation question.

AFTER SCHOOL CARE:

Shelley is in the process of working through documentation with Eileen Holmes and will keep us posted on this. The Board felt one of the first things we should be doing is ensuring that anybody that works in the After School Care needs to be police vetted.

Review of meeting:

- Loved hearing Deborah and Tanya talk about their teams with such enthusiasm.
- Loved that they brought along children’s work to share with us.
- Really enjoying seeing the positive, buzzing involvement at school and teachers really enjoying what they are doing and the changes we are seeing around the school.

Meeting closed at 9.30pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 21 June 2012
at 7.00 pm at Titahi Bay School

PRESENT:

Shelley Cheyne (Chairperson), Lynn Lang (Minute Secretary), Kerry Delaney (Principal), Terry Crawford, Sharon Thompson (Staff Rep) Gaby Wesley-Smith, Carl Jones, Sarah Campbell, Louise Carter, Michael Kelly

APOLOGIES:

Nil

WELCOME:

Shelley welcomed everyone to the meeting.

Rakau Feedback:

Sharon talked to the Term 1 Data for years 3 / 4.

Exampler writing – E-ASTtle

“What we are doing in Writing?”

- Accelerated Learning in Literacy programme for writing
- Professional Development for teachers
- Careful selection of writing topics taking into account cultural and motivational needs
- Joy Allcock

STAR test for reading

“What are we doing in Reading?”

- Ability based groups
- Struggling reader groups being seen more frequently
- Lexia
- Multi Lit
- Ex Reading Recovery monitoring
- Joy Allcock (games)
- One-to-one reading

PAT Maths testing results were taken through

“What are we doing in Maths?”

- Ability groups within class
- Facilitator identified gaps
- PD for teachers
- Interactive boards and software
- Target group teaching
- Extension group
- Maths games

Topic

Term 1 - Marae – protocol and whakapapa
Manaakitanga – relationships

Term 2 – NZ music
Matariki

Term 3 – Olympics
cooking

Extension:

- BP Tech challenge
- Maths problem solving
- Art extension

Ngahere Feedback:

Jamie talked to the term 1 Data for years 5 / 6.

“What are we doing in Writing?”

- Accelerated Learning for Literacy project for writing
- Professional Development for teachers
- Tying writing back to inquiry topics where possible
- Extension group with Ang
- Opportunities for publishing work
- Joy Allcock

STAR Testing for Reading

"What are we doing in Reading?"

- Ability based groups
- Reader groups being seen more frequently
- Lexia
- Multi Lit
- Ex reading recovery monitoring
- Joy Allcock
- One-to-one reading
- Extension with Ang (Highwire)
- Reading certificates

PAT Maths testing

"What are we doing in Maths?"

- Ability groups across classes
- Facilitator identified gaps
- AlIM (run by Deb)
- PD for teachers
- Interactive boards and software
- Maths games and materials
- Year 6 accelerate group with Ang
- Car academy website

Topic

*Term 1 – Local history

*Term 2 – Space

Term 3 – Olympics / Painting

Extension

- Otago problem challenge
- ICAS
- NZ book awards challenge
- Book reviewers for 'Around The Bookshops'
- Ange's Literacy group
- Young leaders
- BP tech challenge
- Art extension

Kerry thanked Sharon and Jamie for their presentations.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 17 May be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Kerry advised that we as a Board are not able to seek our own Auditors but the Auditor General will appoint who our Auditors are to be . A letter is to be sent to the Auditor General.

Shelly moved that we co-opt Sarah Campbell onto the Board for the set time of Term 2, 2012 until Term 2, 2013. Seconded Sharon.

PB4L presentation

Sharon and Gaby talked to.

There are four behaviour expectations:

K Kindness – we are kind

U Unity – we work together in unity

R Respect – we are respectful

A Achieve – we aspire to achieve.

Kerry thanked the PB4L team and Gaby as the BOT representative

FINANCES/PROPERTY:

Gaby talked to. Gaby moved that the May accounts be passed – seconded Shelley.

Property:

Carl tabled the plans for the two relocateable classrooms to be put at the end of South Block.

Tendered prices were obtained to have the buildings put together.

We have a shortfall of \$42,000 if we agree to extensions done.

Shelley moved that the Board contribute the extra \$42,000 (approx) out of reserves to extend the two classrooms. Passed.

CORRESPONDENCE:

Kerry talked to the correspondence which was sent out in the Board package.

It was agreed that this continue to be sent out in the Board packages.

Kerry moved that the correspondence be accepted – seconded Terry.

PRINCIPAL'S REPORT:

Kerry talked to.

- It was agreed that the beginning of the report be repeated for each Board meeting re the number of NE coming into the school plus out of zones.
- Kerry advised that a number of parents have been enquiring about a school uniform.

Shelley moved that the following dates be finalised for 2013 – seconded Gaby

Term 1 7 February – 19 April

Term 2 6 May – 12 July

Term 3 29 July – 27 September

Term 4 14 October – 18 December

Kerry moved that the Principal's Report be accepted – seconded Sharon.

SHELLEY – CHAIRPERSON

Enrolment Scheme

Shelley advised that Ross had picked up the folder with all information re the Enrolment Scheme.

A template of a letter was done to show parents enquiring about zoning.

A newspaper article is to be placed in the Kapi Mana next week.

A special 'thank you' was given to Lynn, Christine, Sharon and Kerry for the work they have done behind the scenes with parents.

Once the scheme is up and running Kerry will visit Early Childhood centres.

Policy Update

Shelly, Sarah and Louise to set a date to go through the Policies.

After School Care:

Shelly has spoken to Eileen and advised her that as a school, we are interested in the Oscar Programme and would back her.

It was agreed that all staff working with Eileen be police vetted.

School Survey

Shelly handed out the last school survey.

Look at answers from last survey and what we have done.

Website link to encourage parents to fill in.

What children want as a prize for the class with the most returned surveys.

"Like it or not" scale – no sitting in the middle

A template to be put together and brought back to next meeting.

Home & School Update

Gaby to send out an email of Home & School update.

Review of meeting:

- Great first meeting.
- Loved the presentations and how far the staff go when they do them.
- Welcome Carl – good to have you on board – great you are overseeing the build.
- Welcome Carl. Very proud of our teachers presentations.
- Welcome Carl. Everybody is working hard at the school. Things going on all the time. The thing that rock our socks is that everybody wants our children to succeed.
- Another very interesting meeting. Shelly good job keeping things on track. Really impressed with teachers presentations. Good to see expertise and knowledge coming through.
- Welcome Carl. Great presentation. Love the KURA introduction Well done.
- Welcome Carl. Good to have you on board. Good, honest presentation. Kerry enjoy your well earned holiday.
- Thank you for the presentation – good honest look at what is going on.

Meeting closed at 9.30pm

Next meeting – August 16

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 16 August 2012
at 7.00 pm at Titahi Bay School

PRESENT:

Shelley Cheyne (Chairperson), Lynn Lang (Minute Secretary), Kerry Delaney (Principal), Terry Crawford, Sharon Thompson (Staff Rep) Gaby Wesley-Smith, Carl Jones, Sarah Campbell, Louise Carter, Michael Kelly

APOLOGIES:

Nil

WELCOME:

Shelley welcomed everyone to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 21 June 2012 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

CORRESPONDENCE:

Kerry talked to the correspondence which was sent out in the Board package.

Further correspondence was received advising about school camp which has been booked for 3-6 December at Camp Akatarua 2013. More details to come. Kerry moved we pass this – seconded Sharon Thompson

Kerry moved that the correspondence be accepted – seconded Terry.

FINANCES/PROPERTY:

Gaby talked to.

Kerry and Gaby attended STAR Finance training.

School audit – The Audit Management Report advised that we had not responded to some of their recommendations.

1. *Changes to payroll details – these must be signed off by the appropriate authority.*
Only 1 change was found which was a Teacher Aide's change of telephone number.
This won't occur again as we have gone to Novapay system and it is all on line.
2. *Unspent balance of \$929.35 relating to a classroom refurbishment project signed off as completed by the Ministry.*
The Ministry did not want the money returned as the project had still not been signed off for Rooms 1-3.
3. *Credit Card purchases – recommendation that a written policy be prepared to limited the risk of unauthorised use of the credit card.*
Policies are being worked on at the moment and will be passed at next BOT meeting.

Gaby moved that the June/July accounts be passed – seconded Shelley.

PROPERTY:

Carl talked to. There is a lot more work to be done than we originally thought on relocatable classes.

Removal of asbestos, rotten frames, wet toilets, etc. We are behind in the work but hopefully it should be completed by the end of the term.

The fixing of the school field will be paid for by the Ministry. The payment for the pipe which was broken in the field will also be paid by the Ministry.

During the school holidays Carl gave the go-ahead for new, double glazed windows to be installed at a cost of \$5,000. The original quote was \$12,500. We had one of our quotes for cabling come in \$7,000 cheaper so used some of this money.

Work will start in the South Block next week.
Kerry advised that Lee Ashby has been stunning.
We get a \$24,000 refund from the Dental Clinic.

Playground

The architect has been given sketches. We need 300 cubic metres of fill to build retaining walls, 150 sq.metres of safety matting.

Carl will give drawings to Board members.

We need to apply to the Ministry for resource consent. The Board need to give approval of the plan and this to be sent to the Ministry.

Kerry advised that once the new classrooms have been finished there will be a proper opening ceremony.

Shelley moved that the Property report be passed – seconded Terry.

PB4L

Sharon talked to.

A staff meeting was held last week going over the behaviour flow chart. The staff liked the revamped option best.

Traffic light system to be used in each class – Nicky Bell explained how this worked..

Tanya and Sharon had a meeting with the Ministry. Power points will be shared at the next meeting.

Kerry advised that this is a 3 year thing and not to be rushed into.

Shelley moved that the PB4L report be passed – seconded Gaby.

PRINCIPAL'S REPORT:

Kerry talked to.

Kerry would like the Board to give Luke Pilkinton-Ching a voucher (or something similar) for all the work he has put into the school recently. Shelley to arrange.

Kerry moved that the Principal's Report be accepted – seconded Sharon.

SHELLEY – CHAIRPERSON

Policy Update

Shelly and Sarah went through the Policies. Shelley to go through with Kerry and then get Lynn to type up. They will need to be approved at the next BOT meeting.

After School Care:

Shelly advised nothing has been done due to the extra work being done around the school.

School Survey

Louise handed out a template of the revised school survey.

There were a couple of changes to be made

- 1) Change the word **Syndicates** to **Teams** in questions 1, 2, under Community Involvement and question 5 under Learning Programmes.
- 2) Put the word **Newsletter** in question 3 under Community Involvement
- 3) Take out question 1 under School Atmosphere and also **The PB4L initiative** under School Atmosphere.

This is to be given out before the end of the term and parents/caregivers given 2 weeks to complete.

Enrolment Form

Kerry advised that a new Enrolment Form had been typed up.

Review of meeting:

- Really excited about the new playground. So creative, just brilliant – can't wait to play on it.
- Playground sounds awesome – great to see all activity around the school. So many good things happening.
- Great timings for meeting topics. What I am finding is that I am getting more exposed to the things happening in the school.
- Loved it when you were talking about staff and community that is why we love sending our kids to this school. We love this place, it's fantastic.
- Excited about the playground. Just getting back to reality – simple – letting kids be kids.
- Good meeting – playground sounds amazing – thanks to all the people involved.
- Well done with all the work on the playground. Well done to those who worked on the school questionnaire.
- Great new classrooms and playground. Thanks Carl for all the work you are doing. Kerry – good move to employ a Deputy Principal.
- Thank you Carl, it has been a very stressful year. It is nice to sit next to you Carl as you are so positive – and as you say – “if we do it, we do it right”.

Meeting closed at 8.50pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 20 September 2012
at 7.15p.m.at Titahi Bay School

PRESENT:

Shelley Cheyne (Chairperson), Lynn Lang (Minute Secretary), Kerry Delaney (Principal), Sharon Thompson (Staff Rep) Gaby Wesley-Smith, Carl Jones, Sarah Campbell, Louise Carter, Michael Kelly

APOLOGIES:

Terry Crawford

WELCOME:

Shelley welcomed everyone to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 16 August 2012 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

CORRESPONDENCE:

Kerry talked to the correspondence which was sent out in the Board package.

Further correspondence was received

*Letter of resignation from Judy Johnston re her .5 Reading Recovery position – she will work on fixed term for 2013.

*Letter from Sarah Jennings re her 1 year maternity leave full time position.

*Letter from Gillian Tumoana advising she would like to do .8 next year – Deb will take up her .2.

Kerry moved that the correspondence be accepted – seconded Gaby.

FINANCES/PROPERTY:

Gaby talked to. Advised that the 5 Year money will be coming in October

Gaby moved that the August/September accounts be passed – seconded Shelley.

PROPERTY:

Kerry advised that the lino and carpet people have been in the new classes.

Power is being turned off next Tuesday at 2.30pm to replace the switchboard in South Block.

Two pieces of concrete to be fixed

Cabinetry coming in

Toilets need upgrade by Room 14.

New bed arrived for new medical room in admin.

Playground

Carl tabled and talked to the Senior School playground, giving approximate costings for this project and plans/drawings of how it should look when finished. This will hopefully be done in three stages:

- i) Construction of retaining walls and formation of the hill
- ii) Installation of new and refurbished playground equipment
- iii) Installation of matting

Carl moved that as a Board we underwrite the expenditure for the new playground. Seconded Gaby.

Shelley moved that the Property report be passed – seconded Michael.

PB4L

Sharon talked to.

New mascot/mural is almost complete.

Next week there will be a staff meeting covering how the traffic light system will work.

On first Monday back of next term there will be an assembly where the PB4L team will introduce the concept of KURA to the whole school. Children will be introduced to the traffic light system.

A booklet to go home to parents on the first day back at school with clear information about KURA.

Shelley moved that the PB4L report be passed – seconded Sharon.

PRINCIPAL'S REPORT:

Kerry talked to.

The Board ratified the appointment of Deborah Malcolm as Deputy Principal

The Board ratified the appointment of Ang Strand as a permanent teacher.

The Board ratified the appointment of Katrina Jagersma taking over Sarah Jennings 1 year maternity leave.

The Board ratified the appointment of Jude Neiland as fixed term position for Term 4.

Kerry talked to the 2011 Uncommitted Money.

Kerry to get costings of putting Ortex up in the South Block classrooms and also overhead projectors and present these at the next meeting.

Kerry moved that the Principal's Report be accepted – seconded Sharon.

SHELLEY – CHAIRPERSON

Shelley tabled and talked to her report.

OSCAR programme – Shelley to talk with Eileen re paperwork and working through this with her.

Shelley to obtain Police vetting form from Christine and get Eileen to fill one out for herself and any other people she has working with her.

Policies – Louise to incorporate a blurb about school events/food/fizzy drinks, etc. into the PE and Health consultation survey to go out at the beginning of Term 4.

LOUISE – SURVEY

Louise to present up-dated data on the school survey sent out to parents/community at the next meeting.

Review of meeting:

- Great meeting. Happy to go to next step with playground.
- Good, productive meeting – good sideline chats.
- Thank you Carl for pictures of playground. Excited about it. Money being put into it is money well spent.
- Money being approved for playground is really important. Children have places to play. PB4L is coming along really well – great to see it being launched.
- Thank you Carl for helping and supporting Kerry. Thank you Sarah for taking over the Home & School and thank you Lou for doing the school survey. Good meeting.
- Good meeting – really positive.
- Great meeting, loved that we are putting money towards something – thinking of the future. Stoked about the Artsplash Drama / Choir / Art. Thank you for the support around the fizzy drink saga.
- Good meeting. We come in totally charged and everyone is doing their job.
- Great that the classrooms in South Block are getting done.

Meeting closed at 8.45pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 15 November 2012
at 7.15p.m.at Titahi Bay School

PRESENT:

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

APOLOGIES:

Louise Carter, Michael Kelly

WELCOME:

Shelley welcomed everyone to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Sharon, it was resolved that the minutes of the meeting held on Thursday 20 September 2012 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

*BOT newsletter has been done and sent out.

*After School Care – Eileen in process of filling out OSCAR application form. Shelley to make sure that a copy of the Police vetting forms is given to the office.

*Titahi Bay Village Planning Group – Kerry to arrange for an invoice to be sent to Council for use of our school staffroom for their meetings.

CORRESPONDENCE:

Kerry talked to the correspondence which was sent out in the Board package.

Kerry moved that the correspondence be accepted – seconded Shelley.

STAFF RATIFICATIONS:

Kerry moved the ratification of the following appointments:

Kay Jones as a Permanent .6 Reading Recovery teacher

Adam Power as a Permanent Year 3 / 4 teacher

Kristina Stevens as a permanent Year 1 / 2 teacher

Chelsea Thorn as a Permanent NE/Y1 teacher.

Seconded Shelley

The Board went into Committee at 7.45 and resumed at 8.30pm.

PRINCIPAL'S REPORT:

Kerry talked to her report.

Kerry asked that in recognition of staff working on the Saturday of the school's triathlon that the following Monday be made Teacher Only Day. It was suggested that Eileen be asked to run her programme on that day for any parents whose children could not be looked after and the school pay her.

Shelley thanked Sharon, Kerry and Deborah for all the time they have put in with at risk children in our school.

FINANCES/PROPERTY:

Gaby and Kerry talked to. Gaby advised how the 5 Year money worked. Gaby moved that the September/October accounts be passed – seconded Terry.

PROPERTY:

The Board walked through South block to Rooms 17/18 so they could see the wonderful work that has been done in renovating these two classrooms. They viewed the South Block and discussed the work that will be done to this block out of 2013 budget.

SCHOOL SURVEY:

Feedback from Health expo from parents and what our school saw as priorities.

KIDS CAM:

Carl advised that if we would like to get lunches free for our children through Kids Cam then a letter from either the Principal or BOT is to be written to apply for this.

Review of meeting:

- Great meeting. Thank you Kerry for what you are doing. Good work on classrooms, they are amazing.
- Great meeting, good productive meeting – thanks for all the good work.
- Great meeting, good cross section of staff
- Thank you for the meeting and your support
- It has been about a big part of the picture for our school.
- Thank you Kerry, amazing to see all the great stuff around the school
- Congratulations on saving so much money! Great meeting.

Meeting closed at 9.00pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 13 December 2012
at 7.15p.m.at Titahi Bay School

PRESENT:

Shelley Cheyne (Chairperson), Kerry Delaney (Principal), Sharon Thompson (Staff Rep) Gaby Wesley-Smith, Carl Jones, Sarah Campbell, Terry Crawford, Michael Kelly

APOLOGIES:

Louise Carter, Lynn Lang

WELCOME:

Shelley welcomed Deborah Malcolm to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded Sharon, it was resolved that the minutes of the meeting held on Thursday 15 November 2012 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

*Shelley spoke to Eileen – she has not filled out Police vet for Oscar. Kerry/BOT feel strongly that she needs to be Police vetted as per all contractors/workers on our school site and seek legal advice.

*Letter to be written to her and run through STA/Ministry.

CORRESPONDENCE:

Kerry talked to the correspondence which was tabled at meeting.

Kerry moved that the correspondence be accepted – seconded Gaby.

PRINCIPAL'S REPORT:

Kerry talked through the BOT folders for 2013 for summer reading – we will re-visit and pass these in February 2013.

FINANCES/PROPERTY:

Gaby and Kerry talked to. Gaby moved that the November accounts be passed – seconded Terry.

Kerry moved that the school fees stay the same for 2013 – seconded Sharon.

Gaby moved that in 2013 \$100,000 be put aside for the playground and the \$75,000 from South Block be used for Rooms 14-16 if we get enough of the south block upgraded from 5YA money.- Seconded Terry.

This has now become a goal in our Strategic Plan and Charter.

Good new auditors – very positive and open communication.

BOT ELECTIONS:

Carl moved that Lynn be asked to be the Returning Officer for the 2013 elections – seconded Gaby.

Lynn to Register the school and herself as Returning Officer with STA.

SCHOOL SURVEY:

To be tabled in February 2013.

There were long discussions at the end of the meeting re 2012 successes and then drinks and nibbles.

Meeting closed at 8.50pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....