

**TITAHI BAY SCHOOL BOARD OF TRUSTEES**  
**Minutes of the Board of Trustees meeting held on**  
**Monday 24 June 2019 at 5.45pm**  
**At Titahi Bay School**

**1.0 ADMINISTRATION**

**1.1 Present**

Sarah Campbell, Jodene Gooch (Minute Secretary), Sharon Thompson (Staff trustee), Ria Tomoana, Gaby Wesley-Smith, Kerry Delaney, Abby Keplar, Vane Sopoaga

**1.2 Apologies**

none

**1.3 Declaration of interests**

None

**1.4 Welcome**

Sarah welcomed the new Board members , Vane and Abby. Sarah also welcomed Anna McGavin and Duncan Emo.

**1.6 Election of Chairperson**

**Nominated by Gaby Wesley-Smith , seconded by Ria Tomoana , Sarah Campbell**  
was re-elected as Chairperson .**Motion was passed.**

**2.0 STRATEGIC DISCUSSION**

**2.1 BoT Induction**

Sarah shared what Governance means and explained what the roles of the Board members/ Principal are . Sarah explained the importance of keeping the roles clearly defined and how this ensures a Board runs effectively.

**2.2 NZSTA Support**

Sarah had previously sent an email to all board members sharing upcoming dates for training seminars for trustees.

Sarah explained what NZSTA was and the role they have. NZSTA is contracted by the Ministry of Education to support school Boards. NZSTA is independent of the Ministry of Education .

### **2.3 Team Drive**

Sarah showed the new board members the Team Drive and how to access all the information on it .

## **3.0 STRATEGIC DECISIONS**

### **3.1 Roles of BoT Members**

The list of delegations were discussed and were all but 2 updated . The final 2 will be agreed on at the next board meeting .

Nominated **by Sarah Campbell, seconded by Ria Tomoana , Gaby Wesley-Smith** will continue as Treasurer.**Motion was passed.**

Nominated **by Anna McGavin , seconded by Gaby Wesley-Smith, Anna McGavin** will be the delegated person for Policies/Procedures.**Motion was passed.**

**Ria Tomoana** will continue as the delegated person for Maori Strategy, **seconded by Anna McGavin.Motion was passed.**

Nominated **by Kerry Delaney, seconded by Gaby Wesley-Smith , Vane Sopoaga** will be the delegated person for Pasifika Strategy.**Motion was passed.**

### **3.2 Co - opt members**

**Sarah Campbell** formally invited **Duncan Emo** to be co-opted on to the Titahi Bay School Board of Trustees for a period of 18 months, **seconded by Gaby Wesley-Smith .Motion was passed.**

**Sarah Campbell** formally invited **Anna McGavin** to be co-opted on to the Titahi Bay School Board of Trustees for a period of 3 years, **seconded by Ria Tomoana.Motion was passed.**

## **4.0 MONITORING**

### **4.1 Finances**

**Gaby Wesley Smith** moved that the Board pass the **April/May accounts**, seconded by **Sarah Campbell**. **Motion was passed.**

### **4.2 2018 Audited Accounts**

**Gaby Wesley Smith** moved that the Board pass the **2018 audited accounts** , seconded by **Sarah Campbell**. **Motion was passed.**

**Gaby Wesley Smith** moved that the Board pass the **2018 School Audit**, seconded by **Sarah Campbell**. **Motion was passed.**

**Kerry Delaney** moved that **Jamie Merrick** be given signing authority for the school accounts and banking whilst **Kerry Delaney** is on sabbatical, seconded by **Gaby Wesley-Smith** . **Motion was passed.**

### **4.3 Health Consultation**

Section 60B of the Education Act 1989 , as amended by the Education Act 2001 - states "Every 2 years schools are required to provide a written statement about how the school will implement health education.

Legislation requires schools to inform its school community about the health education components of its curriculum."

This was shared to our community via the school newsletter as a google document for families to have their say.

## **6.0 ADMINISTRATION**

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

**On the motion of Sarah Campbell and seconded by Ria Tomoana**, it was resolved that the minutes of the meeting held on **Monday May 13th 2019** be taken as read and signed as a true and accurate record of that meeting. **Motion was passed.**

### **6.2 Principal's Report**

**Kerry** shared and discussed her report.

Kerry discussed the potential changes to school donations that was mentioned in the budget. A decision will be made around this once what these will actually cover becomes clearer.

Kerry shared how successful the change has been in the way we manage Professional Development at Titahi Bay School - getting teachers to decide what they need to learn and then driving it in their HUBS. This comes down to Ownership - 'when you own it , you drive it and you want it to be successful.'

At the Matariki whanau breakfast there will be the first part of the community consultation about creating our local curriculum.

At the next Board meeting Jamie Merrick will share Term 1 and Term 2 data both schoolwide and target .

Miranda McMahon will share playground data and NZCER student voice data.

Kerry updated the Board on all current staffing decisions.

### Titahi Bay Delegation List for June 2019 to March 2020

<b>Date of minuted Delegation</b>	<b>Personnel</b> Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom is a trustee.	<b>Delegated Authority</b> See individual Committee terms Reference in the Board's Governance Manual	<b>Term of Delegation</b> Delegation ceases at the date below, by earlier resolution of the BoT, or if no date, is ongoing.
June 2019	<b>Disciplinary Committee</b> All current trustees bar the principal	That the Disciplinary Committee members aforementioned are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the Board's Governance Manual.	June 2019 to March 2020
June 2019 Sarah Campbell	<b>Finance Committee</b> Gaby Wesley-Smith (T) Kerry Delaney (P) Sarah Campbell (Chair)	That the Finance Committee members aforementioned are delegated authority to implement the Board's Finance Committee Terms of Reference, as	June 2019 to March 2020

		outlined in the Board's Governance Manual	
June 2019	Jamie Merrick Miranda McMahon	That the Board directs that, except where the Board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	June 2019 to March 2020
June 2019	<b>Property</b> Sarah Campbell TBC next BoT meeting	That the Board directs these two BOT members to have the authority to talk on behalf of the school property matters.	June 2019 to March 2020
June 2019	<b>Appointment Team</b> Sarah Campbell (Chair) (T) Kerry Delaney (P) Jamie Merrick (DP) Sharon Thompson (T)	That the Board directs these members to have the authority to be the reps on the appointment panel	June 2019 to March 2020
June 2019	<b>Policies/Procedures</b> Sarah Campbell (Chair) Kerry Delaney	That the Board directs this BOT member to oversee policy requirements for Titahi Bay School.	June 2019 to March 2020
June 2019	<b>Maori Strategy</b> Ria Tomoana	That the Board directs these BOT members to have the authority to talk on behalf of the school Maori strategy	June 2019 to March 2020
June 2019	<b>Pasifika Strategy</b> Lynette Renouf	That the Board directs this BOT member to have the authority to	June 2019 to March 2020

		talk on behalf of the school Pasifika strategy	
June 2019	<b>Health &amp; Safety</b> TBC next BoT meeting	That the Board directs this BOT member to have the authority to talk on behalf of the school Health & Safety team.	June 2019 to March 2020

**7. Meeting closed at 7.40 pm**

**MINUTES READ AND CONFIRMED**

**CHAIRPERSON**.....*Janet Campbell*.....

**DATE** .....*19/8/19*.....