

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees Meeting held on**  
**Wednesday 10 December 2014**  
**at 7.15p.m.**  
**at Titahi Bay School**

**CONFLICT OF INTEREST**

None

**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:**

Terry Crawford

**1.3 WELCOMES**

Shelley welcomed Candis and Delwyn to the meeting.

Candis and Del did a presentation to the board on Chrome Books in Rooms 9 and 12.

- \*establishing KURA for chrome book contracts
- \*explored signing in/out correctly using individual email addresses and passwords
- \*explored the features of creating and saving google documents
- \*Using google search to find research information
- \*Using this device as a working book to edit/publish work
- \*positive impacts on children's learning
- \*positive impacts for Titahi Bay School
- \*Student Voice
- \*A tool for gathering evidence of children's learning and later in 2015 we will use this as a portal for parents to log in and see their children's work.

Kerry thanked Candis and Del for their presentation.

**2. STRATEGIC DECISIONS:**

**2.1 Pasifika Strategy Update**

On behalf of the Pasifika Group, Barbara Edmonds thanked the Board and the school for those people who turned up to the Pasifika evening. There were 33 Pasifika families that responded to the survey. These responses aligned with Year 6 profiles.

Barbara to discuss with Mike Laing about invitation to staff to her house to have conversations with them on Pasifika education.

Barbara and Deb will go through Pasifika roll and acknowledge those families that did not attend the evening.

Barbara advised that the Pasifika group will workshop the first draft of the strategy in early 2015.

Miranda McMahon to be the first point of call at school as the staff rep

Kerry acknowledged how proud the school is of the Pasifika group.

**2.2 Maori Strategy Update**

Maori strategy being held over until next year – Terry to send to Lynn.

**2.3 Nit Busters**

Kerry spoke to (as per her Principal's Report). Sarah moved that the school should go ahead with this. Seconded Scott.

## **2.4 Mutukaroa**

Kerry advised that Fiona Fitzgerald has been doing a great job with this. We are going to keep her doing Mutukaroa for 5, 5½, 6 year olds next year. We will fund this out of our operations grant.

## **2.5 Extra fixed Unit 2015**

Two teachers have gone for one unit this year. The school will pay for another fixed unit. Tanya Balfour will work on a whole 4D Dyslexic programme and Kristina Stevens will work on our Library to make it a learning hub.

## **2.6 Digital Strategy – N4L and Norrcom**

Kerry talked to the plan for in the holidays.

N4L rollover – we are changing our server – they will be working in the school over the holidays.

We have tagged funds for the new server and 3 classes of chrome books for 2015.

## **2.7 BOT Dates:**

The Board agreed with the dates given for next year's meetings. The starting time of these meetings will change from 7.15pm to 7pm

Shelley moved the Strategic Decisions be passed , seconded Sarah.

## **3. STRATEGIC DISCUSSIONS:**

### **3.1 Property:**

Kerry talked to roofing and bike track.

South block and Rooms 16-19 will be looked at next year under our 5YA plan.

### **3.2 Budget:**

Gaby and Kerry talked to the attached document on where our funds are tagged for 2015 taking into account money that has already been tagged for projects over the last two years. Gaby moved that the Chrome books for our senior school comes out of reserves – passed Shelley, seconded Gaby.

Kerry moved that the budget be passed – seconded Shelley.

### **3.3 Community Hui**

Kerry advised that we will look at IES next year – how we can get funding for our schools.

### **3.4 Decile Status:**

Discussions took place on decile rating. It was agreed that we will wait until another Titahi Bay school goes through their appeal process before considering any further action.

### **3.5 ERO REPORT:**

Kerry talked to. Glad to see that Maori & Pasifika were recognised. All in all a good report. Kerry and Shelley will respond to ERO.

## **4. MONITORING**

### **4.1 Data – Term 4 OTJ's**

Year 5/6 have come up a lot. We are going to look at our data – ethnicity groups and year groups at the start of 2015.

### **4.2 Banked Staffing**

Kerry advised that this is now on zero and we will make some gains over the holidays.

### **4.3 Finance Report**

Kerry moved that the October/November accounts be passed – seconded Shelley.

Kerry moved that the Budget 2015 be passed – seconded Shelley

## **5. IDENTIFY/AGENDA ITEMS FOR NEXT MEETING**

### **5.1 Community Consultation Results**

Maybe consider putting these on line for people to fill in for next consultation.  
Good overall comments about the school and where we are at – results on attached sheet.

**5.2 BOT newsletter:**

Carl and Gaby to write the next newsletter. Gaby to email other Board members to see if they would like things included in newsletter.

**6. ADMINISTRATION**

**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 3 November 2014 be taken as read and signed as a true and accurate record of that meeting.

**6.2 Principal's Report**

Kerry talked to the main points in her report.

If there is a week during the school holidays that you can help with security please do so as Steve will be on leave and so will Kerry. Please get back to Kerry advising when you can help.

Shelley and Sarah met with the Ombudsman on Wednesday 3 December for 3 hours.

Shelley moved that the Administration be passed – seconded Sharon

**7. MEETING CLOSURE**

**7.1 Comments on meeting:**

\*Great meeting. Merry Xmas. I love Candis's passion. I love that she's got to keep her boundaries. I love Del's and Candis's excitement.

\*My heart was warmed to hear Candis and Del's proposal.

\*Thanks for the support for the Pasifika evening, budget that was set aside for this. Looking forward to farewelling my daughter from this school.

\*Good year, good meeting. It feels like next year is going to be a time for small changes. Glad how you guys prioritising. It's always about people first. Thanks to the Board, you all have individual talents that you bring to the meetings. It has been a good year.

\*A big year. A huge year. Looking forward to next year. Hope you all have a lovely Xmas break.

\*It's been a big year. I am knackered and need a holiday. I need energy to run this beast.

\*Good meeting, good way to cap off a very big year. I would like to acknowledge Deborah Malcolm's contribution to the school, a loss for us. Looking forward to just as an exciting 2015.

\*I had been a big sceptical about technology but to sit here and actually see the system in place and the passion of the teachers it convinces me it is a really good thing to do. Fantastic group of people.

MEETING CLOSED AT 9.15pm

MINUTES READ AND CONFIRMED

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