

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 16 December 2013
at 5p.m.at Titahi Bay School

PRESENT:

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

APOLOGIES

Nil

WELCOMES

Shelley welcomed Deborah Malcolm to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley , seconded Sarah, it was resolved that the minutes of the meeting held on Monday 18 November 2013 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

Kerry advised that meeting dates for 2014 and what will be covered at those meetings has been done. Kerry will go over all documentation with BOT next year.

AFTER SCHOOL CARE:

After Sarah, Scott and Sharon met to assess the applications for After School Care for 2014 at Titahi Bay School it was apparent that the strongest tender to come through was from YMCA. The assessment process was moderated by *(name withheld)*

The panel recommended that the BOT offer After School Care for 2014 at Titahi Bay School to YMCA with a back-up tender from SKIDS.

The BOT accepted the recommendation of YMCA and will go ahead with paperwork etc.

*Gaby to ask *(Name withheld)* to arrange Approval In Principle (AIP) as of January 1, 2014. To be reviewed in 1 years time.

*A letter to be written to all parties who tendered for the ASC at Titahi Bay School informing them of the successful applicant.

*Shelley to draft a letter to *(name withheld)* at Bay Kids Club advising her of the future provider for ASC at Titahi Bay School. Shelley to email Lynn who will type it up and then give it to Carl Jones to hand to Eileen on Tuesday morning 17 December 2013.

*Kerry to take the responsibility of getting in touch with *(name withheld)* to make final arrangements for the handover of all keys and the removal of property belonging to BKC.

*A BOT newsletter to go out to all parents on Wednesday notifying them of the new after school care providers for 2014.

*Letter to be written to St. Pius Board advising them that in 2014 Titahi Bay School cannot guarantee that places will be available for after school care from other schools as Titahi Bay School children will have first priority.

*Deborah to ask Steve to change alarm code.

MEETING CLOSED AT 5.30pm

MINUTES READ AND CONFIRMED

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

