

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 15 June 2015
at 7.00p.m.
at Titahi Bay School

1. ADMINISTRATION

1.1 PRESENT:

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

1.2 APOLOGIES:

Sharon Thompson

1.3 Declaration of interests

None

2. STRATEGIC DECISIONS:

2.1 Special needs cooking room – plans and budget

Lee Ashby sent approximate estimate of construction cost based on the sketch design prepared by Designit Architectural Design.

Carl moved that we accept the proposed approximate estimate of construction of proposed hall extension – seconded Gaby.
Start date Term 3 – finish date Term 1, 2016.

Kerry will send all the required details to the MOE for their sign off.

Three points to consider were:

- *Public announcement for working-bee
- *Acknowledgement letter for those volunteering their labour
- *School has accounts directly with supplier rather than other volunteers

Kerry to contact Lee and ask him to come to the next BOT meeting to talk about the process for the building and any other questions we may have.

Carl moved a resolution – “We are applying for the 2015 Mana Grants Education rounds for \$13,600 which will be used for our initial concrete pad and building work on the cooking room”. - seconded Gaby.

2.2 Pasifika Strategy

Barbara talked to and tabled a draft proposed drawing of the Pasifika strategy which will be painted somewhere in the school. The two main points are:

Spiritual – seed, time, harvest

Physical – building of a house

Barbara to send Lynn the document

2.3 Maori Strategy Update

This was presented to Whanau. Outcomes are much like Pasifika. A noho is to be held with a focus group to work on a Maori song. This is also open to BOT. Terry will let everyone know the dates.

Shelly moved that the Strategic Decisions be passed – seconded Gaby

3. STRATEGIC DISCUSSIONS:

3.1 Staff Report

As Sharon was absent from the meeting there was no staff report.

3.2 PCC Feedback

Shelley and Sarah attended the PCC Long Term Strategic planning night.. One of the main things that came out of the evening was that children have voice in decision making for Porirua. Shelley felt it was a worthwhile exercise for our school to be part of.

3.3 Feedback from Education Group to Western Principal Cluster

Kerry talked to.

The feeling was they would like from our schools to have representation on the 3 groups: Inter-connections, Research and Participation.

Board agreed for Kerry not to be on any of the groups given her priorities for our School. Sarah has been at all meetings as our BOT Rep.

3.4 OTJ's for mid-year

Kerry talked to. We are very pleased with results.

Fiona still doing Mutukaroa. It is important to have that engagement with families.

Jamie has organised a parent night at school tomorrow to talk about Reading Eggs which has now been put into every Year 3-6 child's home.

Fiona has held an ALIM night time course for parents.

We continue to have 3 Reading Recovery teachers working.

Shelley moved that the Strategic Discussions be passed – seconded Sarah

4. MONITORING

4.1 April/May Accounts

Gaby talked to. Gaby moved that the April/May Accounts be passed – seconded Terry

4.2 Banked Staffing 2015

We are still about the same with dollars and are alright to start a new class.

4.3 Audited Accounts

All our finances for 2014 were lodged with the MOE early and we have had a letter of Representation from the Auditors.

5. IDENTIFY/AGENDA ITEMS FOR NEXT MEETING

5.1 BOT newsletter

Gaby to start draft and send out to the BOT for any other news they may wish to include.

5.2 OIA Training

Kerry to confirm with Ministry of Education whether they would like to lead an OIA training for the next Board meeting.

6. ADMINISTRATION

6.1 Confirmation of last minutes

On the motion of Shelley , seconded Gaby , it was resolved that the minutes of the meeting held on Monday 11 May 2015 be taken as read and signed as a true and accurate record of that meeting.

6.2 Principal's Report

Kerry talked to the main points in her report.

Kerry moved that the following school term dates for 2016 be passed.

Term 1 – 12 weeks 96 ½ days

5 February to 15 April

Waitangi day will be observed on Monday 8 February / Easter 25 and 28 March

Term 2 – 10 weeks 98 ½ days

2 May to 8 July

Queen's Birthday weekend June 6

Term 3 – 9 weeks 90 ½ days

25 July to 23 September

Term 4 – 9 weeks 100 ½ days

10 October to 16 December

Labour Day 24 October.

*Kerry is applying for a sabbatical in term 4, 2016 to spend time looking at ways in which other schools work with target programmes and priority learning with a focus on Mutukaroa and the impact this could have on our school from NE – Y6.

*Decile rating – Ngati Toa School has had their rating changed from 4K to 3G.

Titahi Bay North School's rating has also changed back to the original.

We agreed to undertake the decile appeal process to see if we can get a decile rate change, Family survey will be available from August. Possible ways to ensure we get responses is for Kerry and Miranda to station themselves at the school gates and ask families to fill in form for this to send to MOE. Kerry will check with MOE if we can use

the current family survey form so we can have families fill these in at the Parent/Teacher interview night in June.

Shelley moved that the Administration be passed – seconded Scott

In accordance with the provision of Section 48 (1) of the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into committee to discuss a student matter and a personnel matter.

Out of In-Committee

After discussion, it was proposed that the meeting move out of committee, as per the provisions of Section 48 (1) (a) of the Local Government Information and Meeting Act of 1987.

7. MEETING CLOSURE

7.1 Comments on meeting:

***Good meeting. Love Pasifika and Maori strategies – not just doing it to tick a box, done genuinely – love it. Sabbatical – great that you are looking at Mutukaroa Kerry.**

***I love the fact that this school does not run at a deficit. Love that you guys have created the environment the school has.**

***Thanks Barb, awesome work. Big thing I like about sabbatical is that you want to go about Mutukaroa by communicating school to the whanau. I love that all the knowledge we get from you Kerry, you still want to go out and learn more.**

*** Fantastic work, fantastic people.**

***Excited about hall extension. Echo what everyone else has said. Pasifika and Maori strategy amazing.**

***Great meeting. Barb I love Pasifika. Kerry we are at the top of the totum pole – it has been a journey. Celebration of our school. Thank you to Kerry and staff. Cooking room - fantastic**

MEETING CLOSED AT 9.15pm

MINUTES READ AND CONFIRMED

Chairperson.....

Date.....



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Shelley moved a motion **“that we apply to NZCT for \$4,000 for PE equipment for school”**.
Seconded Kerry