

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees meeting held on**  
**Monday 13 May 2019 at 5.45pm**  
**At Titahi Bay School**

**1.0 ADMINISTRATION**

**1.1 Present**

Sarah Campbell, Jodene Gooch (Minute Secretary), Sharon Thompson (Staff trustee), Ria Tomoana, Scott Hemsley, Lynette Renouf, Gaby Wesley-Smith, Kerry Delaney, Leanne Parsons, Anna McGavin

**1.2 Apologies**

none

**1.3 Declaration of interests**

None

**2.0 STRATEGIC DISCUSSION**

**2.1 Elections**

BoT Elections will be held on June 7 2019. Titahi Bay School BoT has opted into the staggered election so there are 3 parent rep positions for a 3 year term and 2 parent rep positions for an 18 month term. There will only be a voting election if there are more nominations than positions available. Nominations are due in by noon on May 24th 2019.

**2.2 Principal Appraisal**

The Principal appraisal is being done internally. Kerry and Sarah will meet and the outcomes will be reported back to the Board.

**2.3 Church - Asbestos update**

The church is now free of asbestos. The contractors are currently using some of our driveway space whilst they clear away all the debris. Once this is finished the driveway will be replanted with funds from the MoE. The driveway is to be replanted as this keeps it one-way traffic and limits the speed at which vehicles can enter and exit the school.

## **2.4 Casual use agreement YOGA**

The casual use agreement for the Yoga group using the hall has been signed and is in the Board documentation and meets compliance.

## **3.0 STRATEGIC DECISIONS**

### **3.1 Property- deck, painting, R16-19 extra**

Some extra work has been required to do some repairs before painting could commence. Only the areas in our school that needed painting /repairing are being worked on. This is coming out of cyclical maintenance.

**On the motion of Kerry and seconded by Sarah Campbell** the current Playcentre carparks will be moved to a new area opposite the entrance to the Playcentre. This will free up 2 more car park spaces for TBS staff/Parents/visitors also. **Motion was passed.**

### **3.2 Staffing**

Kerry discussed all the recent staffing changes: Mike Laing, Phil Edgecombe and Rebekah Maskell's resignations and the fixed term appointments of both Michael O'Brien and Katrina Paterson. Michael has replaced Phil Edgecombe and Katrina has taken on the Reading Recovery position.

**On the motion of Kerry and seconded by Ria Tomoana**, it was resolved that TBS will use EAP counselling services for TBS staff when/if required. **Motion was passed.**

### **3.3 Kerry Sabbatical 2019**

Kerry will be on sabbatical from 26 August returning 18 November 2019.

Kerry moved at 6.50pm that the public be excluded from the following parts of the proceedings of this meeting, namely *Kerry Sabbatical 2019* under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 to protect the privacy of natural persons (section 7). Seconded by Sarah. **Motion was passed.**

Sarah moved at 7.00pm that the board move out of publicly excluded business. Seconded by Scott. **Motion was passed.**

## **4.0 MONITORING**

### **4.1 Finances**

**Gaby Wesley Smith** moved that the Board pass the **February/March accounts, seconded Scott Hemsley . Motion was passed.**

The Board would also like to acknowledge Kerry and Christine for all the extra work that was required when the Auditors were in at the end of last term.

### **4.2 2020 Dates**

**Kerry moved that** the following dates are set for the next year 2020, **seconded by Sharon Thompson. Motion was passed**

Term 1- 3rd February to the 9 April - *6 February Waitangi Day and 10 April Easter*

Term 2- 28 April to the 3rd July- *1 June Queen's Birthday*

Term 3 - 20 July to the 25 September

Term 4 - 12 October to the 14 December

### **4.3 Update from Education Services**

Kerry met with the new manager of Education Services, Mubina Merchant, and she shared the analysis of TBS accounts from 2015-2018. Mubina was happy with how they were on track and that the excess funds are to be used to finish the South Block upgrade.

## **5.0 IDENTIFY/ AGENDA ITEMS FOR NEXT MEETING**

### **5.1 School survey on curriculum**

A discussion was had around place-based learning - what children need to know about the area they live in ? A short survey will be sent out to our community once the questions have been finalised. The Board are going to discuss and share their ideas around what they should be.

### **5.2 Transition plan for new BoT**

A discussion was had around how to ensure a easy transition for any new members to our BoT if any are elected .There is an induction process in TBS Policy framework.

## **6.0 ADMINISTRATION**

### **6.1 Confirmation of last minutes**

**On the motion of Sarah Campbell and seconded by Sharon Thompson** ,  
it was resolved that the minutes of the meeting held on **Monday March 4th 2019** be taken as read and signed as a true and accurate record of that meeting. **Motion was passed.**

## **6.2 Principal's Report**

Kerry shared and discussed her report.

The NZ Police have taken a copy of our lockdown procedures as they thought they were great. There has been discussion with the PCC and the Police around the safety of both the Main Road crossing and also Opapa Street's lack of signage.

There will be a task force strike on May 29 2019.

Kerry shared that the YMCA have been working well with our school and supporting whānau. In the last holidays there were 3 KURA kids that attended for 2 weeks and no payment was asked for.

Kerry has requested leave for the beginning of 2020 from Sarah Campbell and it has been granted.

## **7. Meeting closed at 7.15pm**

### **MINUTES READ AND CONFIRMED**

**CHAIRPERSON**.....

**DATE** .....