

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 30 June 2014
at 7.15p.m.
at Titahi Bay School

PRESENT:

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

APOLOGIES

Nil

WELCOMES

Shelley welcomed Jamie Merrick and Deborah Malcom to the meeting.

TERM 2 DATA:

Jamie and Deborah talked to Term 2 OTJ in Reading, Writing, Maths.

An up-dated version was tabled.

OTJ's were broken down into ethnicity and subject – discussion took place around what this means across the school.

The sheet that staff use to have robust discussions about children was shown – it clearly showed the breakdown of Maori/PI/Special needs and Year groups. The priority learning programme will continue next term. We clearly want to move the Year 5/6 target children in our targets for 2014.

CONFIRMATION OF MINUTES:

On the motion of Shelley , seconded Sarah, it was resolved that the minutes of the meeting held on Tuesday 3 June 2014 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

CORRESPONDENCE:

Sent out with BOT papers.

*Another Police report was received re our iPads being stolen in case the auditor needs to sight it.

Shelley moved that the correspondence be accepted – seconded Gaby.

FINANCES:

Gaby and Kerry met with (*name withheld*) from Education Services and the financial picture for 2013 was with the Principal's report.

Auditors came back with only one issue being that Kerry had sent in a deficit budget and just advising that you can't do this each year.

All accounts were fine and we had a good year for 2013.

Auditors came and had a look around what we do around Novopay – all fine.

2013 accounts are all finished and signed off and with the MOE.

Shelley moved that the May accounts be passed – seconded Gaby.

PROPERTY:

Kerry talked to.

*Bike Track – The container will be done next week during the school holidays. We would like to have it wired up by week 2 of Term 3, ready for our Pedal Ready programme.

*Scott and Kerry met with Ashbys re repairing the roof. To get the job done properly will cost approximately \$190,000. We have budgeted for \$130,000 from 5YA but have asked the MOE to take the extra from our 5YA money. The MOE have signed this off.

*Fencing – To be started in the school holidays. The Ministry will pick up the cost from the MOE Special Needs budget.

Shelley moved that Scott Hemsley be co-opted back on to the Board of Trustees for 1 year for the job of Property – seconded Sarah – carried.

*The plans for cooking room special needs will be tabled in Term 4.

PRINCIPAL'S REPORT

Kerry talked to the main points in her report.

BOT newsletter to be written and sent out at the beginning of term 3.

Kerry moved a motion that we use \$1,000 of the 2014 money from YMCA to start up our school camp fund and to let the community know that the money is being used for this. Seconded Scott.

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

SHARON THOMPSON STAFF REPORT:

An up-dated version of the NE data and 2014 Observational Summaries was handed out. (attachment 8).

Sharon tabled the new medical forms that are now in place for children on medication. There is also a medical book in the office which is to be signed by any member of staff administering medication to a child during school hours.

Jodene Gooch met with the Diabetic nurse re administering insulin to a diabetic student if needed. Jodene will be trained by the nurse on how to do this.

EVALUATION OF MEETING:

*Thank you Kerry for everything you are doing. I know you trust all your staff.

Thank you Deb and Jamie for the data – looks like you have a good plan.

*Good meeting. Great to see data and know it is a really robust process. Kerry we are aware of the extra work placed on you.

*Thanks for the data. Thanks Kerry and Sharon for all the work you have done. We are aware of more work being placed on you.

*Awesome meeting. Thank you for your honesty. – Big ups – thank you very much

*Understanding stats and knowing what you want is awesome.

*Nice to have success with our finances. Lovely to see things coming into place. Positive about things that are happening to us.

*End of yet another term. On behalf of all the staff I would like to thank the BOT.

*Next term is all about self review

*Thank you for not burying your head in the sand.

*Management techniques are good – you have all got your own roles. The school is a well run machine. Great meeting.

MEETING CLOSED AT 8.50pm

MINUTES READ AND CONFIRMED

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

Note to minutes:

- Information withheld under section 7 (2)(a) of the Local Government Official Information and Meetings Act 1987, to protect the privacy of natural persons.