

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 7 December 2015
at 7.00p.m.
at Titahi Bay School

CONFLICTS OF INTEREST

None

1. ADMINISTRATION

1.1 PRESENT:

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

1.2 APOLOGIES:

None

WELCOMES:

Shelley welcomed everyone to the meeting.

1.3 DECLARATIONS OF INTERESTS:

None

2. STRATEGIC DECISIONS:

2.1 Maori Visual strategy was shared by Terry. This will now be printed as the Pasifika one was and be displayed in our playground with words to explain what the strategy is. A big thank you to Miranda for working on this with the whanau group.

2.2 Special needs cooking room – No changes to plans. The plans have gone for full drawings and to the council and going out for tender by end January/February. The following are points that were discussed at the recent building meeting:

- floor to be polished concrete and not timber as shown on drawings (new slab which will need to be built up to height of existing hall, existing stormwater drain to run under new slab)
- cladding to be corrugated prepainted steel
- roofing to be trapezoidal prepainted steel
- kitchen layout confirmed as per drawings with additional dishwasher (i.e. 2 number) and with wash hand basin positioned by fridges
- kitchen fixtures and fittings and joinery to be completed at a later date, plumbing and electrical and lining and painting to be completed as part of contract

- toilets to be completed as part of contract
- toilet suites (x3), whb's (x3), tapware, toilet roll holders, soap dispensers, and infinity inside hot water unit supplied by school
- gas, water and power services to be installed to island bench position in new slab
- existing hall wireless system to be extended by school to cover addition
- fire engineer signed up - existing hall fire alarm system type 2
- approval given to proceed with building consent / tender documentation - anticipate having this documentation complete end of January / early February.

We have nominated sub-contractors (plumbing, electricity, painting/plastering and security) that already work in our school. Whether these nominated subcontractors will be part of the building process will be subject to the successful supplier.

2.3 Attendance 2016

Attendance has a direct impact on achievement alongside children starting school late and leaving early daily. This will be a very strong focus with the leadership team for 2016. Kerry printed out the 2015 attendance statistics and checked that anyone under 85% attendance for the year has had a letter or been spoken to by her.

Shelly moved that the Strategic Decisions be passed – seconded Gaby

3. STRATEGIC DISCUSSIONS:

3.1 COL – Western Cluster. Kerry advised that work has begun and all the Principals will meet in January 2016 to investigate the achievement data and what we identify as the biggest barriers to learning.

3.2 NAPP feedback:

*Enquiry of using chrome books for teaching and learning – Candis’s report

*Improving teaching of writing and consisting assessment of our OTJ’s. – Jamie’s report
The Board would like to thank Candis and Jamie for all their hard work around NAPP project.

3.3 Year 6 Leavers Dinner.

A reminder that this will be held next Monday 14 December in the school hall at 5.45pm – 8pm.

Shelley moved that the Strategic Discussions be passed – seconded Sarah

4. MONITORING

4.1 National Standards – Kerry shared the OTJ’s which inform our National standards data for 2016 in the BOT folder.

4.2 Draft Budget:

Gaby moved that the Draft Budget for 2016 be passed – seconded Shelley.
The BOT have agreed that the deficit of \$41,123 for 2016 is acceptable as \$35,000 of this is grant money from 2015 carried over to be spent on the cooking room in 2016.

Management Plan - Kerry talked to the plan for 2016.

Target 2016 data – Kerry shared the targets for 2016 based on the National Standards for 2015. Kerry advised that targeted and priority learners have all been identified for teachers.

6. ADMINISTRATION

6.1 Confirmation of last minutes

On the motion of Shelley , seconded Scott , it was resolved that the minutes of the meeting held on Monday 16 November 2015 be taken as read and signed as a true and accurate record of that meeting.

Kerry talked to the main points in the BOT folder.

The following documentation was passed and is ready to be sent to the Ministry in 2016. The Board acknowledged Kerry for her hard work in piecing this folder together at such a busy time of the school year.

- *Kerry moved that the 2016 Charter be accepted – seconded Shelley
- *Kerry moved that the 2016 Strategic Plan be accepted – seconded Sarah
- *Kerry moved that the 2016 Annual Plan be accepted – seconded Scott
- *Kerry moved that the National Standards Documentation 2015 be accepted – seconded Gaby
- *Kerry moved that the Analysis of Variance 2015 be accepted – seconded Shelley
- *Kerry moved that the 2015 Nag 2(a) be accepted – seconded Terry
- *Kerry moved that the 2016 Targets be accepted – seconded Gaby

Sarah moved that the Administration be passed – seconded Scott

7.1 Comments on meeting:

- *Good meeting. Good discussion. Here's to a big year next year.
- *Good meeting. Good to have that wee test. We still have the same goal – it's all about the kids. It is good that we can share things, it is constructive.
- *I love this place with a passion and all the kids.
- *You guys are amazing. I feel inspired after these meetings to keep going. Anything that needs doing just telephone.
- *Great meeting. We think about the children, the school. Tell your staff they are amazing.
- *All been said. This is incredible. Massive year. Thank you Kerry for all your hard work.
- *Good meeting, love the folder. Excited about the cooking room getting started and all

the data.

*I want to pass on a huge THANK YOU from the staff to the Board and how grateful we are that you are so supportive to us all. Thank you very much.

Meeting closed at 9.15pm.

MINUTES READ AND CONFIRMED

Chairperson.....

Date.....