

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

ADMINISTRATION

1.1 Present

Sarah Campbell, Jodene Gooch (Minute Secretary), Abby Keplar, Gaby Wesley-Smith, Anna McGavin, Duncan Emo, Ria Tomoana, Miranda McMahon, Jamie Merrick.

1.2 Apologies

Kerry Delaney, Sharon Thompson (staff trustee), Vanepale Sopoaga

1.3 Declaration of interests

None.

1.4 Welcome

Sarah welcomed Tanya Balfour and Anna Gillon.

2. STRATEGIC DISCUSSION

2.1 - SHINE / BEAGLE

Tanya shared what Beagle is and how it is used for data analysis. Tanya talked about the SHINE literacy programme and the way it is used in our school both now and going forward. Tanya shared the goals that have been set for Titahi Bay School and the timeline to achieving these.

Jamie thanked Tanya for all of her hard work in getting this done.

2.2 - Local Curricula Development

The planning for Term 1 2020's inquiry focus, which will be "Our Place" is underway. The staff met with Becky McCormack from Porirua Harbour Trust to discuss areas around this topic, where we can visit and what is in the area that are opportunities for our children to be exposed to .

2.3 - Religious Group in Schools -Supakidz Programme

Anna shared about what Supakidz was and how the programme works. She shared that it was a structured programme designed by the Scripture Union that met up with curriculum values.

The sub-committee had a meeting scheduled following this Board meeting and draft terms of reference for the sub-committee will be shared by email following this.RI TOR

3 STRATEGIC DECISIONS

3.1 Property

There were no current decisions to be made around Property.

Jamie gave an update on the driveway parks. These are expected to be completed before 18 November.

The Bird Forest structure will be built this year but will not be planted until May 2020.

The final pane of glass has been inserted into the new door between Rooms 2 and 3.

3.2 Staffing

Sarah moved at 7.05pm that the public be excluded from the following parts of the proceedings of this meeting, to discuss employment matters 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 Jamie Merrick. Motion was passed.**

Sarah moved at 7.10pm that the board move out of publicly excluded business. **Seconded by Jamie Merrick. Motion was passed.**

4. MONITORING

4.1 Accounts

Jamie will meet with Gaby later this week and the October finances will be passed at the December meeting.

4.2 School Donation Scheme

On the motion of Sarah, seconded by Ria Tomoana, it was resolved that the Titahi Bay School Board agrees to opt in to the Ministry of Education School Donation Scheme, pending confirmation by Gaby Wesley-Smith as the board's finance representative.

5. NEXT AGENDA ITEMS

5.1 October finances

5.2 Religious Instruction update

6. Administration

6.1 Confirmation of last minutes

On the motion of Sarah, seconded by Gaby Wesley-Smith , it was resolved that the minutes of the meeting held on **Monday 14 October 2019**, be taken as read and signed as a true and accurate record of that meeting.

6.2 Correspondence - Principal's Report

The Principal report was shared and Jamie acknowledged all the extra work put into making the school athletics day successful.

Jamie reiterated that we are still continuing to have a staff presence outside of school, especially in the afternoons to ensure our parents/caregivers are parking appropriately to ensure our Kura tamariki are kept safe whilst leaving the school grounds.

Sarah and the Board wanted to acknowledge the great job that both Jamie and Miranda have done to keep the school running smoothly whilst Kerry has been on sabbatical.

7. Meeting closed at 7.20pm

MINUTES READ AND CONFIRMED

CHAIRPERSON.....*Sarah Campbell*.....

DATE*9/12/19*.....