

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 18 November 2013
at 7p.m.at Titahi Bay School

PRESENT:

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

APOLOGIES

Nil

WELCOMES

Shelley welcomed everyone to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley , seconded Sarah, it was resolved that the minutes of the meeting held on Monday 16 September 2013 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

CORRESPONDENCE:

Kerry tabled and talked to. (see list with agenda)

Shelley to nominate Titahi Bay School for "Excellence in Schools Awards"

Shelley moved that the correspondence be accepted – seconded Gaby

Books on modern environments given to Shelley, Carl and Gaby.

AFTER SCHOOL CARE:

Draft criteria set up – Sarah talked to.

Need a registered entity – MOE requirement

Time frame "urgent"

Bay Kids Club to be notified this is the next stage.

Kerry, Scott and Sarah to meet – date to be confirmed –to go through other interested parties expression of interest. This to be done by 30 November. Bay Kids Club to be invited to tender – this to be emailed and delivered by hand. The final decision will be made by all the BOT.

DEB'S PRESENTATION

Deb tabled and shared data.

All teachers make a judgement against National Standards Reading, Writing and Maths for every student.

- a) Teachers use data from former assessments
- b) Observations
- c) Records
- d) Other diagnostic tools

Attached – PAT and STAR reading data

Deb shared data from formal assessments – PAT Maths results and STA Reading assessment.

Kerry thanked Deb for all her hard work that went into her presentation. A big thank you to the staff for the classroom programmes but also the priority programmes.

PRINCIPAL'S REPORT:

Kerry talked to her report (and attachments).

*Shelley to sign a card from the BOT for Miranda or all her hard work she is doing for our school.

*Deborah talked to PACT training.

*In 2015 we have been selected (with three other schools in Wellington) as a school of excellence to help trainee teachers. Our school would have 3 trained here and be part of our school 3 days a week. Kerry has signed a memorandum of intent with Victoria University

Moved by Kerry / seconded by Shelley

The appointment of Delwyn Gardner – Team Leader Ngahere was ratified

The appointment of Nicky Severinsen – Scale A Ngahere was ratified

The appointment of Matt Tan – First year Scale A Rakau was ratified

*Shelley to write a letter to Jill Merrick on her retirement and thank her for the 17 years at Titahi Bay School and also

Property

- Playground opens on Wednesday – a big thank you to Carl and Scott – we have a parent coming in to show students how to fall/land.
- Insurance Co. has been approached for insurance for fort
- Look at security cameras to be installed for fort
- 5 Year plan signed off – this will be a focus for 2014 – Modern learning environment focus.

Finances:

Kerry talked to the August/September/October accounts.

Shelley moved that the August/September/October accounts be passed – seconded Terry.

There is a difference between the 2013 February operations grant money in and the December money (extra payments). This will be used – so some areas will be overspent by December.

Kerry moved that the 2014 school fees remain the same \$40 per child / \$60 per family– seconded Shelley

2014 Budget:

Kerry talked to 2013 Budget and the changes.

Kerry talked to and moved that the 2014 budget be passed – seconded Shelley. Discussed the focus on sun shade/junior playground and furniture.

Health & Safety

Scott to arrange for (*name withheld*) to come on Tuesday afternoon to show the children the proper and safe way to fall on the new playground.

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

STAFF REP REFLECTION OF 2013

Sharon tabled.

Kerry thanked Sharon for all the hard work she is doing as SENCO.

REVIEW OF MEETING:

*School is in a lovely place

*Great meeting. Love how focused on the wonderful stuff done this year. Good to see a lot of projects being run come to fruition – exciting. Bring on the Playground opening.

*Fantastic meeting – staff wonderful the way they are moving forward.

*Love that it was a real positive meeting. School is buzzing and it's great to be a part of it.

*Thanks Deb for the excellent data and Carl for your effort to get the playground ready to go.

*Thank you for all the information to read. Maths results fantastic, thank you for all the PD you are doing. Love all the little procedures you are doing in the school, e.g. fire alarm.

*Thanks Deb for meaningful data. Thank you KD and Sharon. Awesome work being done by everyone.

*First couple of years had challenges but this has been a really challenging year for BOT but everybody getting in and helping.

*A lot happens behind the scenes. This meeting has covered some of these. Cannot wait for playground.

*Thanks for meeting. So excited about the playground. Deb, thanks for the data.

*KD – “good girl – you’ve done good” – Ted Scanlan’s comment.

*Thank you everyone for all you did re (*name withheld*) – thank you all for every bit you play – Gaby for always being there to do the finances – Carl thank you from the bottom of my heart for all the work you have put into the playground – Scott for being in there with Carl – Sarah for all the After School Care/Policy work – Shelley, lots of stuff behind the scenes – Terry for wisdom that you bring. I couldn’t do this job without Sharon and Deb.

MEETING CLOSED AT 9.00pm

MINUTES READ AND CONFIRMED

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

Note to minutes:

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