

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees meeting held on**  
**Monday 4 March 2019 at 5.45pm**  
**At Titahi Bay School**

**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. STRATEGIC DISCUSSION**

**2.1 BoT Governance/Elections**

Sarah outlined the difference between Governance and Management and what the role of a trustee is and what the key focuses are .

**Sarah moved** that the Governance Policies are adopted for 2019, **seconded by Scott Hemsley. Motion was passed.**

**Sarah moved** that the BoT opt in to the staggered election cycle from the 2019 Board of Trustees election..This will mean there will be 3 vacancies for a 3 year term and 2 vacancies for an 18 month term in the 2019 election.**seconded by Leanne Parsons. Motion was passed.**

**Sarah moved** that the BoT accept the updated Code of Conduct, **seconded by Gaby Wesley-Smith. Motion was passed.** The Code of Conduct was signed by all members.

**2.2 BoT Operational Policies**

**Sarah moved** that the Operational Policies are adopted for 2019, **seconded by Lynette Renouf. Motion was passed.**

### **2.3 Team Drive**

Sarah talked through how to access and use the Team Drive. If anyone continues to have any problems just come in and see Jodene.

### **2.4 Religion in school/Yoga**

A discussion was had around Religious Education in schools and the possible need for TBS to create a policy around this. This would be done after consultation with the community. A copy of the MoE guidelines is on the Team Drive.

**Sarah moved** that the BoT proceed with a formal 3rd Party Occupancy Agreement for insurance purposes for the Yoga group , **seconded by Lynette Renouf. Motion was passed.**

Under the wellness umbrella and mindfulness staff have asked if some of the Yoga practices could be done at school with students. **Leanne Parsons** will come back to the BoT next meeting with more information.

## **3. Strategic Decisions**

### **3.1 Property**

Kerry took the BoT members around to see the progress on the deck outside Rooms 7-11 and discussed the necessary repair work that has been done to all of the doors of these classes and the broken storm water drain. **Kerry moved** to have these costs added to the Deck accounts, **seconded Scott Hemsley . Motion was passed.**

The new Library is set up and running well and the old space, which is now Rooms 5 and 6 is being better utilised as a New Entrant classroom/s.

The painting around the school will be starting soon , Kerry is waiting to hear back from Lee Ashby . This was delayed due to there being no access to our driveway from the Church fire in January.

Kerry thanked Sarah for all of her help keeping the community informed in relation to the fire.

### **3.2 Staffing**

Phil Edgecombe has resigned and will be leaving at the end of Term 1 2019. An appointment has been made to employ Michael O'Brien on a fixed term 2019 position.

Renata will once again work for us as a specialist Pasifika and Maori teacher and she will contract to our school like she did in 2018.

### **3.3 2019 Year**

Kerry discussed the TBS Strategic Plan and some of the key focuses for 2019.

There will be a TOD on May 31st .

TBS will continue to work with SHINE and BEAGLE.

The HUB Leaders will get external support to grow leadership.

There is a new focus on Anxiety and mental health and the impact this has on daily life especially our tamariki is a strong focus for our school this year. Miranda McMahon will lead this piece of work.

TBS will continue with the strategic goals set - Growing Relationships, Growing People and Growing Innovation.

**Sarah moved** that the Board passes the Strategic Plan and Charter **seconded by Scott Hemsley. Motion was passed.**

## **4. Monitoring**

### **4.1 Accounts**

**Gaby Wesley Smith** moved that the Board pass the **December/January accounts, seconded Sarah Campbell. Motion was passed.**

### **4.2 Give a Little page**

**Sarah Campbell** moved that the Home and School be allowed to set up a Give a Little page for a specific purpose and time frame, **seconded Anna McGavin . Motion passed.**

## **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 December 10th 2018 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 school year has started well and and is a happy place to be.

Camp was a total success and will happen at the same time and place next year .

There will be union meetings again this term but the school will not close .

Kerry Delaney will be on sabbatical from mid term 3 to mid term 4 - dates will be confirmed very soon.

**Ria moved** that the Board pass the Delegations list as per Principals Report **seconded by Sharon Thompson.Motion was passed.**

### **Delegation lists and approval for 2019**

Approval for delegation of power to both Chairperson Sarah Campbell and Principal Kerry Delaney to sign the statement of responsibility for the 2019 year and 2019 finalised statements in audit.

Approval needs to be given for the finance BoT member Gaby Wesley Smith to be delegated authority to review a copy of reasonableness before submitting to the MoE and Auditor.

Approval for the end of the year Liability report to be signed by Sarah Campbell for 2018.

Approval for the end of the year SUE report to be signed by Sarah Campbell.

Approval for the Annual Accrual report for 2018 be signed off by Sarah Campbell and sent to auditors after our first BoT meeting.

“For 2018 all staff including relievers will be charged to TS and any overuse which cannot be managed with banked staffing entitlements will be managed by the cheapest salary either regular or relievers to BG for sufficient time to clear the overview PP 22 or PP 26 at the latest”.

Approval to confirm the balance sheet budget for 2019 will be moved by Gaby Wesley Smith.

Approval to confirm the cash budget for 2018 will be moved by Gaby Wesley Smith.

The 2019 Budget will be moved by Gaby Wesley Smith as discussed at last meeting for 2018.

### **Titahi Bay Delegation List for February 2019 to June elections 2019**

<b>Date of minuted Delegation</b>	<b>Personnel</b>	<b>Delegated Authority</b>	<b>Term of Delegation</b>
	Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of	See individual Committee terms Reference in the Board’s Governance	Delegation ceases at the date below, by earlier resolution of the BoT, or if no date, is

	whom is a trustee.	Manual	ongoing.
February 2019	<b>Disciplinary Committee</b> All current trustees bar the principal	That the Disciplinary Committee members aforementioned are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the Board's Governance Manual.	February 2019 to June Elections 2019
February 2019 Sarah Campbell	<b>Finance Committee</b> Gaby Wesley-Smith (T) Kerry Delaney (P) Sarah Campbell (Chair)	That the Finance Committee members aforementioned are delegated authority to implement the Board's Finance Committee Terms of Reference, as outlined in the Board's Governance Manual	February 2019 to June Elections 2019
February 2019	Jamie Merrick Miranda McMahon	That the Board directs that, except where the Board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	February 2019 to June Elections 2019
February 2019	<b>Property</b> Scott Hemsley Sarah Campbell	That the Board directs these two BOT members to have the authority to talk on behalf of the school property matters.	February 2019 to June Elections 2019
February 2019	<b>Appointment Team</b>	That the Board directs these members to have	February 2019 to June Elections 2019

	Sarah Campbell (Chair) (T) Kerry Delaney (P) Jamie Merrick (DP) Sharon Thompson (T)	the authority to be the reps on the appointment panel	
February 2019	<b>Policies/Procedures</b> Sarah Campbell (Chair) Kerry Delaney	That the Board directs this BOT member to oversee policy requirements for Titahi Bay School.	February 2019 to June Elections 2019
February 2019	<b>Maori Strategy</b> Ria Tomoana	That the Board directs these BOT members to have the authority to talk on behalf of the school Maori strategy	February 2019 to June Elections 2019
February 2019	<b>Pasifika Strategy</b> Lynette Renouf	That the Board directs this BOT member to have the authority to talk on behalf of the school Pasifika strategy	February 2019 to June Elections 2019
February 2019	<b>Health &amp; Safety</b> Scott Hemsley	That the Board directs this BOT member to have the authority to talk on behalf of the school Health & Safety team.	February 2019 to June Elections 2019

Notes [T] = Trustee  
Review Schedule Annually

7. Meeting closed at 7.45pm

**MINUTES READ AND CONFIRMED**

**CHAIRPERSON**.....

**DATE** .....

