

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees meeting held on
Monday 12 November 2018 at 5.45pm
At Titahi Bay School

ADMINISTRATION

1.1 Present

Sarah Campbell, Jodene Gooch (Minute Secretary), Scott Hemsley, Sharon Thompson (Staff trustee), Lynette Renouf, Gaby Wesley Smith, Kerry Delaney, Ria Tomoana, Leanne Parsons, Anna McGavin

1.3 Declaration of interests

None, Sarah declared that she works for the School Trustees Association. NZSTA staff are encouraged to sit on boards and Sarah has declared her role as board chair with her employer. Should this board need formal advice from NZSTA, NZSTA would assign a staff member with no connection to Titahi Bay School to advise.

STRATEGIC DISCUSSION

2.1 BoT Elections for 2019

A discussion was had around changing from the current way we do elections for the BoT members to a staggered election .We will revisit this at a later date.

2.2 Bike shed placement

Kerry Delaney moved that the bike shed will stay in its current position as it is the best place for it regarding security and safety .Kerry will discuss with the Home and School committee regarding the usage of the funds that were raised for this, **seconded by Sarah Campbell. Motion was passed.**

2.3 Cycle Track up date

Leanne shared feedback on the trip to Mount Vic bike track and what the children wanted for our proposed skills track upgrade. This will run parallel to the current bike track .A discussion was had around what areas could be utilised . Kerry will organise some pictures of the track and get a quote for the wood. We will ask our community to help put the new skills track in.

2.4 Shade area by New Entrants Rooms

Kerry Delaney moved a motion to purchase a permanent shade cover outside of the Admin block and Room 5 and to get our school playground games re done by EDU markings, we will use the Go Fund team to help us on grants for this, **seconded by Sarah Campbell. Motion was passed.**

3. Strategic Decisions

3.1 Property

Sarah Campbell moved that the new quote for the deck extension in front of Rooms 7-11 be accepted , **seconded by Scott Hemsley.** Work will begin on this in the next week or so. Kerry will meet with builders on Thursday. Kerry has been in contact with Lee Ashby re some of our bolts on new deck going rusty. **Motion was passed.**

Kerry Delaney moved a motion that Ashby's project manage the repainting of some of our school area, namely the Admin block , back of the south block, back of the R16-19 area, the front of the R1-3 area by the netball court .Ashby's are in the process of getting tenders together to give to Kerry, **seconded by Sarah Campbell.** Kerry and Sarah will discuss this and get this sorted to be done ASAP. **Motion was passed.**

Kerry Delaney moved that the fundraising from the 2019 Triathlon be for the extensions to the Junior Fort Area, **seconded by Gaby Wesley Smith . Motion was passed.**

Sarah Campbell moved a motion that 2 more TVs are purchased for Classroom use to replace the current projectors , **seconded by Gaby Wesley Smith. Motion was passed.**

3.2 Staffing 2019

Annabeth Gunn applied for and has been employed for a fixed term position in Year 4 for 2019.

3.3 Draft Budget 2019

Ria Tomoana moved that the draft budget for 2019 be accepted , **seconded by Gaby Wesley Smith . Motion was passed.**

The BoT would like to acknowledge that we are very fortunate that Kerry Delaney has such a sound knowledge of budgeting.

Gaby Wesley Smith moved a motion that Titahi Bay School stay with the current auditors , Staples for 2019, **seconded by Sharon Thompson .**Both Kerry and Gaby have found them to be a very professional company to work with . **Motion was passed.**

4.1 Accounts

Gaby Wesley Smith moved that the Board pass the **August/September accounts, seconded Sarah Campbell.** It was noted we are on track with our 2019 budget. **Motion was passed.**

4.2 Target Programmes 2019

The Target Programmes 2019 was tabled to be added to the next BoT meeting Agenda.

4.3 Strategic Plan

This will stay the same for 2019 with the focus still on Growing Relationships, Growing People and Innovation. We are meeting the Ministry of Educations requirements for Strategic Planning for 2019.

5.1 KURA on the Green

Kura on the Green will be on December 6th. There will be no fundraising on the night, it is just a time for our whanau to come and spend time together.

5.2 BoT Training 2019

Sarah Campbell is going to bring some information to the next BoT meeting and discuss with the BoT members that would like training in 2019 and what training is available.

6. Administration

6.1 Confirmation of last minutes

On the motion of Sarah Campbell and seconded by Kerry Delaney , it was resolved that the minutes of the meeting held on Monday 13th August 2018 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 gave an update on the Strategic Plan and shared the highlights of the year to date. Great information sharing and BoT enjoyed hearing what was happening.

The school office have decided not to use KINDO

7. Meeting closed at 7.45pm

MINUTES READ AND CONFIRMED

CHAIRPERSON.....*Sarah Campbell*.....

DATE.....*10/12/18*.....