

**TITAHI BAY SCHOOL BOARD OF TRUSTEES
MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON
MONDAY 20 FEBRUARY 2017
AT 7PM**

1. ADMINISTRATION**1.1 PRESENT**

Kerry Delaney (Principal), Sarah Campbell, Lynn Lang (Secretary) Gaby Wesley-Smith, Lynette Renouf, Sharon Thompson (Staff Rep)

1.2 APOLOGIES

Scott Hemsley
Ria Tomoana

1.3 DECLARATION OF INTERESTS

Nil

1.4 WELCOMES

Sarah welcomed Jamie Merrick and Mike Laing to the meeting

ELECTION OF CHAIRPERSON 2017

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

2. STRATEGIC DECISIONS**2.1 STRATEGIC PLAN**

The working document around the Strategic Plan is carried over to the next meeting for Ria to continue.

2.2 10YPP

Kerry has signed off the paperwork to ask the MOE to permit Ashby Consultants to be our Property Manager for the next 10 year property cycle. This goes to the MOE and we will get confirmation that this has been agreed and then Scott Hemsley and Kerry can start the next 10YPP for our school.

Kerry moved that the Block B refurbishment quote be passed at a cost of \$286,369 and this will be the last of our 5YA money - seconded Gaby.

3. STRATEGIC DISCUSSIONS

Jamie shared the
Analysis of Variance for Reading, Writing and Maths for 2016
National Standard data for 2016
Maori and Pasifika data for 2016
Targets for 2017 and how this connects to the Charter plans for 2017

BOT thanked Jamie and Mike for this data.

4. MONITORING

The 2016 December accounts are still open as there are bills still to pay. The Governance report for December is in Google Docs this just covers accounts that were in at the end of the year. Gaby moved that the draft December 2016 accounts be approved - Seconded Sharon. There have been some code-changes to the 2017 budget which makes it hard for Christine in the office. We have begun the documentation that is required by the Auditor.

5. AGENDA ITEMS FOR NEXT MEETING

Triathlon
Strategic Plan
Health & Safety
Targeted Learning programmes
School Camp

6. ADMINISTRATION

Kerry moved that:

- the annual accrual report for 2016 signed by Sarah be passed - seconded Gaby.
- the end of year SUE report for 2016 signed by Sarah be passed - seconded Lynette.
- the End of Year Liability report for 2016 signed by Sarah be passed - seconded by Sharon.

Approval was given for delegation of power to both the Principal (Kerry Delaney) and Chairperson (Sarah Campbell) to sign the Statement of Responsibility for the Year End Financial statements for 2017 - seconded Lynette.

Approval was given for the finance BOT member Gaby Wesley-Smith, to be given authority to review a copy for reasonableness before submission to the MOE and Auditor - seconded Sharon

Confirmation of legislative compliance - Kerry moved that 'To the best of my knowledge Titahi Bay School is still compliant' - seconded Gaby.

Kerry moved that the Charter Strategic Plan for 2017 be passed and sent to the Ministry - seconded Sarah

Kerry moved that the Delegation List 2017 on Google Docs be passed - seconded Sharon.

Kerry moved that the Principal Appraisal will be overseen by Sarah Campbell BOT Chair - seconded Lynette.

Kerry moved that the 2016 Annual Plan be accepted - seconded Gaby.

Kerry moved that the 2016 NAG2(A) be accepted - seconded Sharon.

Titahi Bay School's, Asset Register Maintenance is delegated to Education Services Ltd a company specialising in education and reporting, education services complies with all financial reporting standards.

For 2017 all staff, including relievers will be charged to TS and any over use which cannot be managed within the bank staffing entitlement will be managed by the cheapest salary, either regular or relievers, to BG for sufficient time to clear or reduce the overdue by PP22 OR PP26 at the latest.

Discussion around Principal's report and the good start to the year. Everything is on track.

6. Meeting Closure

Meeting closed at 8.45pm

MINUTES READ AND CONFIRMED

Chairperson..... Sarah Campbell

Date..... 27/3/17