

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 16 September 2013
at 7pm at Titahi Bay School

PRESENT:

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

APOLOGIES:

Nil

WELCOMES:

Shelley welcomed Deborah Malcolm and Elaine Hines to the meeting.

CONFIRMATION OF MINUTES:

On the motion of Shelley, seconded by Scott, it was resolved that the minutes of the meeting held on Monday 19 August 2013 be taken as read and signed as a true and accurate record of that meeting.

MATTERS ARISING FROM MINUTES:

Nil

RESOLUTION PAPERS: Third Party Occupancy

The Board resolved that it should move to submit the drafted third party occupancy application to Ministry no later than Tuesday 17 September 2013 for approval, in relationship to BKC.

Action: The Principal to submit the Board-approved Third Party Occupancy approval in principle application to Ministry of Education no later than Tuesday 17 September 2013. This is to include a copy of the Board resolution and any other required supporting documentation.

NOTES FROM BOARD TRAINING WITH ELAINE HINES FROM NZSTA:

The Board members introduced themselves, and talked about how long they had been on the Board and what they'd like to hear Elaine talk about. This included:

- Policies and procedures, what we should have in place, our responsibilities
- Principal's appraisal, what do other schools do? what options are there?
- Learning about the role of the Board
- Getting through the scary moments as a Board
- How the Board can be visionary, forward direction, strategic thinking
- Knowing we are on the right track for what we are doing

Elaine distributed a booklet "T/204 The Board's Policy Framework. New Zealand School Trustees Association. 2012)

Governance

What does governance look like here? Supporting the Principal.

The Boards role in relation to the Principal. Supporting the community's dream lead through the Principal.

Are we a proactive or reactive Board? Where would we fit on the continuum?



We move on the continuum. We're not in one place all the time.

We want to rely on the process not the personnel .

Our policies are our intentions.

See page four of booklet T/204 for models of governance. The goal is to be similar to model 5 policy governance.

Who are we accountable to?

What are we accountable for?

Accountability by what means?

See pages 6-7 for Governance policies, Governance processes/procedures, Operations policies.

Elaine distributed a booklet "The XXXX School Policy Framework 2012. NZSTA 2012.

Elaine recommends having a discussion around Trustees' Code of Behaviour pages 7-8

Board minutes

Draft out to Chairperson within 48 hours of the meeting.

Chairperson can add or change minutes.

Minutes back to Board secretary, who then distributes them to all Board members.

Once meeting minutes are confirmed they are to go online.

Principal's Appraisal

There are a variety of ways that the Principal's appraisal can be done including using an independent appraiser. If the Board decides to use an independent appraiser, the Board can get quotes and then choose who the consultant would be. This could be in the region of \$2000-\$3000.

The Principal's appraisal is confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.

Board Meetings

Board meetings are meetings held in public (not public meetings).

If public attend a Board meeting it is handy to have a copy of the Public attending Board meetings procedures. See page 12-13

Meeting agenda – Chairperson does this. See page 14 for a typical agenda. Note the column for policy reference.

It's important to review meetings.

A School delegation list can be established from this, see page 20 for an example.

Elaine will give the Board a digital copy of the XXXX School Policy Framework 2012 document. This can be used as a base to develop our Policy Framework from and as an example of what is needed in a School Policy Framework. Points can be strengthened simply by adding extra bullet points. There is no point reinventing the wheel.

Reviewing School Performance

Elaine distributed the booklet "T/103 Reviewing School Performance. New Zealand School Trustees Association 2012"

Education Review Office. See pages 3-4. We are part of a three year cycle and it is likely that we will be reviewed in 2014.

Page 7 has an example of an overall plan for review.

Review is not a review of the wording of the policy/procedure but a review of the policy/procedure itself. Reviewing that the policy is implemented and what is happening in the school.

Page 9 has an example of strategic review. Add in a progress column.

Page 10 has an example of a regular review of Code of Behaviour. When surveying the Board about Code of Behaviour, send out two copies: one for own behaviour and the second for Board behaviour.

An example of regular curriculum review is on page 11.

An example of an emergent review is on page 12.

At the next Board meeting

Have a ten minute discussion on:

What is governance?

What is management?

Write a paragraph of what these mean to our Board.

Keep things short and sharp.

What does your policy/process say?

PROPERTY:

Playground:

Carl advised that work should start on Monday 30 September and should take two weeks, ready for the first day of term 4. He is expecting letters later this week for the price and from Porirua City Council.

The Board approved \$150,000 financed by the school as per 20 June 2013 minutes.

Home and School to contribute approximately \$32,000 from triathlon fundraising.

The new quote received today has the total price of the playground at \$181,685

Bike track:

Downers are provisionally beginning work on the bike track on Monday 30 September

OTHER MATTERS:

The Principal, Kerry Delaney, is away for a week – 23 September to 27 September 2013.

The Deputy Principal (Deborah Malcolm) is delegated to deputise for the Principal from 23 September to 27 September 2013.

The Principal is in the process of organising staffing for 2014.

Next meeting:

Discuss What is governance? What is management?

Gaby to work on finance policies

MEETING CLOSED AT 9.25PM

MINUTES READ AND CONFIRMED

Chairperson _____ Date _____

