

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees Meeting held on**  
**Monday 22 February 2016**  
**at 7.00p.m.**  
**at Titahi Bay School**

**1. ADMINISTRATION**

**1.1 PRESENT:**

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

**1.2 APOLOGIES:**

Terry Crawford

**1.3 Declaration of interests**

Nil

**1.4 WELCOMES**

Shelley welcomed Chris Wells MOE , Jamie Merrick, Mike Laing and Candis Wood to the meeting.

**Election of Chairperson 2016**

Shelley handed the Chair to Lynn. Lynn called for nominations for Chairperson. Barbara nominated Shelley, seconded Scott. There being no other nominations Shelley accepted the position as Chairperson until the next BOT elections held in June. Lynn handed the Chair over to Shelley.

**2. STRATEGIC DECISIONS:**

**2.1 Special needs cooking room**

Kerry thanked Scott and Carl for their work with the cooking room. Tenders will go out this week. We have paid PCC consent. Once tenders in BOT will approve who will do the work. Miranda will do a big plug on the Triathlon and how the money raised is to be used for equipping the kitchen.

**2.2 5YA South Block**

Kerry has asked Lee Ashby to set up a meeting with the Architect to start initial discussions. Carl and Scott will be the BOT representatives on this.

**2.3 Specialist outreach service – Mahinawa**

We have signed over staffing to Mahinawa for the outreach specialist teacher – Shelley has signed this.

**2.4** Kerry moved a motion for the school to apply to The Southern Trust for \$5,000 a percentage of the Stepping Out Dance Programme – seconded Shelley

Shelley moved that the Strategic Decisions be passed / seconded Gaby

**3. STRATEGIC DISCUSSIONS:**

**3.1 Community of Learning Update**

The schools have met with ERO in January and had the first meeting as a group. When we have an agreed achievement challenge to present to BOT's you will all be invited.

**3.2 Pasifika/Maori mtgs 'strategy'**

Pasifika and Maori strategies are up in our playground. Many parents are talking about it. This is alive. Whanau team are Del, Gillian, Nadia, Grace and Miranda. A focus for 2016 is growing the whanau group. Kerry to talk to both groups about attendance at school.

### **3.3 Plan for 2016.**

#### **Presentations:**

Mike Laing

There are two teams in the Junior school Kakano – NE/Year1 and Koru Year 1 / 2.

Mike tabled and talked to

\*What does the data tell us at the end of year 1 for Writing, Reading and Maths from 2015 data.

\*Team focus for 2016

\*what are we doing that is different

\*How will we know if it is effective – and when will we re-evaluate data.

The Board thanked Mike for his presentation.

Rakau Team – Years 3 / 4

Jamie tabled and talked to the plan for 2016 based on 2015 data. What we intend to do that we know makes a difference and what is new. Discussed how often we will discuss impact on data from these programmes.

The Board thanked Jamie for his presentation.

Ngahere Team – Years 5/6

Candis tabled and talked to the plan for 2016 based on 2015 data. What we intend to do that we know makes a difference and what is new. Discussed how often we will discuss impact on data from these programmes.

The Board thanked Candis for her presentation.

## **4. MONITORING**

### **4.1 Draft December Accounts**

Gaby - moved that the draft December 2015 accounts be passed – seconded Shelley.

The Annual Accrual report - for 2015 was passed- seconded Shelley and signed by Shelley.

The end of year sue report was signed off by Shelley.

The end of year Leave Liability report will be signed off by Shelley Cheyne at end of month.

Approval was given for delegation - of power to both the chairperson and the Principal, Kerry Delaney, to sign the statement of responsibility for the year-end financial statements. Shelley/Scott

Approval was given for the finance BOT member Gaby Wesley Smith to be the delegated authority to

review a copy of reasonableness before submission to the MOE and auditor. Shelley/Barbara

Confirmation of legislative compliance – Kerry moved 'To the best of my knowledge Titahi Bay School is still compliant'.

### **4.2 Banked Staffing**

\$22,000 will be left in staffing from 2015 and this will stay in staffing for 2016.

### **4.3 Budget 2016**

Kerry talked to. Deficit of \$800. Changes discussed and has been cleared by Gaby.

### **4.4 Auditors**

Kerry is sending documentation off to Auditors.

## **5. IDENTIFY/AGENDA ITEMS FOR NEXT MEETING**

### **5.1 BOT newsletters/Home/school/Whanau/Pasifika**

Gaby to collate newsletter.

Some items to be included are:

- \*Attendance – put in percentages.
- \*School roll
- \*Cooking room – impact on our community
- \*Bike Track and triathlon
- \*Home & School Rep, Whanau Rep, Pasifika Rep

## 5.2 Self Review

To be done at next meeting.

## 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 7 December 2015 be taken as read and signed as a true and accurate record of that meeting.

## Principal's Report

Kerry talked to the main points in her report.

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

- \*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 be accepted – seconded Shelley
- \*Kerry moved that the Analysis of variance be accepted – seconded Sarah
- \*Kerry moved that the 2015 Nag 2(A) be accepted – seconded Gaby

Shelley moved that the Administration be passed – seconded Sharon

Titahi Bay School's asset register maintenance is delegated to Education Services Ltd – a company specialising in education reporting. Education Services complies with all Financial Reporting Standards.

## 7. MEETING CLOSURE

### 7.1 Comments on meeting:

- \*I love the passion of the teachers
- \*Great meeting
- \*Very cool, the leadership being filtered across the school
- \*People excited and things happening. Like the idea that things are happening because it does make a difference.
- \*Passion
- \*The presentations by the leaders align with the - Pasifika Strategy. Love it
- \*Word for the night is 'PASSION'
- \*Like the passion but the core business is about teaching and learning.

### 7.2 Preparation for next meeting

MEETING CLOSED AT 9.15pm

MINUTES READ AND CONFIRMED

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