

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Thursday 28 February 2013
at 7.15p.m.at Titahi Bay School

PRESENT:

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

APOLOGIES:

Nil

WELCOME:

Shelley welcomed everyone to the first meeting of the year.

CONFIRMATION OF MINUTES:

On the motion of Louise, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 13 December 2012 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Police vet for After School Care people has now been completed.

CORRESPONDENCE:

***Letter from Kris Faafoi re Novopay.**

***STA brochure**

Kerry talked to the correspondence which was sent out with Board package.

Kerry moved that the correspondence be accepted – seconded Gaby.

Shelley handed the Chair to Lynn. Lynn called for nominations for Chairperson. Terry nominated Shelley, seconded Gaby. There being no other nominations Shelley accepted the position as Chairperson. Lynn handed the Chair over to Shelley.

FINANCES:

*Gaby moved that the November accounts be passed – seconded Sarah

*December accounts still not finished. These will be taken over to the next meeting.

*Sue reports are not signed again this year due to so many errors.

*There is currently \$24,000 left of bank staffing from 2012 which will equate to about a \$15,000 refund.

*The budget for 2013 in line with changes to Operation grant was passed. Education Services now has this.

*Gaby proposed that approval be given for Annual delegation of authorities to Kerry Delaney – seconded Shelley.

*Gaby proposed that approval be given for Delegation of power to both the Chair and the Principal to sign the Statement of Responsibility for the year end financial statements. – seconded Shelley

*Gaby proposed that approval be given for the finance member of the Board to be delegated authority to review a copy for reasonableness before submission. - seconded Shelley

*Carl proposed Annual review of the 10 year property plan – to be documented that the plan is still valid seconded Shelley

*Confirmation of legislative compliance – Kerry moved “To the best of my knowledge, Titahi Bay School is still compliant”.

PRINCIPAL’S REPORT:

Kerry talked to. The following documentation was passed and is to be sent to the MOE .

Kerry moved that the 2013 Charter be accepted – seconded Shelley

Kerry moved that the 2013 Strategic Plan be accepted – seconded Shelley

Kerry moved that the 2013 Annual Plan be accepted – seconded Shelley
Kerry moved that the National Standards documentation be accepted – seconded Shelley
Kerry moved that the Analysis of variance be accepted – seconded Shelley
Kerry moved that the 2012 Nag2A be accepted – seconded Shelley

Principal Performance Management - signed off by Ted Scanlan and Shelley 2012 – 2013 Principal Performance Management will be discussed and written up by Shelley and Kerry this term.

Louise to draft a thank you letter and arrange for lunch voucher for Christine to acknowledge all the work she has done with Novopay.

BOT newsletters – these to be done each term. First newsletter to be written by Shelley and Sarah.

Next BOT meeting to be held on Tuesday March 26 at 7.15pm and not Thursday 28 as previously advised.

Kerry moved that the Principal's Report be accepted – seconded Shelley

SAF – MAORI/PI PARENT GROUPS

Part of the school's goals is to "hear the voice of our community" within all our documentation. Kerry will work with two groups – parents of Maori children and parents of Pacifica children. She asked for BOT members to help. Terry, Shelley, Sarah, Lou.

BOT ELECTIONS:

Shelley asked that those BOT members who wish to stand on the Board again think about writing a blurb for the BOT elections.

SCHOOL SURVEY:

This was tabled and discussed. It was nice to see that things are changing all the time.

REVIEW OF MEETING

- Love the pro-activeness of this place.
- Great to be back after the New Year – Novo Pay still a hassle
- Thanks Lou for putting questionnaire together
- Love Pro-activeness as well. What we are doing is being embraced by the community – feels alive
- Welcome back. I would like to acknowledge all the hard work that Kerry has done putting all documentation together and for the booklet that went home over the school holidays.
- Like to reiterate the above. Thank you to all the staff. Children loving school.
- Thanks Kerry for all your work. Thanks Lou for the questionnaire. Thanks Kerry for bringing things under budget for the two new classrooms
- What I like the best is the results from last year and how we target to get our children to be the best that they can be.
- So good having Deborah beside me and having Sharon there. Nice to have new teachers from other schools praise our school and to say that KURA is alive in our school because we make it happen.

Meeting closed at 9.00pm

MINUTES READ AND CONFIRMED

Chairperson..... Dated.....