

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees Meeting held on**  
**Monday 3 July 2017**  
**at 5.45p.m.**  
**at Titahi Bay School**

## **1. ADMINISTRATION**

### **1.1 Present:**

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

### **1.2 Apologies**

Ria Tomoana

Our thoughts are with Ria and her family at this time.

### **1.3 Declaration of interests**

Nil

### **1.4 Welcomes**

Sarah welcomed everyone to the meeting.

## **2. STRATEGIC DECISIONS**

### **2.1 Strategic Plan / Vision and Mission Statement**

Kerry shared where the Strategic Plan and Vision is up to after taking into account the BoT's work in January and feedback from the Springboard Trust. Consultation for the words used in the Vision is presently going on at school interviews. The Vision, then the four goal areas are followed by the initiatives and we must be careful to make sure there are not too many initiatives for each goal. Kerry will get feedback on this and come back to the BoT.

### **2.2**

#### **2018 year dates -**

Kerry moved that the following dates be used for 2018 - seconded Gaby.

**Term 1** 1st February - 13 April - 100 ½ days

**Public holidays are Waitangi day 6 Feb, Easter Friday 30 March and Monday 2 April**

**Term 2** 30 April - 6 July - 98 ½ days

**Public holidays are Queen's Birthday 4 June**

**Term 3** 23 July - 28 September - 100 ½ days

**Term 4** 15 October - 14 December - 86 ½ days

**Public holidays 22 October Labour weekend**

I want our year to finish at same time as other schools so we don't have Intermediate, College students with us in the last week.

## **3. STRATEGIC DISCUSSIONS**

### **3.1 COL/Education Group**

Sarah shared where she sees the COL at as a BOT chairperson. Kerry shared her thoughts as a Principal and the thoughts of the senior staff attending the data meeting and early childhood meet was shared and discussed. The \$10K from the Community Education group will go over to the COL.

### **3.2 Cluster Cohort**

We had a long discussion around the NZSTA papers on Cohort entry. We are in favour of going with a collaborative approach that the Western schools all do the same. The Western Cluster is currently asking for the thoughts and opinions of the early childhood providers before we make a decision. Kerry will come back to the Board on this.

### **3.3 Camp**

We are taking a big group. There are some high level needs so extra staff will go and the cost of this will be covered by the Board.

Gaby moved a motion that school cover any overspend on teacher aides - seconded Sarah.

### **3.4 Staffing**

We discussed the shortage of teachers applying for jobs in our area and the shortage of relief teachers and the need to be vigilant about who is around for new jobs.

### **3.5 In depth self review ICT**

**Kerry moved a motion that we hire Learning Architects to do an in-depth review of ICT currently at our school. Seconded Sharon.**

This will give us a comprehensive review of where we are on the digital platform at our school and a plan to move forward. The BoT will cover the cost of this.

## **4. MONITORING**

### **4.1 April/ May finances**

**Gaby moved that the April/May finances be passed - seconded Sarah.**

### **4.2 Audited Accounts**

**Kerry Moved that the 2016 audited Annual Accounts be passed - seconded Scott.**

**Kerry moved that the audited Management letter be passed - seconded Lynette.**

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

### **5.1 2018 School Plan**

### **5.2 10YPP**

## **6.00 ADMINISTRATION**

### **6.1 Confirmation of last minutes**

On the motion of Sarah, seconded Gaby, it was resolved that the minutes of the meeting held on Thursday 8 June 2017 be taken as read and signed as a true and accurate record of that meeting.

**6.2 Correspondence – Principal’s report**

Kerry shared her Principal’s report and we had a great discussion about the wonderful term and the hard work of all the staff. Scott Hemsley has taken on the job of looking for what is the best stadium seating for our hall - Kerry to send Scott all the information.

**7. MEETING CLOSURE**

Meeting closed at 7.30pm.

**7.1 Comments on meeting**

\* Thank you for a good meeting. Good discussions. Acknowledge the long days and hours the staff are putting in at the moment.

\*Full credit for all the work that Sarah has done with the Ombudsman. Looking forward to this year and looking forward to camp.

\*Thank you Sarah you do great work.

\*Lots of exciting things. Thank you Sarah for all your hard work. Thank you Jim and Kerry for going on camp.

MINUTES READ AND CONFIRMED

Chairperson.....

Date.....