

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 3 November 2014
at 7.15p.m.
at Titahi Bay School

1. ADMINISTRATION

1.1 PRESENT:

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

1.2 APOLOGIES:

Nil

1.3 WELCOMES

Shelley welcomed Deborah Malcom, Jamie Merrick and Barbara Edmonds to the meeting.

2. STRATEGIC DECISIONS:

2.1 Pasifika Strategy Update

On behalf of the Pasifika Group, Barbara Edmonds thanked the Board and the school for letting them grow as a Pasifika group within the school.

There is a consultation process underway which is to be a living document.

Stage 1: will compose of a survey which will be handed out at the Pasifika night e.g. what are your aspirations for your child?

Stage 2: To sit with Mike and go over those families which did not turn up to the Pasifika night.

Stage 3: Once analysed acknowledge those families that did not attend.

Kerry stated that she would like a student voice incorporated into the draft plan.

2.2 Maori Strategy Update

Terry talked to. Focus group with key people to put together plan views with (*name withheld*) driving this. Group will talk to Kerry about it and align the school PD for staff on Tikanga for 2015.

Talk to whanau group to get their comments.

2.3 Enrolment Zone

Kerry talked to. This is still an issue. Kerry advised that there will be no ballots. Kerry to work with Colin Tarr in promoting Titahi Bay North School and Ngati Toa School. Kerry advised that there is a lot of 'working together' at the moment.

2.4 Community Consultation

Shelley talked to the many traditions and practices which are part of our school culture. They include use of karakia, school songs, powhiri, leavers' dinners etc. where they align with our KURA values to teach our children respect, gratitude and a sense of belonging. Shelley to email Lynn the draft School Survey 2014 to look at and send it out week 7 to our community.

2.5 Ratify positions:

Shelley moved to ratify the following appointments – seconded Carl

The appointment of Jacinta Hamer - permanent .8 teacher 2015 was ratified

The appointment of Nicky Severinsen LWOP 2015 – Permanent position to a fixed term .6. was ratified

The appointment of Nicola McMullan – fixed term .4 2015 was ratified

The appointment of Miranda McMahon – Deputy Principal 4P units was ratified

The appointment of Jamie Merrick – Deputy Principal 4P units was ratified

2.6 Policy/Procedures

For the time being, we as a leadership management team believe we know these procedures are quite detailed but they are to ensure we have covered all the areas required. Lynn to email policies and

procedures to Barbara.

Shelley moved the Strategic Decisions be passed , seconded Sarah.

3. STRATEGIC DISCUSSIONS:

3.1 Property:

Scott tabled and talked to the ex-science lab which is one option for a lab/cooking room for our school. Another option to look at is to put a lean-to on the side of the hall (where the worm farm is situated). Carl to arrange with (*name withheld*) a date and time for her to come and look at the plan (hopefully this week).

Roofing: This is just about finished. Brilliant job completed.

Fencing: Still a few issues to sort out but should be completed by end of November.

3.2 Budget:

Kerry talked to first draft of next year's budget – Gaby and Kerry will keep working on this.

3.3 Unit Feedback:

Kerry advised that \$28,000 is paid to staff for units so it is important to hear the Unit holders voice in the evaluations.

3.4 Principal's Appraisal

Kerry talked to her appraisal. Great results feeling very pleased after the 360o.

3.5 Team Leaders Appraisals

Jamie talked to team leader's appraisals – again very robust procedure and leaders felt pleased.

3.6 Pasifika/Maori date summary

Deborah talked to (as per attachment 1) advising that there are lots of ways to track children now that we are using E-Tap to enhance what we have been using.

3.7 Term 3 OTJ's discussion

Jamie talked to Reading, Writing and Maths (as per attachment 1)

Dyslexic needs to be looked at in school – Focus for 2015.

Use of PACT tool will make things more consistent

3.8 PB4L Plan 2015

Sharon talked to student wellbeing survey (as per attachment 10). These results come from Years 5/6. The Years 3/4 results will be brought up again in 2 years so we will be able to compare them. Overall, everything looking positive. We will share some of this with our parents in our newsletters.

Shelley moved that the Strategic discussions be passed – seconded Sharon

4. MONITORING

4.2 Banked Staffing

Kerry advised that this will be zero by the end of the year.

4.3 Finance Report

Kerry moved that the September accounts be passed – seconded Shelley.

Kerry moved we get the recommended work for N4L done this year at a cost of approximately \$14,000 (attachment 8) - seconded Gaby.

5. IDENTIFY/AGENDA ITEMS FOR NEXT MEETING

5.1 Year 6 Leavers

Monday 15 December at 6pm. All BoT members to put this date in their diaries

Two more cups to be presented for Kapa Haka

5.2 ERO Report

Monday – Powhiri – 10.30a.m., morning tea – 11a.m., Leadership team focus (Barbara (*name withheld*) to be here).

Tuesday – In some classes

Wednesday – meet with Board 3.00p.m.

6. ADMINISTRATION:

6.1 Confirmation of last minutes

On the motion of Shelley , seconded Sarah, it was resolved that the minutes of the meeting held on

Monday 22 September 2014 be taken as read and signed as a true and accurate record of that meeting.

6.2Principal's Report

Kerry talked to the main points in her report.

Shelley moved that the Administration be passed – seconded Sharon

EVALUATION OF MEETING:

- *Welcome Barbara, wonderful to have you here with us. Excited about the kitchen. Great meeting.
- *Awesome to have a real buzzy meeting – a good place to be.
- *Thank you for welcoming me and thank you from our Pasifika group. Really good to see your data.
- *Welcome Barbara, nice buzzy meeting
- *Great meeting, welcome Barbara and Jamie. Lots of stuff happening and thanks for keeping on task
- *Great meeting. Welcome Jamie. I love this place, it's cool to see everything getting laid out deeper and deeper each meeting.
- *Welcome Jamie and Barbara, there is a great buzz here – great stuff.
- *Welcome, great meeting. Kerry, thank you for including us in your appraisal. Thank you for your hard work for the data shared at the meeting.
- *Buzzy meeting – excited to hear about the kitchen and toilets.
- *Welcome Barbara – beautiful to have you here. ERO – I know we are in a far better place than we were three years ago. Cooking room is my dream and being able to work with families. My dream is about the Bay so school Principals working more collaboratively is exciting.

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.